

**TAUNTON HOUSING AUTHORITY
MINUTES OF THE REGULAR MEETING
OF MARCH 15, 2023**

The members of the Taunton Housing Authority (THA) met for a Regular Meeting at 30 Olney Street in the City of Taunton at 3:15 p.m. on March 15, 2023.

The meeting was called to order by the Chairperson, and, upon roll call, those members present and absent was as follows:

PRESENT: F. Roger Hoffmann
Arthur Lopes
Alan Pelletier
Lillian Ricketts

ABSENT: Alison Rosa

The Chairperson introduced the first item of the Agenda.

The first item on the agenda was the minutes of the Regular Meeting held on February 15, 2023.

Upon a motion made by Mr. Hoffmann, seconded by Ms. Lopes, it was unanimously

VOTED: to accept the minutes of the Regular Meeting held on February 15, 2023

The next item on the agenda was the Bill Schedule.

Upon a motion made by Mr. Hoffmann, seconded by Ms. Lopes, it was unanimously

VOTED: to accept the Bill Schedule

The next item on the agenda was the Site Manager's Reports

Upon a motion made by Mr. Lopes, seconded by Ms. Hoffmann, it was unanimously

VOTED: to accept the Site Manager's Reports

The next item on the agenda was the Leased Housing Report.

Upon a motion made by Ms. Lopes, seconded by Ms. Ricketts, it was unanimously

VOTED: to accept the Leased Housing Report

The next item on the agenda was the Resident Services Report.

Upon a motion made by Ms. Hoffmann, seconded by Mr. Lopes, it was unanimously

VOTED: to accept the Resident Services Report

The Chairperson moved to the Executive Director's Report.

Ms. Doherty gave the Board an update on the Community Center to be built at the Riverside Apartments, which the Agency received a grant from the Department of Housing and Community Development, funding from the City, from

our reserve, as well as using capital ARPA money, around \$2 million. There was a city-wide meeting at the Council on Aging, which was posted on the website; with a good resident turn out, and an article in the Gazette. There were a few staff members from the Taunton Municipal Lighting Plant present at the meeting. There was very good feedback from the residents. Next meeting will hopefully be at Riverside Apartments. Mr. Hoffmann questioned if non-residents would have personal use of the center. The residents will get priority to use the center for personal use, versus non-residents of the site. The intent is to put a full-time staff member of the Taunton Housing Authority in the center. Also looking for teenage activities to be done at the center. Did not have non-residents of Paul Bunker at the meeting.

There are multiple positions open and posted at the Agency, one such position is in the Leased Housing Department, as currently, the Agency began managing the Easton Housing Authority's Section 8 vouchers, approximately 104. The plan is to restructure that department. Our Leased Housing Coordinator has been in that position for a very long time and has a good handle on the program. Also, we have advertised another position at the front desk and an additional RSC (Resident Service Coordinator), which will cover Taunton, Dighton, and Stoughton. Lastly an opening for a finance specialist position in the Finance department.

There was a huge REAC inspection conducted, the maintenance department has done a marvelous job going through many, many apartments to make sure they were ready. Hopefully, I will have a score by the next meeting.

Mr. Hoffmann recommended that the staff get a floating day due to their excellent job with the REAC inspection. Mr. Lopes seconded. It was unanimously:

VOTED: that the staff get a floating day due to an excellent job with the REAC inspection

Office space update: There were a few environmental issues. The process will require some use of federal & state funds. The inspection company recommended going to Phase 2. There were concerns and I had a conversation with the Bank owner. Testing has happened, the belief is that oil tanks were not found. Test borings need to be done as well. Due to the agency being the buyer, we do pay for testing, which is around \$30,000.00. The bank's new building is not ready yet, and they do not want to look for another buyer; as they are happy that the HA (Housing Authority) is the buyer.

Avon Housing Authority requests to enter into a management agreement with the Taunton Housing Authority, as they do not have an Executive Director now.

The Executive Director recommended that the Board approve to enter into a management agreement with the Avon Housing Authority for five years

Upon a motion made by Mr. Hoffmann and seconded by Mr. Lopes, it was unanimously

VOTED: to enter into a management agreement with the AHA (Avon Housing Authority) for five years

Ms. Doherty ended her report with a short update on Legislative Day, which was virtual this year. Ms. Donna Brown called Ms. Doherty, looking for a resident to speak to regarding their housing journey. One of our employees came and spoke about her journey from homelessness to being a transitional housing participant, an HA tenant, to being a resident trainee, a regular employee, and finally owning her own home. The Board all agreed to send the employee a letter of appreciation; maybe a plaque.

Upon a motion made by Mr. Hoffmann, seconded by Mr. Lopes, it was unanimously

VOTED: to approve the Executive Director's Report

The Chairperson moved to Public Input.

There was no public input.

The Chairperson moved to New Business.

The first item under New Business was the Inspection Services.

The Executive Director recommended that the Board award the Inspection Services Contract to McCright & Associates.

Upon a motion made by Mr. Hoffmann, seconded by Mr. Lopes, it was unanimously

VOTED: to award the Inspection Services Contract to McCright & Associates

The next item under New Business was the Capital Fund – 5 Year Plan.

The Executive Director recommended that the Board approve the Capital Fund – 5 Year Plan as presented.

Mr. Hoffmann moved that the foregoing vote be approved as introduced, read, and stated, which motion was seconded by Mr. Lopes, and upon roll call the Ayes and Nays were as follows:

AYES	NAYS
Arthur Lopes	
F. Roger Hoffmann	
Alan Pelletier	

VOTED: to approve the Capital Fund – 5 Year Plan as presented

The next item under New Business was the Vacant Unit Turnover Services – Painting Contract.

The Executive Director recommended that the Board award the Vacant Unit Turnover Services – Painting Contract to MaxiClean.

Upon a motion made by Mr. Lopes, seconded by Mr. Hoffmann, it was unanimously

VOTED: to award the Vacant Unit Turnover Services – Painting Contract to MaxiClean

The next item under New Business was the Vacant Unit Turnover Services – Cleaning Contract.

The Executive Director requested that the Board award the Vacant Unit Turnover Services – Cleaning Contract to MaxiClean.

Upon a motion made by Mr. Lopes, seconded by Mr. Hoffmann, it was unanimously

VOTED: to award the Vacant Unit Turnover Services – Cleaning Contract to MaxiClean

The next item under New Business was the Lawn Care Services Contract.

The Executive Director requested that the Board approve a not to exceed \$50,000 to the awarding Lawn Care Service Contractor.

Upon a motion made by Mr. Hoffmann, seconded by Mr. Lopes, it was unanimously

VOTED: to approve a not to exceed \$50,000 to the awarding Lawn Care Service Contractor.

The next item under New Business was the Sprinkler Testing and Repair Services Contract.

The Executive Director requested that the Board approve a not to exceed \$25,000 to the awarding Sprinkler Testing and Repair Services Contractor.

Upon a motion made by Mr. Hoffmann, seconded by Mr. Lopes, it was unanimously

VOTED: to approve a not to exceed \$25,000 to the awarding Sprinkler Testing and Repair Services Contractor

The next item under New Business was the Change Order for Fire Alarm/Carbon Monoxide Upgrade.

The Executive Director requested that the Board table the Change Order for Fire Alarm/Carbon Monoxide Upgrade.

Upon a motion made by Mr. Hoffmann, seconded by Mr. Lopes, it was unanimously

VOTED: to table Change Order for Fire Alarm/Carbon Monoxide Upgrade

The next item under New Business was the Emergency Elevator Repairs.

The Executive Director requested that the Board approve a not to exceed \$325,000 to the Emergency Elevator Repairs Contractor.

Upon a motion made by Mr. Hoffmann, seconded by Mr. Lopes, it was unanimously

VOTED: to approve a not to exceed \$325,000 to the Emergency Elevator Repairs Contractor

Under Discussion: elevator repairs and issues in that building by Mr. Hoffman, Mr. Lopes, Mr. Pelletier.

The next item under New Business was the Change Order #2 for Accessible Unit Upgrades at John Shea.

The Executive Director requested that the Board approve the Change Order #2 for Accessible Unit Upgrades at John Shea.

Upon a motion made by Mr. Hoffmann, seconded by Mr. Lopes, it was unanimously

VOTED: to approve the Change Order #2 for Accessible Unit Upgrades at John Shea

The next item under New Business was the Change Order #3 for Accessible Unit Upgrades at John Shea.

The Executive Director requested that the Board approve the Change Order #3 for Accessible Unit Upgrades at John Shea.

Upon a motion made by Mr. Lopes, seconded by Mr. Hoffmann, it was unanimously

VOTED: to approve the Change Order #3 for Accessible Unit Upgrades at John Shea

The next item under New Business was the Cabinets and Countertops for various sites.

The Executive Director requested that the Board award the Cabinets and Countertops Contract for various sites to Norfolk Company.

Upon a motion made by Mr. Lopes, seconded by Mr. Hoffmann, it was unanimously

VOTED: to award the Cabinets and Countertops Contract for various sites to Norfolk Company

The Chairperson moved to Old Business

There was no Old Business

Other Business: The Chairperson moved to Other Business for consideration of any matter not known about or which could not have been reasonably foreseen within 48 hours of this meeting.

Upon a motion made by Mr. Hoffmann, seconded by Mr. Lopes, it was unanimously

VOTED: to adjourn the meeting at 4:01 p.m.

Date of Next Meeting: Wednesday, May 17, 2023, at 3:15 p.m.

Place of Next Meeting: 30 Olney Street
Taunton, MA