

Attleboro Housing Authority
Minutes
August 25, 2022

A regular meeting of the Attleboro Housing Authority was held on Thursday, August 25, 2022 virtually via Go To Meeting. Chairperson Kathleen Park called the meeting to order at 5:45 PM.

Present: Narvy Kes-DesLauriers, Kathleen Park, Jo-Ann Vaughn and Steven DuPlessie (entered the meeting at 5:48 pm)

Absent: None

I. Approval of Minutes June 23, 2022.

Commissioner Kes-DesLauriers made a motion to approve minutes of June 23, 2022 as presented. Commissioner Vaughn seconded the motion. Approved 3-0.

II. Approval of Warrant #362.

Commissioner Kes-DesLauriers made a motion to approve Warrant #362 and the addendum as presented. Commissioner Vaughn seconded the motion. Approved 3-0.

1. *Financial Statement.* The Executive Director reviewed with the Board of Commissioners the Year End financial statements for the period ending June 30, 2022. The Executive Director stated that we ended the year in a favorable position. Reserves remain strong. The AHA ended the year with rental revenues at 110% of budget.
2. *Occupancy Report.* The Executive Director reviewed with the Board of Commissioners the Occupancy report for the period ending June 30, 2022. The Executive Director stated that there are 9 vacant units, a great improvement as we once had 39.
3. *Tenant Accounts Receivable.* The Executive Director reviewed with the Board of Commissioner's the Tenants Account Receivable report for period ending in June 30, 2022. We took in 2.1 million in rental payments, with 3.6% of that or \$77,000 that was delinquent.
4. *Family Self Sufficiency Report.* The Executive Director reviewed with the Board of Commissioner's the Family Self Sufficiency report for the period ending June 30, 2022. The Executive Director stated that HUD has made significant changes to the FSS Program in which he explained in detail to the Board Members.

Commissioner DuPlessie made a motion to approve changes in the FSS Administrative Plan as Outlined. Commissioner Kes-DesLauriers seconded the motion. Approved 4-0.

5. *Resident Services Coordinator Report.* The Executive Director reviewed with the Board of Commissioner's the Resident Services Coordinator report for the period ending June 30, 2022. The Executive Director included in the board packet the application for Federal Communications Commission Affordable Connective Program which offers residents \$30 per month off their internet bill. This information has been shared with the LTO.

6. *DHCD Year End Certifications Fiscal Year 2022.* Lead Paint Certification Form, Tenant Accounts Receivable Report and the Top Five Compensation Report; the signed documents have been submitted to DHCD.

III. Emergency and Capital Improvement Projects

- A. River Court Apts. (667-5) FISH #016124 Geothermal Heat/Second Elevator Initiative. The Executive Director stated that the two week look ahead was provided. Also included in the board packet is the Change Order #11 Justification which states there is a trip hazard as the floor one inch higher in height. It is causing trip hazards and difficulty for wheel chair users to exit the elevator.

Commissioner Kes-DesLauriers made a motion to affirm the vote to approve change order #11 in the amount of \$30,797.02. Commissioner Vaughn seconded the motion. Approved 4-0.

- B. Fire Alarm Panel Replacement (667) #016163. The Executive Director stated that Laracy Electric previously scheduled fire alarm pre-testing and final testing and demo to remove the old devices. The Executive Director stated that Eric Johnson from the Fire Department completed the inspection today and this project should be completed by the next Board meeting.
- C. Kitchen Upgrade (689 sites). The Executive Director stated Architect Georgia Wiggins of Leonardi Aray Architects visited the sites. Included in the board packet is the schematic design submitted to DHCD and we are awaiting approval.
- D. Interior Painting (689 sites) #016170. The Executive Director stated that RCAT is assisting with the Scope of Work. A site visit is being planned.
- E. Retaining Wall Survey (200-Hillcrest Oaks Family) #016171
- F. Exterior Siding Phase 1 (667-Brookside) #016172. The Executive Director stated that DHCD architect Juliet Borja visited the property on 8-9-2022 and will be generating her work order recommendations.

Management – Other.

- A. Budget Revisions.
The Executive Director stated that previously the Board approved the budget revision for reimbursement from the Retained Risk Program in regards to legal fees that were incurred due to issues with a previous Staff member.

Commissioner Kes-DesLauriers made a motion to affirm the vote to approve the budget revision for reimbursement from the Retained Risk Program in the amount of \$20,327.30. Commissioner DuPlessie seconded the motion. Approved 4-0.

- B. Smoking Survey Final Results.

The Executive Director stated included in the board packet is the final survey results. Overall, the consensus is that residents would prefer a non-smoking building. It was not unanimous. The Executive Director is going to meet with a working group of residents from each development to discuss ideas on how to move forward with eventually becoming a smoke free housing authority.

C. Swansea Housing Authority – Request for Management Agent.

The Executive Director stated that the Swansea Housing Authority inquired if AHA would be interested in being the Management Agent. At this time the Executive Director does not think it is in the best interest of the AHA to add another housing authority due to staffing challenges.

D. Staff Training.

- Administrative Staff participated in the Section 8 update training on PHA-Web.
- The Executive Director participated in the DHCD Executive Director training on July 14th.
- Two of the Maintenance Staff members took the Procurement training offered by MAHAMS on August 16, 2022.

E. Personnel.

- The Public Housing Specialist position remains vacant. The Executive Director stated that a different approach to advertising is being taken.
- AHA is now minus two Maintenance Staff members following a termination of one and one remains out on Worker's Compensation.

F. Unemployment Financing Method.

There are two ways an entity can finance Unemployment benefits the reimbursable method or the contributory method. AHA currently is currently enrolled in the reimbursable method. This is a self-funding entity and we have to pay the claim directly up to a certain amount. AHA is researching becoming a contributory entity and the cost involved. DHCD agrees that AHA should make the switch.

G. Seekonk Update.

- The State made funds available to have the Seekonk Commons to replace the entire septic system.
- A tenant at Seekonk Commons drove their vehicle through another apartment building into another tenant unit. The tenant thankfully was not home at the time of the accident. That tenant had to be relocated to a hotel until proper repairs were completed. An insurance claim has been filed for the damages.

G. Upcoming Board Meetings.

- Thursday, September 22, 2022

J. Miscellaneous.

- The Executive Director was elected to the Board of the Southeastern Massachusetts Executive Director Association (SMEDA).
- AHA made the front page of the NAHRO MONITOR in regards to the Executive Director becoming a Congressional Contact. If there are items that

come before Congress that effect either public or affordable housing, he will be the point person in the 4th Congressional District here in Massachusetts.

- Memo to staff contain and article on financial planning advice.

IV. Attleboro Housing Authority Tenants Association.

1. Hillcrest Oaks and 705 Family Sites Tenant Association. No Report.

V. Old Business.

None.

VI. New Business.

None.

VII. Open Comments.

1. Tenants – None in attendance.
2. Public – None in attendance.
3. Press – None in attendance.
4. Motion to Adjourn

Commissioner Vaughn made a motion to adjourn the meeting at 6:43 PM. Commissioner DuPlessie seconded the motion. Voted 4-0.

Respectfully submitted,

Paul M. Dumouchel
Executive Director