

Seekonk Housing Authority
April 6, 2021
Minutes

A special meeting of the Seekonk Housing Authority for the Annual Plan Public Hearing was held on April 6, 2021 virtually via Go To Meeting. Chairman James Tusino called the meeting to order at 6:00 p.m.

I. Roll Call

Members Present: James Tusino, Claudette Lockwood, David Gault and Stephen Sprague
Members Absent: None

II. Minutes

David Gault made a motion to approve the minutes of March 2, 2021. Stephen Sprague seconded the motion. Voted 4-0.

III. Warrant

David Gault made a motion to approve Warrant #58 for the month of March 31, 2021 as presented. Stephen Sprague seconded the motion. Voted 4-0.

IV. Annual Plan Public Hearing

The Management Agent stated the Annual Plan is essentially a summary of the Housing Authority operations and all of the pertinent documentation was provided for the Boards review prior to this meeting.

The Seekonk Housing Authority's Annual Plan for the 2022 fiscal year includes the following components:

1. Overview and Certification
2. Capital Improvement Plan (CIP)
3. Maintenance and Repair Plan
4. Operating Budget
5. Narrative responses to Performance Management Review (PMR) findings
6. Policies
7. Waivers
8. Glossary
9. Other Elements
 - a. Cover Sheet
 - b. Tenant Satisfaction Survey

Open Comments from Members of the Public
None

David Gault made a motion to approve the Annual Plan Fiscal Year 2022. Claudette Lockwood seconded the motion. Voted 4-0.

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 March 31, 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 March 31, 2021
- C. Vacancy Report. Paul Dumouchel, Management Agent reviewed with the Board of Commissioners the Vacancy report for the period ending March 31, 2021. Paul Dumouchel, Management Agent stated we have six vacancies currently and he has authorized Maintenance to hire an outside contractor to paint three of the vacant units.
- D. FY2021 Budget Revision. Paul Dumouchel, Management Agent stated that DHDC previously reduced the subsidy budget by 4% which they have rescinded, increased property insurance fees, a 2% pay increase in the maintenance department and a \$6,000 budget increase for apartment turnovers. A copy of the revised budget was provided in the board packet.

David Gault made a motion to approve the FY2021 Budget Revision as presented. Claudette Lockwood seconded the motion. Voted 4-0.

E. Modernization Report.

- 1. Fire Alarm Upgrade #265043. Paul Dumouchel, Management Agent stated that the Fire Alarm Upgrade is almost complete. The contractor communicated that the Fire Department requested the smoke detectors in the living room location be replaced to a heat/smoke combination local alarm. This requires a change in material only but will delay the project completion by a few weeks. Once that installation is complete the Fire Department will inspect the units.
- 2. Sustainability Door Project #265050. No update.
- 3. Window Replacement #265054. Paul Dumouchel, Management Agent stated the job went out to bid on April 1, 2021 and the lowest bidder for the Window Replacement #265054 is Buildex Construction, Inc. from West Springfield. The lowest responsible bid amount of \$17,500 was 27% lower than the construction estimate of \$24,000. The Regional Capital Assistance Team reviewed the quote and found it to be in order. They also completed a reference check and Buildex has passed all required reference checks.

David Gault made a motion for the Paul Dumouchel, Management Agent to enter into a contract with Buildex Construction, Inc. the lowest bidder for the Window Replacement #265054 in a sum not to exceed \$17,500. Stephen Sprague seconded the motion. Voted 4-0.

V. Administrative.

- 1. The next meeting of the Seekonk Board of Commissioners will be held on May 4, 2021.

VI. New Business

None.

VII. Old Business

- 1. Paul Dumouchel, Management Agent stated the first vaccination clinic was held on Tuesday, March 30, 2021. The state was unable to provide the 30 vaccinations that were scheduled for that first clinic. Only 15 vaccinations were available. Eliana De La Zerda, Resident Services Coordinator was able to schedule a second vaccination clinic on Friday, April 2, 2021 and the remaining 15 vaccinations were given on that day.

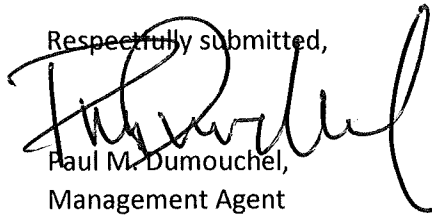
VIII. Open Comments.

None.

IX. Motion to Adjourn.

David Gault made a motion to adjourn the meeting at 6:29 p.m. Stephen Sprague seconded the motion.
Voted 4-0.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Paul M. Dumouchel", written in a cursive style.

Paul M. Dumouchel,
Management Agent
Seekonk Housing Authority