

**Dighton Housing Authority (DHA)  
Board of Commissioners Meeting  
November 12, 2019  
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000650

**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 November 12, 2019.

**Attendance:** Alan B. Medeiros, Edward J. Olney, Anabela Powell, Alice E. Souza, Fee Accountant Thomas J. Joy, and Executive Director Robbie A. DeSouza were present. Adele L. Collard was absent.

**Minutes of Previous Meetings:** The Board reviewed and discussed the October 8, 2019 minutes. Motion to accept the minutes of the October 8, 2019 meeting was made by Alan B. Medeiros, seconded by Alice E. Souza, passed unanimously.

**667 FY20 Budget (Public Housing Notice 2019-22):** Motion: Anabela Powell moved that the proposed Operating budget for State-Aided Housing of the Dighton Housing Authority, Program Number 400-1 for Fiscal Year Ending 6/30/2020 showing Total Revenue of \$356,662.00 and Total Expenses of \$373,702.00, there by requesting a subsidy of \$21,312.00 be submitted to the Department of Housing and Community Development for its review and approval. Alice E. Souza seconded the motion, which upon roll-call, was passed by a vote of 4 to 0.

**689 FY20 Budget (Public Housing Notice 2019-22):** Motion: Anabela Powell moved that the proposed Operating budget for State-Aided Housing of the Dighton Housing Authority, Program Number 689-1 for Fiscal Year Ending 6/30/2020 showing Total Revenue of \$42,350.00 and Total Expenses of \$33,863.00, there by requesting a subsidy of \$0.00 be submitted to the Department of Housing and Community Development for its review and approval. Alice E. Souza seconded the motion, which upon roll-call, was passed by a vote of 4 to 0.

**FY20 Health Care Incentive (Public Housing Notice 2019-22):** The Board reviewed and discussed Public Housing Notice 2019-22 / FY20 Budget Guidelines page 42 regarding the \$1,000 Health Care Incentive. Motion to give the \$1,000 FY20 Health Care Incentive to Executive Director Robbie A. DeSouza because she gets her health insurance from her spouse and it saves the Authority thousands of dollars was made by Anabela Powell, seconded by Alice E. Souza, passed unanimously.

**Executive Director Salary and Qualifications Schedule (Public Housing Notice 2019-21):** The Board reviewed and discussed Public Housing Notice 2019-21. Motion to raise Executive Director Robbie A. DeSouza's salary to \$41,182 effective July 1, 2019 was made by Anabela Powell, seconded by Alice E. Souza, passed unanimously.

**Performance Management Review (PMR) 6/30/2019:** The Board reviewed and discussed the FY19 PMR including the desk audit. Motion to except the FY 19 PMR was made by Anabela Powell, seconded by Alice E. Souza, passed unanimously.

**A Building Siding and Windows Project – Fish No. 076036 – Change Order 2:** The Board reviewed and discussed Fish No. 076036 Change Order 2. Motion to approve Fish No. 076036 Change Order 2 in the amount of \$592.00 and have Executive Director Robbie A. DeSouza sign it was made by Anabela Powell, seconded by Alice E. Souza, passed unanimously.

**A Building Siding and Windows Project – Fish No. 076036 – Certificate of Substantial Completion:** The Authority has not received the Fish No. 076036 Certificate of Substantial Completion will discuss at the next meeting. No motion was made.

**A Building Siding and Windows Project – Fish No. 076036 – Certificate of Final Completion:** The Authority has not received the Fish No. 076036 Certificate of Final Completion will discuss at the next meeting. No motion was made.

**ADA DOOR PROJECT – Fish No. 076037 – Change Order 4:** The Board reviewed and discussed Fish No. 076037 Change Order 4. Motion to approve Fish No. 076037 Change Order 4 and have Executive Director Robbie A. DeSouza sign it was made by Anabela Powell, seconded by Alice E. Souza, passed unanimously.

**ENTRY DOOR PROJECT – Fish No. 076038 – Bids:** The Board reviewed and discussed the bids received for the Entry Door Project – Fish No. 076038. Motion to hire low bidder, ADEN Construction, Inc. at a cost of \$120,000.00 for the Entry Door Project – Fish No. 076038 was made by Anabela Powell, seconded by Alan B. Medeiros, passed unanimously.

**09/30/2019 Quarterly Operating Statement 667/689:** The Board reviewed and discussed the 09/30/2019 Quarterly Operating Statement for both the 667 and 689. Motion to accept the 09/30/2019 Quarterly Operating Statement for both the 667 and 689 was made by Anabela Powell, seconded by Alice E. Souza, passed unanimously.

**Treasurer's Report(s):**

*September 2019:* The Treasurer's Report for the month of September 2019 was reviewed and discussed. Motion to approve and have each present Board Member initial the September 2019 Treasure's Report was made by Alan B. Medeiros, seconded by Anabela Powell, passed unanimously.

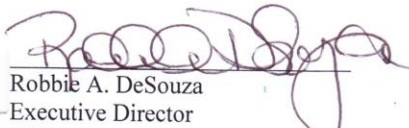
**Executive Director's Time Sheet – September 2019:** The Board reviewed and discussed Robbie A. DeSouza's time sheet for the month of September 2019. Motion to approve Robbie A. DeSouza's September 2019 Time Sheet and have each present Board Member initial it was made by Alan B. Medeiros, seconded by Anabela Powell, 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 Alan B. Medeiros, seconded by Anabela Powell, passed unanimously.

**Next Meeting: December 10, 2019**

**Adjournment:** Motion to adjourn the November 12, 2019 Board of Commissioners Meeting was made by Anabela Powell, 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 / Fish No. 076036 Change Order 2 / Fish No. 076037 Change Order 4 / Fish No. 076038 Bids / 667 & 689 9/30/2019 Quarterly Operating Statement / Public Housing Notice 2019-23 (RCAT Advisory Board Elections) / memo to Lincoln Village Residents / Resident Services Coordinator Application

  
Robbie A. DeSouza  
Executive Director  
FOR THE AUTHORITY

