

*Acushnet Housing Authority  
23 Main St – Presidential Terrace  
Acushnet MA 02743*

*Regular Meeting  
September 16, 2020*

The meeting opened 11:30 a.m. with Chairman Rene Racine presiding.

The following were present:

Mr. Racine  
Mrs. Sousa  
Mr. Gomes  
Ms. Von jess  
Mr. Brown

Others Present: Michael Cioper, Lynn Berube, Julie Benedetto

***Minutes:***

The minutes of the August 2020 meeting were approved on a motion made by Mr. Gomes and seconded by Mrs. Sousa. The vote was unanimous.

***Bills and Communication:***

A motion was made by Mr. Brown and seconded Mr. Gomes to accept the August 2020 warrant. The vote was unanimous.

***Director's Report:***

Corona Virus Update

Lynn relayed to the Board that unless DHCD changes procedures, things will continue to remain the same.

Office Report

Lynn explained the procedure of when an apartment becomes vacant and the result of mailing of the applications with the newer system. Mr. Brown suggested that the Board write a letter to DHCD. Lynn will draft a letter for the board to review and send to DHCD.

Vacancies: As of today, there are 3 vacant apartments.

Top Five Salaries:

Lynn distributed to each Board Member a sheet of the Top Five Salaries for Fiscal Year 2020 and asked for a vote stating they are aware of the Top Five Salaries and sign the certificate of the Top Five Salaries, so that we may close our FY 2020. A motion made by Mr. Gomes and seconded by Mrs. Sousa to approve the Top Five Salaries. The vote was unanimous.

Lead Certificate

Lynn asked for the board's vote showing they are aware that we are following the Lead Certificate laws and we follow notification procedures for Federal and State Lead Paint Laws. We have all new tenants sign the lead law form. The tenant receives the information to read and we keep a copy of the signed form in their file. A motion was made to sign the Compliance Certificate by Ms. von Jess and seconded by Mr. Brown. The vote was unanimous.

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### Construction Report

#### Fire Alarms

Within the next two weeks, Lynn and Mike should be having an instruction meeting with the engineer for the alarms to discuss the particulars.

#### Siding

We are still waiting on the Siding project.

#### Garfield Street

The floors are complete. The tub is in and we are waiting on the plumber.

The house was power washed.

A motion was made by Mrs. Sousa and seconded by von Jess to accept the Director's Report.

The vote was unanimous.

### ***Maintenance Report:***

Mike reported that in addition to normal maintenance, he had gone to Garfield St., because they were having their state inspection. He has been working on the apartments.

A motion was made to accept the Maintenance Report by Mr. Brown and seconded by Mr. Gomes. The vote was unanimous.

### ***Next Meeting Time and Date:***

The next regular meeting will be held October 21, 2020 at 11:30.

### ***Adjournment:***

A motion was made to adjourn the meeting by Mr. Gomes and seconded by Mr. Brown at 11:55 am. The vote was unanimous.

Recorded and prepared by:

Julie Benedetto, Administrative Assistant

Lynn S. Berube

Executive Director

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