

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

*Regular Meeting
June 15th, 2022*

The meeting opened at 11:40 a.m. with Chairman Rene Racine presiding.

The following were present:

Mr. Racine
Mr. Gomes
Ms. von Jess (absent)
Mr. Brown

Others Present: Michael Cioper, Lynn Berube, Nancy Ludwig,

Tenants present: Susan Perry, Connie Soares, Cathi Martin, Marie Hardy, Vanessa Chaput, Carol Cole, Linda Mello, Millie Almeida

Reorganization of the Board:

A vote was taken to table the reorganization till the July meeting. All were in favor.

Minutes:

The minutes of the March 17th meeting were tabled.

The minutes of the May 18th meeting were tabled.

Bills and Communication:

- A. Review and vote to accept the warrant for May 2022. A motion was made by Mr. Brown and seconded Mr. Gomes to accept the May 2022 warrant. The vote was unanimous.
- B. Board vote to pay total pension fund appropriation for 2023. A motion was made by Mr. Brown and seconded by Mr. Gomes to pay in full the pension fund appropriation. The vote was unanimous.
- C. Board vote to purchase an outdoor grill to be placed near pergola. A motion was made by Mr. Brown and seconded by Mr. Gomes to buy a large grill for the tenants in the pergola area. The vote was unanimous.
- D. Board vote to fix ceilings from the 2019 inspections hiring lowest bidder. A motion was made to table vote until the July meeting, by Mr. Gomes and seconded by Mr. Brown. The vote was unanimous.
- E. Board vote to extend patio under pergola hiring lowest bidder. A motion was made by Mr. Brown and seconded by Mr. Gomes to extend the patios cemented area for safety. The vote was unanimous.
- F. Board vote to purchase gliders and planters for outdoor pergola area. A motion was made by Mr. Brown and seconded Mr. Gomes to purchase gliders and planters. The vote was unanimous.
- G. Board vote to hire Mass NAHRO computer website design. A motion was made by Mr. Brown and seconded by Mr. Gomes to sign up with Mass NAHROs computer website designer for the advanced package costing \$1099.00 one-time fee, with the added on basic support of \$49.00 per month. The vote was unanimous.

Director's Report:

Lynn reported the office was to have started training on the new PHA-Web system Monday this week, but due to trainer being ill it has been postponed to following week.

Lynn stated the preparation for the fiscal year ending June 30th, 2022 has begun. She is working with the accountant to get the paperwork prepared to provide to the state.

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

Old Business:

Board vote to accept the lease agreement for the contract with Automated Laundry. A revote was needed to accept the lease agreement for the contract with Automated Laundry due to the entry of unmentioned information at previous vote. Mr. Brown motioned to sign lease agreement and Mr. Gomes seconded. The vote was unanimous.

Board vote to accept the change order for the electrical firebox panel replacement on Fish #003044. Under the \$75000.00 ARPA Fund a vote was needed to use \$16,000.00 towards a change order to replace the fire panel in the office. A motion was made to accept the change order by Mr. Gomes and seconded by Mr. Brown. The vote was unanimous.

New Business:

- A. Discussion on possible management contract of other agencies. A discussion took place on the advantages of a management contract and how it could benefit the A.H.A.
- B. Board vote for new summer hours. A motion was made by Mr. Gomes and seconded by Mr. Brown to adjust the office hours for the summer months. The vote was unanimous.
- C. Update the following policies

Reasonable Accommodation/Modification Policy: Tabled

Fair Housing Marketing Plan: A motion was made by Mr. Brown to adopt the Fair Housing Marketing Plan, which states A.H.A. its Board and staff are responsible for implementing federal and state civil rights laws that affect admission, occupancy, and procurement of services for the A.H.A. Mr. Gomes seconded the motion, all were in favor.

Language Access Plan: A.H.A. will find alternative ways if needed to articulate assistance to the LEP population.

Check Signing Policy: All checks shall bear the signatures of 2 Board members.

Apartment Inspection Policy: A.H.A. will inspect all apartments at least once a year. A 48-hour notice will be given prior to the inspection date. It is the responsibility of the tenant to keep the apartment clean and safe. The Manager has the right to act on any emergency concerns brought to her attention without prior notice. Mr. Brown made a motion to accept all 3 policies, Mr. Gomes seconded. All were in favor.

Maintenance Report:

Mike reported that in addition to normal maintenance, he has been working on the vacant apartment. As of today, there is one vacant apartment. A motion was made by Mr. Brown and seconded by Mr. Gomes to accept the maintenance report.
The vote was unanimous.

Tenant Comments:

The tenants would like access to the internet within the pergola area.

Next Meeting Time and Date:

The next regular meeting will be held July 20th, 2022 @11:00 am

Adjournment:

A motion was made to adjourn the meeting at 12:25 pm by Mr. Brown and seconded by Mr. Gomes. The vote was unanimous.

Recorded and prepared by:
Nancy Ludwig, Administrative Assistant

Lynn S. Berube
Executive Director

All Meetings can be viewed by going to the Town of Acushnet, www.acushnet.ma.us Go to public access Channel 18.