

Attleboro Housing Authority

Minutes

January 24, 2019

The regular meeting of the Attleboro Housing Authority was held on Thursday, January 24, 2019 at the Rivercourt Community Room located at 4 Hodges Street, Attleboro, MA. Chairman Charles Caron called the meeting to order at 5:46 p.m.

Present: Charles Caron, Narvy Kes-DesLauriers, Kathy Davis. Kathleen McGregor arrived at 5:47 p.m. and Jo-Ann Vaughn arrived at 5:50 p.m. and left the meeting at 6:20 p.m.

I. *Approval of Minutes of November 29, 2018.*

Kathy Davis made a motion to approve the minutes of November 29, 2018 as presented. Narvy Kes-DesLauriers seconded the motion. Voted 4 – 0.

II. *Approval of Warrants #318 and 319.*

Narvy Kes-DesLauriers made a motion to approve Warrants #318 and #319 as presented. Kathleen McGregor seconded the motion. Voted 4 – 0.

III. *Executive Director's Report.*

1. Presentation by Emory Chapman – Transition to Tablets. The Board of Commissioners were given a presentation by Emory Chapman of Chapman PC Services with regard to having the Board packet distribution transitioned to Authority owned tablets for the Board and Tenant Association President.
2. Monthly Financial Statements. The Executive Director reviewed with the Board of Commissioners the Monthly Financial Statements for the periods ending November 30, 2018 and December 31, 2018 as well as the Quarterly Operating Statements for the period.
3. Tenants Accounts Receivable Report. The Executive Director reviewed with the Board of Commissioners the Tenant Accounts Receivable reports for the periods ending November 30, 2018 and December 31, 2018.
4. Occupancy Report. The Executive Director reviewed with the Board of Commissioners the Occupancy reports for the periods ending November 30, 2018 and December 31, 2018.
5. Work Order Report. The Executive Director reviewed with the Board of Commissioners the Emergency and Non-Emergency Work Order reports for the periods ending November 30, 2018 and December 31, 2018.
6. Family Self-Sufficiency Report. The Executive Director reviewed with the Board of Commissioners the Family Self-Sufficiency report for the period ending December 31, 2018.
7. Emergency and Capital Improvement Projects.
 - A. Peck Street Roof Replacement. Narvy Kes-DesLauriers made a motion to approve Change Order #1 to extend the contract by 111 days for JD & D Construction for the Peck Street Roof Replacement and authorize the Contract Officer to sign the document. Kathleen McGregor seconded the motion. Voted 4 – 0.

- B. Formula Funding Award. Kathy Davis made a motion to approve the Contract for Financial Assistance Amendment #9 in the amount of \$763,741 and to authorize the Contract Officer to sign the document. Kathleen McGregor seconded the motion. Voted 4 - 0.
- C. Rivercourt Apartments (667-5) FISH 016124 Second Elevator Initiative (& 016125 Electric Upgrade). The Executive Director presented the proposed project schedule to the Board of Commissioners.
- D. Maple Terrace Kitchen Modernization #016139. The Executive Director reported that the cabinets have been received and they will begin installation on February 1, 2019.
- E. Peck Street Domestic Storage Building Demolition #016138. Kathleen McGregor made a motion to approve the Certificate of Final Completion and authorize the Contract Officer to sign the document. Navy Kes-DesLauriers seconded the motion. Voted 4 - 0.
- F. Peck Street (689) HVAC Replacement. Kathleen McGregor made a motion to approve the Certificate of Substantial Completion and to authorize the Contract Officer to sign the document. Navy Kes-DesLauriers seconded the motion. Voted 4 - 0.

Kathleen McGregor made a motion to approve the Certificate of Final Completion and to authorize the Contract Officer to sign the document. Navy Kes-DesLauriers seconded the motion. Voted 4 - 0.

- G. Holman Street (705-4)/Garden Street (705-2) Heating System Conversion – Oil to Gas #016135. The Executive Director reported that the job is complete. Oil tanks need to be drained and removed. This is scheduled for January 25, 2019 and the final walk through will occur at that time as well.
- 8. Tablets for Board Members. Emory Chapman provided a presentation at the beginning of the meeting. The Authority's goal for implementation is March 2019.
 - 9. 2019 Budget Update. The Executive Director reported that the FY19 Budget for Seekonk has been approved however the Attleboro budget had been reverted for correction by the Fee Accountant and has since been resubmitted.
 - 10. Quotations on Director's and Officer's Liability Coverage & Employment Practices Liability. The Executive Director submitted the new quotation for the Director's and Officer's insurance to the Board of Commissioners for review with a recommendation to take action at the next meeting.
 - 11. Audits. Guyder Hurley will be conducting the Attleboro regular audit on February 11, 2019.
 - 12. 2020 Capital Improvement Plan. The Executive Director reviewed the proposed CIP plan for FY2020 with the Board of Commissioners. Kathy Davis made a motion to approve the 2020 Capital Improvement Plan as presented. Kathleen McGregor seconded the motion. Voted 4 - 0.

13. Meeting with Residents. The Executive Director reported that Monthly Meetings were conducted at all elderly sites. The Executive Director reported that feedback continues to be positive and the residents appear very comfortable with the style of outreach.
14. Personnel. The Executive Director reported that the Authority welcomed Michael Brault, Oscar Portillo and Diane Rose as new employees to the Authority over the past couple months. The Authority will be welcoming Elena DeLaZerda as the Resident Services Coordinator on February 4, 2019.
15. Public Housing Notices. The Executive Director will continue to provide Public Housing Notices as they are issued from the Department of Housing and Community Development. The notice provided this month is PHN 2018-23 Information on ANUEL and Management Fee Increases.
16. Performance Management Review Audits. The Executive Director reported that a Deferred Maintenance Policy and Preventative Maintenance policy need to be approved and implemented by the Authority in order to be in compliance with the PMR protocol.

Narvy Kes-DesLauriers made a motion to approve the Deferred Maintenance Policy as presented. Kathleen McGregor seconded the motion. Voted 4 - 0.

Kathleen McGregor made a motion to approve the Preventative Maintenance Policy as presented. Narvy Kes-DesLauriers seconded the motion. Voted 4 – 0.

17. Outreach to Local Officials and Groups. The Executive Director reported that since the last meeting he has met with Senator Paul Feeney, the Attleboro Self-Sufficiency Coalition and The Literacy Center. Commissioner McGregor recommended that the Executive Director make contact with a new agency, Path to Progress, however the Executive Director has already made contact with the Agency.

IV. *Attleboro Tenants Association.*

1. Hillcrest Oaks and 705 Family Sites Tenant Association. President Portia Gray-Goffigan asked that the Authority take a look at the mailboxes on the corner of Hanisch and Carlon Street for a large divot that is flooded and is hindering the residents from getting their mail. President Gray-Goffigan asked for clarification about the PMR inspection report that was mentioned on the Work Order report.

V. *New Business.*

1. The next Board of Commissioners meeting will be held on February 28, 2019.

VI. *Old Business.*

1. Commissioner Kathy Davis asked the Authority to send a thank you note to the Mayor's office for getting the curb cut accomplished in front of Rivercourt.
2. Chairman Caron asked if the sidewalk improvements at Hillcrest Oaks on Hanisch Road has been completed. It was reported that this work has not yet been completed.

3. Commissioner Davis asked if the Authority has a policy in place for Electricity Outages. It was reported that the Authority does not have an official plan and the Board of Commissioners asked the Executive Director to draft a policy for the Board to review.

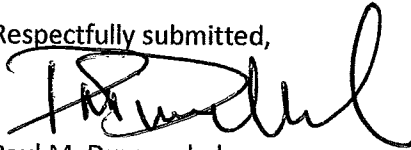
VII. *Open Comments.*

1. A Rivercourt resident asked about an update on the Rivercourt elevator project, the Executive Director said that he could provide a copy of the schedule and that he would be having meetings to keep the residents informed of progress. Also the resident asked if sprinklers were going to be installed as part of this project.
2. A Rivercourt resident asked if the Authority could put some soap in the public restrooms.
3. A Rivercourt resident stated that the walkways were quite icy after the last snow storm and that there were a couple of people who fell in front of the building.
4. A Hillcrest Oaks resident stated that the maintenance department did not do a very good job with the snow removal. The Executive Director stated that this particular storm was difficult to manage with the freezing rain and the flash freeze but that he would discuss it with the Maintenance Director.

VIII. *Motion to Adjourn.*

Kathy Davis made a motion to adjourn at 7:30 p.m. Kathleen McGregor seconded the motion. Voted 4 – 0.

Respectfully submitted,



Paul M. Dumouchel