

Attleboro Housing Authority

Minutes

February 28, 2019

The regular meeting of the Attleboro Housing Authority was held on Thursday, February 28, 2019 at the Rivercourt Community Room located at 4 Hodges Street, Attleboro, MA. Chairman Charles Caron called the meeting to order at 5:45 p.m.

Present: Charles Caron, Narvy Kes-DesLauriers, Kathy Davis, Jo-Ann Vaughn, Kathleen McGregor.

I. *Approval of Minutes of January 28, 2019.*

Kathy Davis made a motion to approve the minutes of January 28, 2019 as presented. Kathleen McGregor seconded the motion. Voted to approve 5 – 0.

II. *Approval of Warrant #320.*

Kathleen McGregor made a motion to approve Warrant #320 as presented. Kathy Davis seconded the motion. Voted to approve 5 – 0.

III. *Executive Director's Report.*

1. Monthly Financial Statements. The Executive Director reviewed with the Board of Commissioners the Monthly Financial Statements for the period ending January 31, 2019.
2. Tenants Accounts Receivable Report. The Executive Director reviewed with the Board of Commissioners the Tenant Accounts Receivable reports for the period ending January 31, 2019.
3. Occupancy Report. The Executive Director reviewed with the Board of Commissioners the Occupancy reports for the period ending January 31 2019.
4. Work Order Report. The Executive Director reviewed with the Board of Commissioners the Emergency and Non-Emergency Work Order reports for the period ending January 31, 2019.
5. Family Self-Sufficiency Report. The Executive Director reviewed with the Board of Commissioners the Family Self-Sufficiency report for the period ending January 31, 2019.
6. Resident Services Coordinator Report. The Executive Director reviewed with the Board of Commissioners the *first* Resident Services Coordinator report for the period ending January 31, 2019.
7. Quotations on Director's and Officer's Liability Coverage & Employment Practices Liability. The Executive Director reviewed the new quotation for the Directors and Officer Insurance to the Board of Commissioners. Kathleen McGregor made a motion to approve the purchase of Directors and Officer Liability Insurance and Employment Practices Liability Insurance. Kathy Davis seconded the motion. Voted 5-0.
8. Emergency and Capital Improvement Projects.

14. Personnel. New Members of the AHA Staff:

- Eliana DeLaZerda – Resident Services Coordinator
- Cynthia Morrison - Part-time Housing Choice Voucher Specialist
- Diane Rose moved - Housing Specialist

15. Miscellaneous information.

- DHCD has delayed the official “go-live” date of the Centralized waiting list
- Mayor Heroux requested AHA to participate on the Advisory Board of the NORTHERN BRISTOL COUNTY ASSISTANCE COLLABORATIVE, a Shelter serving men and woman that he wishes to establish.
- Authority sent a thank you note to the Mayor’s office for getting the curb cut accomplished in front of Rivercourt.
- Attleboro Housing will co-sponsor of the St Vincent DePaul Legislative Forum to be held at Wheaton College on Saturday March 23, 2019 from 9 a.m. to 11 a.m.
- I will be attending the Mass Nahro Legislative Day on Thursday March 7, 2019 at the State House in Boston.
- I had an opportunity to meet our new Senator Rebecca Rausch on an informal basis. I have scheduled a more formal meeting with her on Friday March 8, 2019.
- I will be out of the office Friday March 1, 2019, Monday March 4, 2019 and Tuesday March 5, 2019

IV. *Attleboro Tenants Association.*

1. Hillcrest Oaks and 705 Family Sites Tenant Association.

- a. President Portia Gray-Goffigan questions whether the emergency generator being installed at AHA 80 South Ave will also service family community room. At this time Paul does not know if this building will be included. He will follow up.
- b. Security/safety. It was brought up that AHA is experiencing changes in personnel and also has many newer residents who may not be familiar with the Housing Authority staff. Suggestion was made to implement a photo identification badge for Housing Authority staff. The Board endorsed that idea and the Executive Director indicated he would move ahead with that idea.

V. *Old Business.*

VI. *New Business.*

1. The next Board of Commissioners meetings will be held on March 28th, May 2nd and May 23rd.

VII. *Open Comments.*

a. Rivercourt

- i. Windows in hallways – Still planning to be done. Earlier attempts to schedule this work was negatively impacted by staffing shortages on the day in question.

A. Rivercourt Apartments (667-5) FISH 016124 Second Elevator Initiative (& 016125 Electric Upgrade). The Executive Director reported the project is progressing and will bid by March 15, 2019.

B. Maple Terrace Kitchen Modernization #016139. The Executive Director reported that the installation has started – four kitchens completed. Asbestos located in 10 units causing an increase of \$25,048 in benchmark spending and a time adjustment of 75 days (rest of units not included in this phase/cost).

Kathy Davis made a motion to authorize the contract officer to sign the change order for the kitchen renovation project. Kathleen McGregor seconded the motion. Voted 5-0.

C. Emergency Generator #016146. The Executive Director discussed installation of a generator at 80 South Ave. DHCD visited 02/26/19.

D. Holman Street (705-4)/Garden Street (705-2) Heating System Conversion – Oil to Gas #016135. The Executive Director reported that the job is complete. Contractor has not provided certificates of substantial or final completion as of yet.

9. Tablets for Board Members. Emory Chapman has ordered the tablets and they have arrived. The Authority's goal for implementation is the March 2019 board meeting. Attleboro Housing email addresses have been established for the board.

10. 2019 Budget Update. The Executive Director reported that the FY19 Budget for Attleboro has been approved.

11. 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 notices provided this month are PHN 2019-02 addressing a CHAMP update and PHN 2019-03 regarding Vacancy Waiver Criteria.

12. Performance Management Review Audit. The Executive Director reported that the audit results were favorable. Recommendations are to update the Capitalization Policy to reflect the updated threshold amount from \$500.00 to \$5000.00 and the Procurement Policy to reflect updated thresholds: \$0-\$10,000 – Sound Business Practices; \$10,000-\$50,000 - Solicitation of quotes; \$50,000 + – Sealed bidding.

Kathleen McGregor made a motion to approve updates to the Capitalization Policy. Narvy Kes-DesLauriers seconded the motion. Voted 5 - 0.

Kathy Davis made a motion to approve updates to the Procurement Policy. Jo-Anne Vaughn seconded the motion. Voted 5 – 0.

13. Meeting with Residents. The Executive Director and RSC met with residents of Rivercourt, Maple Terrace, Brookside, and Oakhurst. A follow up conversation with the Hillcrest / Family Site LTO will be held to determine a good date to address the family group.

ii. 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.

iii. Safety

1. The lock on the door closest to Mechanic Street is damaged and needs to be replaced.
2. Cameras installed – Executive Director arranged to have Emory Chapman visit Rivercourt property to evaluate the most advantageous way to go about installing cameras. In progress. Executive Director indicated that DHCD would not approve a camera installation project as a Capital Expense.
3. Some individuals have been seen outside of the building peering in windows. Residents advised to call the Attleboro Police if they feel uncomfortable.
4. Resident looking for the main key back as lock is broken. This was taken away and now door is left propped open

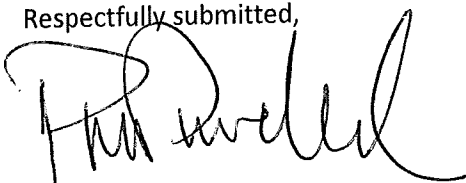
iv. Parking

1. Executive Director informed residents about the assistance Eliana, the Resident Services Coordinator, is providing relative to the Parking situation at the various locations. An updated assessment of which residents have vehicles is underway and new stickers are planned to be issued. Estimated completion date the end of March. Executive Director also noted that the process to select a Parking Coordinator for River Court is also underway.

VIII. *Motion to Adjourn.*

Kathy Davis made a motion to adjourn at 7:30 p.m. Kathleen McGregor seconded the motion. Voted to approve 5 – 0.

Respectfully submitted,



Paul M. Dumouchel