

Attleboro Housing Authority
Minutes
July 25, 2019

A regular meeting of the Attleboro Housing Authority was held on Thursday, July 25, 2019 at the River Court Community Room located at 4 Hodges Street, Attleboro, MA. Chairperson Narvy Kes-DesLauriers called the meeting to order at 5:45 p.m.

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

Absent: Kathleen McGregor

I. Approval of Minutes June 27, 2019.

Kathy Davis made a motion to approve the minutes of June 27, 2019 as presented. Charles Caron seconded the motion. Voted 4 – 0.

Approval of Minutes July 9, 2019.

Charles Caron made a motion to approve the minutes of July 9, 2019 as presented. Jo-Ann Vaughn seconded the motion. Charles Caron asked that in the future the names in the roll call be change to the order of officers descending. Voted 4 – 0.

II. Approval of Warrant #325.

Charles Caron made a motion to approve Warrant #325 as presented. Kathy Davis seconded the motion. Voted 4 - 0.

III. Executive Director's Report.

1. *Monthly Financial Statement.* The Executive Director reported there are no financials available for this meeting because the Fee Accountant is still wrapping up the end of year information.
2. *Tenant Accounts Receivable Report.* The Executive Director reviewed with the Board of Commissioners the Tenant Accounts Receivable report for the period ending June 30, 2019.
3. *Occupancy Report.* The Executive Director reviewed with the Board of Commissioners the Occupancy report for the period ending June 30, 2019. There was a fire at the Stoughton Housing Authority and the office has received a directive from DHCD to help. Tenant Selection showed a unit today to a displaced couple who were victims of the fire.
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 June 30, 2019.

5. Family Self-Sufficiency Report. The Executive Director reviewed with the Board of Commissioners the Family Self-Sufficiency report for the period ending June 30, 2019.
6. *Resident Services Coordinator Report*. The Executive Director reviewed with the Board of Commissioners the Resident Services Coordinator report for the period ending June 30, 2019.
7. *Emergency and Capital Improvement Projects*.
 - A. River Court Apts. #016124 Second Elevator Initiative. DHCD is attempting to assemble all construction documents.
 - B. Emergency Generator #016146. MacRitchie Engineering selected as the project engineer. The schematic design submitted after site visit.
 - C. Ellis Street/Garden Street Roof Replacement #016144. A site meeting for this project was conducted on July 22, 2019. The roof will not need to be replaced as previously reported.
 - D. George Street Kitchen Project #016127. Work on this project will commence on Monday, July 29, 2019 after delivery of cabinets on July 24, 2019.
8. *Management – Other*.
 - A. 91 George Street. CCBC has informed us that this 689 site will be classified as an Intensive Medical Group Environment rather than a Group Living Environment. The Massachusetts Department of Mental Health will be paying for all upgrades.
 - B. Reporting Requirements. The Executive Director reviewed with the Board of Commissioners the reporting requirements prescribed by DHCD.
 - C. Personnel Policy. Kathy Davis made a motion to approve the Personnel Policy as presented. Jo-Ann Vaughn seconded the motion. Voted 4 – 0.
 - D. Follow Up from Last Meeting.
 1. River Court front entrance has been power washed.
 2. A security system at Maple Terrace is being investigated. The Executive Director will see if it can be incorporated into the Capital Plan.
 3. The toilet in the lady's room of River Court has been replaced as previously requested at the last board meeting.

4. New address labels for the River Court intercom from will be created by the Resident Services Coordinator.
- E. Installation of Energy Efficient Light Bulbs and Air Source Heat Pumps. Light bulb and fixture installation is ongoing. Maple Terrace installation are being performed this week. Oakhurst installations will be done at some point in August.
- F. Personnel. Melanie Soulliere has accepted the position of Administrative Assistant and we welcome her to the team.
- G. Miscellaneous Information. The Authority collaborated with the Attleboro Recreation Department and had a summer outing on July 20, 2019. The event was very well attended despite the extremely hot weather conditions.

IV. Attleboro Housing Authority Tenants Association.

1. Hillcrest Oaks and 705 Family Sites Tenant Association. President Portia Gray-Goffigan attended the meeting but has nothing to report.

V. Old Business. None.

VI. New Business.

1. The next regular scheduled meeting of the Board of Commissioners will be the held on August 22, 2019.

VII. Open Comments.

1. Tenants.

Brian Bonjokian from River Court asked if the Authority was aware when the project would be starting, the Executive Director stated that we are awaiting the documents from DHCD with the specifics of the project.

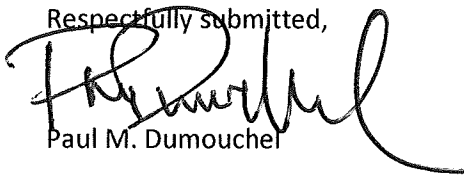
Catherine Mulcahy from River Court asked if it was possible to have cameras installed for the parking lots and outside areas. Ms. Mulcahy stated that the security guard was assaulted and there have been a number of undesirable visitors to the building. The Executive Director stated that he was not aware of the security guard being assaulted and the Authority receives daily reports from the security company. The Executive Director stated that he would look into the possibility of installing cameras in the outside areas. Ms. Mulcahy also stated that now the people coming to the building are coming when they know the security guard is not on site. the Executive Director will work with the security company to stagger the coverage.

Jenny Castro from River Court reiterated that the visitors to the building are coming before the security guard is scheduled to be on site.

2. Public – No comments.
3. Press – None in attendance.
2. Motion to Adjourn

Charles Caron made a motion to adjourn the meeting at 6:26 p.m. Kathy Davis seconded the motion. Voted 4 – 0.

Respectfully submitted,



Paul M. Dumouchel