

**Dighton Housing Authority (DHA)
Board of Commissioners Meeting**

May 14, 2019

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000637

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 May 14, 2019.

Attendance: Adele L. Collard, Alan B. Medeiros, Edward J. Olney, Anabela Powell, Alice E. Souza, and Executive Director Robbie A. DeSouza were present. No one was absent.

Minutes of Previous Meetings: The Board reviewed and discussed the April 9, 2019 minutes. Motion to accept the minutes of the April 9, 2019 meeting was made by Alan B. Medeiros, seconded by Alice E. Souza, passed unanimously.

CFA 5001 – Amendment #12: The Board reviewed and discussed the letter dated May 8, 2019 from DHCD notifying DHA of Amendment #12 to the Contract for Financial Assistance (CFA)/Work Plan 5001 in the amount of \$152,130 which includes FY2022 Formula Funding Award and FY2020 Energy Savings Sustainability Initiative Award. Motion to approve and have Chairman Edward Olney sign Amendment #12 to the CFA/Work Plan 5001 in the amount of \$152,130.00 was made by Adele L. Collard, seconded by Anabela Powell, passed unanimously.

689 Rent FY2020: The Board reviewed and discussed the fact that the 689 rent has not increased in the past few years and they reviewed the amount of work that has been done at the 689. The Board also reviewed and discussed the emails regarding the rent at the 689. Motion to approve increasing the rent from \$3,333 to \$3,500 effective July 1, 2019 was made by Alan B. Medeiros, seconded by Adele L. Collard, passed unanimously.

667/689 Quarterly Operating Statement March 31, 2019: The Board reviewed and discussed the 667 and 689 Quarterly Operating Statement for the quarter ending March 31, 2019. Motion to approve the 667 and 689 Quarterly Operating Statement for the quarter ending March 31, 2019 was made by Alice E. Souza, seconded by Adele L. Collard, passed unanimously.

Revised Income Limits for Admission & FMRs for Continued Occupancy – Public Housing Notice 2019-04: The Board reviewed and discussed the revised income limits for admission & FMRs for Continued Occupancy effective March 1, 2019 (Public Housing Notice 2019-04). Motion to adopt the Revised Income Limits for Admission & FMRs for Continued Occupancy for 1 Person \$49,650 and for 2 people \$56,750 was made by Anabela Powell, seconded by Adele L. Collard, passed unanimously.

Window & Siding Replacement Project Bids – Building A – Fish#076036: The Board reviewed and discussed all the bids received for the A Building Window and Siding Replacement Project and the written recommendation of Architect E. Randy Jarvis to not hire the low bidder because of concerns but to hire the next low bidder. Motion to reject the low bidder, FAMLY Construction, as recommended by Architect E. Randy Jarvis and to hire the next low bidder, Mike's Construction Co, Inc., with a price of \$72,800 was made by Adele L. Collard, seconded by Alice E. Souza, passed unanimously.

ADA Door Replacement Project Bids – Fish#076037: The Board reviewed and discussed the bids received for the ADA Door Replacement Project. Motion to hire low bidder, E5 Builders LLC, with a price of \$44,300 was made by Alice E. Souza, seconded by Adele L. Collard, passed unanimously.

Board of Commissioners Re-Organization: The Board reviewed and discussed the current organization of the Board. Alan B. Medeiros motioned to have the following members hold the following seats:

Chairman:	Edward J. Olney
Vice-Chairman:	Alan B. Medeiros
Treasurer:	Alice E. Souza

The motion was seconded by Adele L. Collard, passed unanimously.

CPC Board Appointment: The Board reviewed and discussed who should be on the Community Preservation Committee from the Dighton Housing Authority Board of Commissioners. Motion to have Adele L. Collard hold the Dighton Housing Authority seat on the Community Preservation Committee was made by Alan B. Medeiros, seconded by Anabela Powell, passed unanimously.

COA Agreement: The Board reviewed and discussed the fact that DHCD Risk Management Specialist, Attorney Sarah O'Leary reviewed both the original COA Agreement (created by DHA) and the Amended (Town of Dighton Attorney) COA Agreement and said the COA Agreement created by DHA was fine to use the one amended by the Town of Dighton's Attorney she would not use as the DHA is taking all the liability. No motion was made.

Treasurer's Report(s):

March 2019: The Treasurer's Report for the month of March 2019 was reviewed and discussed. Motion to approve and have each present Board Member initial the March 2019 Treasure's Report was made by Anabela Powell, seconded by Adele L. Collard, passed unanimously.

Executive Director's Time Sheet – March 2019: The Board reviewed and discussed Robbie A. DeSouza's time sheet for the month of March 2019. Motion to approve Robbie A. DeSouza's March 2019 Time Sheet and have each present Board Member initial it was made by Alice E. Souza, seconded by Adele L. Collard, passed unanimously.


Executive Director's Report: The Executive Director's Report was reviewed and discussed by the Board. Motion to accept the Executive Director's Report as given was made by Anabela Powell, seconded by Alice E. Souza, passed unanimously.

Next Meeting: The Board discussed the fact that one of the Board Members works on Tuesday's during the summer months. Motion to have the BOCs meeting for June, July, August, and September on the 2nd Wednesday of the month at 9:30 a.m. at the Lincoln Village Community Center was made by Alan B. Medeiros, seconded by Adele L. Collard, passed unanimously.

June 2019	Wednesday, June 12, 2019
July 2019	Wednesday, July 10, 2019
August 2019	Wednesday, August 14, 2019
September 2019	Wednesday, September 11, 2019

Adjournment: Motion to adjourn the May 14, 2019 Board of Commissioners Meeting was made by Adele L. Collard, seconded by Anabela Powell, passed unanimously.

Materials: Cover Letter / Clerk's Certificate / Agenda / Minutes From Previous Meeting and/or Extract from Minutes / Treasures Report / ED Robbie A. DeSouza Monthly Time Sheet / Executive Director's Report / FY20 Sustainability Initiative for Energy Savings Award letter dated April 5, 2019 / CFA 5001 Amendment #12 / 689 Rent Email dated April 2, 2019 / March 31, 2019 Quarterly Operating Statements 667 & 689 / PHN 2019-04 / A Building Window & Siding Replacement Bids / ADA Door Replacement Bids / Board Officers / CPC Appointment Letter / COA Agreement.


Robbie A. DeSouza
Executive Director
FOR THE AUTHORITY

