

**Dighton Housing Authority (DHA)
Board of Commissioners Meeting
July 9, 2024**

Called to Order: Chairman Edward J. Olney called the Board of Commissioners (BOC) Meeting of the Dighton Housing Authority (DHA) to order at 9:30 a.m. on July 9, 2024.

Attendance: Adele L. Collard, Alan B. Medeiros, Edward J. Olney, Kathleen M. Perry, and Executive Director Robbie A. DeSouza were present. No one was absent.

Minutes of Previous Meetings: The Board reviewed and discussed the June 4, 2024 minutes. Kathleen M. Perry moved to accept the minutes of the June 24, 2024, meeting, which was seconded by Alan B. Medeiros and passed unanimously.

Grievance Hearing Officer – Christopher W. Ready: The Board reviewed and discussed the Grievance Hearing Officer Christopher W. Ready 5-year term expired. Motion to have Christopher W. Ready as one of the two Grievance Officers for another 5-year term was made by Adele L. Collard, seconded by Kathleen M. Perry, and passed unanimously.

Appoint Executive Director the Contract Administrator for DHA: The Board reviewed and discussed making Executive Director Robbie A. DeSouza the Contract Administrator. That way, she can sign and administer all contracts for the DHA. Adele L. Collard motioned to make Robbie A. DeSouza the Contract Administrator for the DHA; the motion was seconded by Kathleen M. Perry and passed unanimously.

Thoms J. Joy 076045 – 689 Bathroom Project – Accounting Fee - \$1,000: The Board reviewed and discussed the Invoice for the 689 Bathroom Project Accounting Fee of \$1,000. Motion to approve and pay the Invoice for the 689 Bathroom Project Accounting Fee of \$1,000 was made by Adele L. Collard, seconded by Kathleen M. Perry, and passed unanimously.

Substantial & Final Completion—Electrical Upgrade Project—076039: The Substantial and Final Completion Forms were not ready as of the meeting. DHA will put it back on the agenda later. No motion was made.

Notice to Residents of Lease Changes: The Board reviewed and discussed the Notice to Residents of the Lease Changes. No motion was made.

Resident Services Report: The Board reviewed and discussed the Resident Services Report. Motion to accept the Resident Services Report was made by Alan B. Medeiros, seconded by Kathleen M. Perry, and passed unanimously.

Construction Update: The Executive Director gave the Board a detailed update on all construction projects. No motion was made.

Treasurer's Report(s):

May/June 2024: The Treasurer's Reports for May and June 2024 were reviewed and discussed by the Board. Motion to approve the May and June 2024 Treasure's Reports was made by Adele L. Collard, seconded by Kathleen M. Perry, and passed unanimously.

Next Meeting: August 22, 2024, at 9:30 a.m.

Adjournment: Kathleen M. Perry moved to adjourn the July 9, 2024, meeting, which was seconded by Adele L. Collard and passed unanimously.

Materials: Cover Letter / Clerk's Certificate / Agenda / Minutes from Previous Meeting and/or Extract from Minutes / Treasures Report(s) / RSC Report / Grievance Panel / 076045 Invoice Accounting / Notice of Lease Amendment / Letter to Residents dated 6/13/2024 / Massachusetts Chapter NAHRO News for May/June 2024

Respectfully submitted,

Robbie A. DeSouza

Robbie A. DeSouza
Executive Director