

Seekonk Housing Authority
March 2, 2021
Minutes

A regular meeting of the Seekonk Housing Authority was held on March 2, 2021 virtually via Go To Meeting. Chairman James Tusino called the meeting to order at 6:11 p.m.

I. Roll Call

Members Present: James Tusino, Claudette Lockwood, and Stephen Sprague

Members Absent: David Gault

II. Minutes

Claudette Lockwood made a motion to approve the minutes of November 3, 2020. Stephen Sprague seconded the motion. Voted 3-0.

III. Warrant

Stephen Sprague made a motion to approve Warrant #55 for the month of November 30, 2020 as presented. Claudette Lockwood seconded the motion. Voted 3-0.

Stephen Sprague made a motion to approve Warrant #56 for the month of December 31, 2020 as presented. Claudette Lockwood seconded the motion. Voted 3-0.

Stephen Sprague made a motion to approve Warrant #57 for the month of January 31, 2021 as presented. Claudette Lockwood seconded the motion. Voted 3-0.

IV. Director's Report

- A. Monthly Financial Statements. Paul Dumouchel, Management Agent reviewed with the Board of Commissioners the monthly Financial Statements for the period ending February 28, 2021
- B. Tenant Accounts Receivable Report. Paul Dumouchel, Management Agent reviewed with the Board of Commissioners the Tenants Accounts Receivable report for the period ending February 28, 2021
- C. Vacancy Report. Paul Dumouchel, Management Agent reviewed with the Board of Commissioners the Vacancy report for the period ending February 28, 2021.
- D. Modernization Report.
 - 1. Fire Alarm Upgrade #265043. Paul Dumouchel, Management Agent stated that a plain is in place and will be presented to the residents in the next few weeks.
 - 2. Sustainability Door Project #265050. Paul Dumouchel, Management Agent stated that the lowest bidder ABAX Contractors, LLC have had the pre-construction meeting and asked for an affirmation motion confirming Apex as the lowest bidder.

Claudette Lockwood made a motion to affirm Apex Contractors, LLC as the lowest bidder for the Sustainability Door Project #265050. Stephen Sprague seconded the motion. Voted 3-0.

V. Administrative.

1. The next meeting of the Seekonk Board of Commissioners will be held on April 6, 2021.

VI. New Business

1. The Seekonk office has resumed regular business hours Monday through Friday 9am to 3pm. The office is being covered by Attleboro Housing Authority staff on Mondays.
2. Paul Dumouchel, Management Agent stated that there will be a COVID vaccination clinic held at Seekonk Commons in the Community Room, within the next two weeks. The AHA Resident Services Coordinator, Eliana De La Zerda has teamed up with the Attleboro Stop and Shop Pharmacy who will help to set up and assist with the vaccination clinic. Once the vaccines arrive each resident will be contacted to schedule their vaccination. All appointments will be staggered and will be in 15 minute increments to follow social distancing protocol. The second appointment will be scheduled the same day as the first vaccine is received.
3. Paul Dumouchel, Management Agent included in the meeting materials a Rent Collection Policy and a Grievance Policy which are needed to satisfy the requirements of the Annual Plan.

Stephen Sprague made a motion to approve the Rent Collection Policy and the Grievance Policy as submitted. Claudette Lockwood seconded the motion. Voted 3-0.

4. Paul Dumouchel, Management Agent stated that the Annual Plan will be presented at the next board meeting. The Annual Plan is a summary of the Housing Authority operations and the documents include the Capital Improvement Plan, Maintenance & Repair Plan, Operating Budget, PMR results and Policies. These documents will be sent to each Board Member prior to the meeting for your review and approval at the April Board Meeting.

VII. Old Business
None.

VIII. Open Comments.

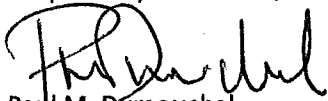
A Seekonk Commons resident inquired about the COVID vaccination and also asked to be put on the list to receive the vaccination when Seekonk Housing holds a vaccine clinic.

A Seekonk Commons resident inquired about what vaccine the residents would be receiving at the vaccine clinic. Paul Dumouchel, Management Agent stated either the Pfizer or the Moderna vaccine.

IX. Motion to Adjourn.

Stephen Sprague made a motion to adjourn the meeting at 6:29 p.m. Claudette Lockwood seconded the motion. Voted 3-0.

Respectfully submitted,



Paul M. Dumouchel,
Management Agent
Attleboro Housing Authority