

Attleboro Housing Authority

Minutes

June 27, 2019

A regular meeting of the Attleboro Housing Authority was held on Thursday, June 27, 2019 at the Rivercourt Community Room located at 4 Hodges Street, Attleboro, MA. Chairman Charles Caron called the meeting to order at 5:47 p.m.

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

Absent: None

I. Approval of Minutes May 30, 2019.

Kathy Davis made a motion to approve the minutes of May 30, 2019 as presented. Narvy Kes-DesLauriers seconded the motion. Charles Caron asked that the minutes be changed to reflect a gentler tone to the resident concerns in open comments and also to change the adjournment vote from 5-0 to 3-0. Voted 5 – 0.

II. Approval of Warrant #324.

Kathleen McGregor made a motion to approve Warrant #324 as presented. Narvy Kes-DesLauriers seconded the motion. Voted 5 - 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 May 31, 2019.
2. *Tenant Accounts Receivable Report.* The Executive Director reviewed with the Board of Commissioners the Tenant Accounts Receivable report for the period ending May 31, 2019.
3. *Occupancy Report.* The Executive Director reviewed with the Board of Commissioners the Occupancy report for the period ending May 31, 2019. Sheila Paquette, Tenant Selector continues to do a wonderful job considering the difficulties she is encountering with the CHAMP statewide application website.
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 May 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 May 31, 2019.
6. *Resident Services Coordinator Report.* The Executive Director reviewed with the Board of Commissioners the Resident Services Coordinator report for the period ending May 31, 2019. Eliana, the Resident Services Coordinator was on site for the power outage doing wellness checks on the residents that were effected over the past weekend.
7. *Emergency and Capital Improvement Projects.*
 - A. *Emergency Generator Administrative Office #016146.* DHCD is attempting to negotiate a lower architectural fee. This work order has been finalized.

- B. Peck Street Roof #016137. Narvy Kes-DesLauriers made a motion to approve Change Order #2 for DHCD Project #016137 to address the removal and reinstallation of HVAC lines to the roof. Kathleen McGregor seconded the motion. Voted 5 – 0.

Kathleen McGregor made a motion to approve the Certificate of Final Completion and authorize the Contract Officer to sign the document. Jo-Ann Vaughn seconded the motion. Voted 5 – 0.

- C. Ellis Street/Garden Street Roof Replacement #016144. The roof replacement work at Ellis and Garden Street is ongoing. The Architect expressed dissatisfaction with the quality of the work performed to date. The Architect has stated that the roof will need to be reinstalled because a number of items were not done as requested in the bid documents. Kathleen McGregor made a motion to approve Change Order #1. Narvy Kes-DesLauriers seconded the motion. Voted 5 – 0.
- D. George Street Kitchen Project #016127. The Kick-off meeting for the George Street Kitchen project was held and the Notice to Proceed was issued for the project.
- E. Rivercourt Apartments #016124 Second Elevator Initiative. The low bid was for 5.5 million dollars and the construction budget was 3.7 million dollars. The Executive Director requested that the Board of Commissioners have a special meeting on July 9, 2019 in order to discuss this project in detail.

8. *Management – Other.*

A. Follow Up from Last Meeting.

1. The Executive Director reported that the new door on the Mechanic Street side of Rivercourt has been installed.
2. The Executive Director reported that the Maintenance staff cleaned out the gutters by the main entrance of Rivercourt.
3. The Executive Director reported that he had a discussion with Maintenance and reiterated the importance of not entering units if there is only a minor child present.

- B. Public Housing Notices. Narvy Kes-DesLauriers made a motion to acknowledge the PHN Notice 2019-16 Wage Match for State-Aided Public Housing. Kathleen McGregor seconded the motion. Voted 5 – 0.
- C. Installation of Energy Efficient Light Bulbs and Air Source Heat Pumps. The Executive Director reviewed with the Board of Commissioners the scope of work and value provided to the Housing Authority through the LEAN Program.
- D. Meeting with Residents. The Executive Director reported that he conducted one on one meetings with residents as opposed to a group presentation and it went very well.
- E. Updates to the Centralized Waiting List Administrative Plan. Narvy Kes-DesLauriers made a motion to approve the amendment to the administrative plan for the Centralized Waiting List. Kathleen McGregor seconded the motion. Voted 5 – 0.

F. Personnel. The Executive Director reported that interviews have commenced with candidates for the Administrative Assistant position and hopes to hire someone early enough to train for a few weeks with the current Assistant before she leaves.

G. Miscellaneous Information.

1. The Executive Director reported that Christina Harnois took part in the Certified Occupancy Specialist training through the National Center of Housing Management. Jim Feyler attended the MAHAMS Annual Meeting this passed month.
2. The Executive Director was elected as the next Vice President of the Southeastern Massachusetts Executive Director Association (SMEDA) at their annual meeting on June 20, 2019.
3. The Executive Director reported that Attorney Colin Boyle of Morgan, Brown and Joy has completed the review of the Personnel Policy and is awaiting Board comment.
4. The Executive Director reported that the Authority has hired a part time security guard to be onsite at Rivercourt to try and alleviate unwanted traffic coming in and out of the property.

IV. Attleboro Housing Authority Tenants Association.

1. Hillcrest Oaks and 705 Family Sites Tenant Association. No one in attendance.

V. Old Business. The draft personnel policy has been given to the Board of Commissioners for their review and comment. The Board will have a discussion at the Special Meeting schedule for July 9, 2019.

VI. New Business.

1. The next regular scheduled meeting of the Board of Commissioners will be the held on July 25, 2019. A special meeting will also be scheduled for the Board of Commissioners to discuss the upcoming Rivercourt Elevator project and the Personnel Policy on July 9, 2019.

2. Election of Officers.

Kathy Davis nominated Narvy Kes-DesLauriers for the position of Chairperson. Jo-Ann Vaughn seconded the motion.

Narvy Kes-DesLauriers nominated Kathy Davis for the position of Vice-Chairperson. Jo-Ann Vaughn seconded the motion.

Jo-Ann Vaughn nominated Kathleen McGregor for the position of Treasurer. Narvy Kes-DesLauriers seconded the motion.

Charles Caron nominated Jo-Ann Vaughn for the position of Assistant Treasurer. Kathleen McGregor seconded the motion.

Upon a roll call vote the Chairman cast one vote for the slate of Officers. 5 Ayes - 0 Nays.

Charles Caron stated that he appreciated everyone's support and cooperation over the years.

VII. Open Comments.

1. Tenants.

Brian Bonjokian from Rivercourt asked if the original elevator could also be replaced. The Executive Director stated that he would look into the possibility.

Beth from Rivercourt asked when the residents would be getting their parking spots back. The Executive Director stated that the construction vehicles that are in resident spots were there because of the power outage that the building experienced over the weekend and they should be moved soon.

A Rivercourt resident asked if there would be any restitution for residents who might have lost food over the weekend with the power outage. The Executive Director stated that anyone who might have lost food could contact the Authority's Resident Services Coordinator.

A Rivercourt resident asked if the front entrance of the building could be power washed because it was dirty. The Executive Director stated that the Authority has begun power washing the buildings and that he would make sure it was included in the rotation.

A Rivercourt resident stated that the toilets in the bathrooms next to the community room are too low and asked if the Authority could replace the toilets. The Executive Director stated that he would have Maintenance look into it.

Jo-Ann Vaughn a resident of Maple Terrace asked if the Authority would be getting surveillance cameras for her development. Ms. Vaughn stated that there has been lawn furniture that has gone missing. The Executive Director stated that he would look into the possibility of getting some cameras for that site.

John Bonneau of Rivercourt asked if the list of names by the front door for the buzzers could be replaced, it hasn't been updated in a long time. Mr. Bonneau stated that people have been making complaints about his dog barking and running around the halls. Mr. Bonneau said it is not him and that he has a letter with 22 names on it attesting that his dog is no trouble. Mr. Bonneau is scheduled to come into the office and address the issue with the Housing Specialist.

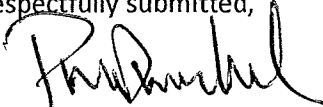
2. Public – No comments.

3. Press – None in attendance.

3. Motion to Adjourn

Jo-Ann Vaughn made a motion to adjourn the meeting at 6:50 p.m. Narvy Kes-DesLauriers seconded the motion. Voted 5 – 0.

Respectfully submitted,



Paul M. Dumouchel