

Dighton Housing Authority (DHA)
Board of Commissioners Meeting
August 19, 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 August 19, 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 July 9, 2024, minutes. Adele L. Collard made the motion to accept the minutes of the July 9, 2024, meeting, seconded by Kathleen M. Perry, and passed unanimously.

Fy24 Fiscal Year-End Forms and Certification: The Board reviewed and discussed the FY23 Year-End Forms: Certification of the Top 5 Salary and Compensation & Certification of Year End Financial Statements and Tenants Accounts Receivables Data, Certification of Lead Notification, 6/30/2024 Quarterly Operating, and Executive Director/Board Approval Regarding Wage Match. Adele L. Collard made a motion to approve the FY23 Year-End Forms: Certification of the Top 5 Salary and Compensation & Certification of Year End Financial Statements and Tenants Accounts Receivables Data, Certification of Lead Notification, 6/30/2024 Quarterly Operating, and Executive Director/Board Approval Regarding Wage Match, the motion was seconded by Kathleen M. Perry, and passed unanimously.

Contract for Financial Assistance (CFA) 5001 – Amendment #19 - \$116,146 – FY2027 Formula Funding: The Board reviewed and discussed CFA 5001 Amendment #19 for \$116,146 for FY2027 Formula Funding. Alan B. Medeiros made a motion to approve and have Chairman Edward Olney sign CFA 5001 Amendment #19 for \$116,146; the motion was seconded by Adele L. Collard and passed unanimously.

076049 Air Source Heat Pump Installation at the Community Building Bid Log: The Board reviewed and discussed the Bid Log for 076049 Air Source Heat Pump Installation at the Community Center. Kathleen M. Perry motioned to award the contract to low bidder Centerline Mechanical LLC for \$130,000 and have Executive Director Robbie A. DeSouza sign the contract, the motion was seconded by Alan B. Medeiros, and passed unanimously.

Executive Director's Report & Resident Services Report: The Board reviewed and discussed both reports. Adele L. Collard motioned to approve the Executive Director's and Resident Service reports, Kathleen M. Perry seconded the motion, and the motion passed unanimously.

Tenant Board Member Letter to Resident – August 1, 2024: The Board reviewed and discussed the Tenant Board Member Letter to Resident dated August 1, 2024. No motion was made.

760 CMR 6.00 Changes effective June 7, 2024: The Board reviewed and discussed the changes to 760 CMR 6.00 effective June 7, 2024. No motion was made.

Treasurer's Report(s):

July 2024: The Treasurer's Report for July 2024 was reviewed and discussed. Motion to approve the July 2024 Treasurer's Reports was made by Kathleen M. Perry, seconded by Alan B. Medeiros, and passed unanimously.

Next Meeting: September 24, 2024. The Board discussed a conflict in the September Schedule. Adele L. Collard made a motion to have our next meeting on September 24, 2024, which was seconded by Alan B. Medeiros and passed unanimously.

Adjournment: A motion to adjourn the August 22, 2024, Board of Commissioners Meeting was made by Alan B. Medeiros, seconded by Kathleen M. Perry, and passed unanimously.

Materials: Cover Letter / Agenda / Minutes from Previous Meeting and/or Extract from Minutes / Treasures Report(s) / Fiscal Year End Certification of Preparer and Executive Director / 667/689 Quarterly Operating Statement / Certification of Top 5 Compensation Form and Certification of Year End Financial Statements and Tenants Accounts Receivables Data / Certification of Compliance with Notifications Procedures for Federal and State Lead Paint Laws / Executive Director-Board Approval Regarding Wage Match / CFA5001 Amendment #19 / 076049 Bid Log / 8/1/2024 Tenant Board Member Letter / Rules Related to Your Housing Have Changed / G Building Letter to Resident

Respectfully submitted,

Robbie A. DeSouza

Robbie A. DeSouza

Executive Director

FOR THE AUTHORITY