

Attleboro Housing Authority  
Minutes  
May 30, 2019

A regular meeting of the Attleboro Housing Authority was held on Thursday, May 30, 2019 at the River Court Community Room located at 4 Hodges Street, Attleboro, MA. Chairman Charles Caron called the meeting to order at 5:50 p.m.

Present: Charles Caron, Narvy Kes-DesLauriers, Kathy Davis

Absent: Kathleen McGregor and Jo-Ann Vaughn

I. Approval of Minutes May 2, 2019.

Narvy Kes-DesLauriers made a motion to approve the minutes of May 2, 2019 as presented. Kathy Davis seconded the motion. Voted 3 – 0.

II. Approval of Warrant #323.

Narvy Kes-DesLauriers made a motion to approve Warrant #323 as presented. Kathy Davis seconded the motion. Voted 3 - 0.

III. Executive Director's Report.

1. *Monthly Financial Statement.* The Executive Director reviewed with the Board of Commissioners the monthly financial statements for the period ending April 30, 2019.

2. *Tenant Accounts Receivable Report.* The Executive Director reviewed with the Board of Commissioners the Tenant Accounts Receivable report for the period ending April 30, 2019.

3. *Occupancy Report.* The Executive Director reviewed with the Board of Commissioners the Occupancy report for the period ending April 30, 2019.

4. *Work Order Report.* The Executive Director reviewed with the Board of Commissioners the Emergency and Non-Emergency Work Order report for the period ending April 30, 2019.

5. *Resident Services Coordinator Report.* The Executive Director reviewed with the Board of Commissioners the Resident Services Coordinator report for the period ending April 30, 2019.

6. *Emergency and Capital Improvement Projects.*

A. River Court, Second Elevator Initiative #016124. Kathy Davis made a motion to approve the low bidder for tank and generator removal (#016145) with Dowling Corporation of Wrentham, MA in the amount of \$22,250 and authorize the Contract Officer to sign the document. Narvy Kes-Deslauriers seconded the motion. Voted 3 - 0. All filed sub bids have been received and approved by DHCD. DHCD will be providing a Clerk of the Works for this project because of its size. The General Bid opening is scheduled for June 6, 2019.

B. Emergency Generator Administrative Office #016146. The Authority is awaiting the Work Order finalization from DHCD.

- C. Peck Street Roof #016137. Narvy Kes-DesLauriers made a motion to approve the Certificate of Substantial Completion and authorize the Contract Officer to sign the document. Kathy Davis seconded the motion. Voted 3 – 0.
- D. Ellis Street/Garden Street Roof Replacement #016144. A kick off meeting held on May 17, 2019. The roof replacement at Ellis Street will begin on June 3, 2019.
- E. George Street Kitchen Project #016127. Kathy Davis made a motion to approve the lowest responsible bidder Carile Company of South Dennis, MA in the amount of \$38,500 and authorize the Contract Officer to sign the document. Narvy Kes-DesLauriers seconded the motion. Voted 3 – 0. The Chairman questioned whether or not there will be an issue with the possibility of the construction costs actually reaching the amount of the second bidder. The Executive Director will reach out to Greg Caswell from RCAT to review and will give feedback to the Board of Commissioners.
- F. Maple Terrace Kitchen Renovations #016139. Kathy Davis made a motion to approve the Certificate of Final Completion for the Maple Terrace Kitchen Renovation and authorize the Contract Officer to sign the document. Narvy Kes-DesLauriers seconded the motion. Voted 3 – 0.

7. *Management – Other.*

- A. Follow Up from Last Meeting.
  - 1. The Executive Director received an engagement letter from Hague and Sahady, the actuarial firm the Attleboro Retirement Board has contracted to perform the 805 audit. The amount for these services to be performed by Hague and Sahady is \$5500. The Fee Accountant was very adamant that the Authority should not expend this money because it is not the Authority's responsibility but the City's. The Board of Commissioners discussed that the Authority should not do it at this time. The Chairman requested that the Authority send correspondence to both our Senator and our State Representative. The Executive Director will review the situation again with the Guyder Hurley.
  - 2. The Executive Director reported that the Maintenance staff are all wearing AHA embroidered shirts.
  - 3. The Executive Director reported that the installation of the new exterior door on Mechanic Street is scheduled for next week.
  - 4. The Executive Director reported that the recycling stickers will be affixed to their proper locations to maximize recycling efforts.
- B. Public Housing Notices. The Executive Director provided to the Board of Commissioners PHN2019-13 through PHN2019-15 for review.
- C. Meeting with Residents. The Executive Director stated that monthly meetings will be scheduled in June for all locations.
- D. Personnel. The Executive Director reported that Karen Chapman, Administrative Assistant will be leaving the Authority on August 2, 2019.

E. Miscellaneous Information.

1. The Executive Director and Jim Feyler will be participating in the Regional Dwelling Unit Inspection Training by DHCD this coming month. All current Maintenance staff attended OSHA certification training. David McGinnes is scheduled to attend Enterprise Income Verification workshop at HUD Boston Field Office. Jim Feyler will be attending the MAHAMS Annual Meeting this coming month.
2. The Executive Director may possibly be elected as the next President of the Southeastern Massachusetts Executive Director Association (SMEDA) at their annual meeting on June 20, 2019. The Executive Director's term with the MassNAHRO Board has expired and he opted not to seek another term.
3. The Executive Director reported that Attorney Colin Boyle of Morgan, Brown and Joy has completed the review of the Personnel Policy. Two versions of the policy have been sent to the Board for review.
4. NAHRO National Summer Conference. The 2019 Summer Conference will be held in Boston July 11<sup>th</sup> and 12<sup>th</sup>. MassNahro is encouraging local housing officials to attend.
5. HDLI/Leo Dauwer Conference. Registration for the upcoming Annual Leo Dauwer conference on Martha's Vineyard is open.
6. Attleboro Housing Associates. The Executive Director requested that the Board of Commissioners have a meeting of the Attleboro Housing Associates after the next Board Meeting in June.
7. The Executive Director will be out of the office June 13, 14<sup>th</sup> and 16<sup>th</sup>.

IV. Attleboro Housing Authority Tenants Association.

1. Hillcrest Oaks and 705 Family Sites Tenant Association. President Portia Gray-Goffigan requested that the landscapers could remove the chips from the tree stumps from the tree removal so that the grass will begin to grow. Ms. Gray-Goffigan asked also if the dead tree can be removed on Hanisch Road, it lost a large limb recently and is dangerous.

V. Old Business. None

- VI. New Business. The next meeting of the Board of Commissioners will be the Annual Meeting with Election of Officers held on June 27, 2019.

VII. Open Comments.

1. Tenants. Brian Bonjokian from Rivercourt asked if the heating and air conditioning would be done prior to the elevators. The Executive Director stated that the project will be more formalized as its move forward and as soon as the Authority has a more specific schedule it will be distributed to the residents. The Executive Director formed an informal resident advisory committee in order for the Authority to be kept informed of any issues for this project. The Chairman asked how long the residents had to wait before a new Association could be formed. President Gray-Goffigan stated there was no waiting time to

move forward if there was interest in beginning a new Tenants Association. Brian Bonjokian also asked if the gutters could be cleaned above the front entrance door.

Brenda Alicea from Hillcrest Oaks stated she had issues with the Executive Director a few months ago about a man in a truck who approached the door and she was concerned for her daughter. Brenda Alicea stated that the Housing Authority didn't do anything about it. Brenda Alicea also complained about the receptionist response to the maintenance questions and whether or not it was a priority, stating that she was very rude to her. Brenda Alicea also stated that she had gone into the office to retrieve some documents from her file and that she was told to come back in 48 hours. The Executive Director stated that he would speak to her. Brenda Alicea stated that the inspections are too spread out but is concerned that her daughter will be home alone. Portia Gray-Goffigan asked if the residents can request a specific time for inspections if there are minors in the household.

Pauline Peloquin a Rivercourt resident stated that there continues to be an issue with an apartment on third floor and having too many personal items in the hallways. The Executive Director stated that he would have someone from the office look into it.

Sun McLear a Rivercourt resident states she is having issues with the parking coordinator. The Executive Director stated that the Resident Services Coordinator was working with the new parking coordinator and her would look into it. Ms. McLear also stated that last week she noticed she had roaches in her unit. The Executive Director stated he would let maintenance know of the issue and have pest control take a look.

Sharleen Presbrey a Hillcrest Oaks resident stated that her window did not close, complained that the window was never fixed. At the time that Ms. Presbrey inquired about it the receptionist was rude and it was never fixed.

Brian Bonjokian asked about the Mechanic Street door and if it would be master keyed to the other doors. The Executive Director will review with the Maintenance Supervisor.

Kathy Davis asked how the Authority was going to control the flow of people coming in and out of Rivercourt for the Elevator project. The Executive Director stated that the Authority in conjunction with the Clerk of the Works would come up with badges or name tags that specify that they are visitors.

2. Public – No comments.
3. Press – None in attendance.

VIII. Motion to Adjourn

Kathy Davis made a motion to adjourn the meeting at 6:58 p.m. Narvy Kes-DesLauriers seconded the motion. Voted 5 – 0.

Respectfully submitted,

Paul M. Dumouchel

A large, stylized handwritten signature in black ink, appearing to read 'Paul M. Dumouchel', is written over the printed name. The signature is fluid and cursive, with a long horizontal stroke at the bottom.