

**Dighton Housing Authority (DHA)  
Board of Commissioners Meeting  
April 28, 2020  
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**Called to Order:** Chairman Edward J. Olney called the Board of Commissioners (BOC) Virtual Meeting of the Dighton Housing Authority (DHA) to order at 9:30 a.m. on April 28, 2020. Due to social distancing guidelines related to the COVID-19 state of emergency, this meeting was held by teleconference.

**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 February 11, 2020 minutes. Motion to accept the minutes of the February 11, 2020 meeting was made by Alice E. Souza, seconded by Adele L. Collard, passed unanimously.

**Change Order Number 6 – Fish No. 076037 – ADA Door Replacement Project:** The Board reviewed and discussed Change Order Number 6 for Ada Door Replacement Project (Fish No. 076037). Motion to approve and have Executive Director Robbie A DeSouza sign Change Order Number 6 extending the time to the ADA Door Replacement Project (Fish No. 076037) was made by Anabela Powell, seconded by Alice E. Souza, passed unanimously.

**Small Projects Requisition Form – Fish No. 076037 – ADA Door Replacement Project:** The Board reviewed and discussed the Small Projects Requisition Form, the continues problems we have encountered with the contractor, and the fact the Architect states there is approximately \$1,000 per door (4 doors) of work left to get the project completed as designed. Motion to have the contractor credit the DHA \$4,000 off the contract, have DHA finish the project with the use of contractors and the Inmate Work Crew, and have Executive Director Robbie A. DeSouza sign the Small Projects Requisition Form (Fish No. 076037) was made by Adele L. Collard, seconded by Alice E. Souza, passed unanimously.

**Certificate of Substantial/Final Completion – Fish No. 076037 – ADA Door Replacement Project:** The Board reviewed and discussed the Certificate of Substantial/Final Completion for the ADA Door Replacement Project (Fish No. 076037). Motion to approve and have Executive Director Robbie A. DeSouza sign both the Certificate of Substantial Completion and the Certificate of Final Completion for the Ada Door Replacement Project (Fish No. 076037) was made by Alan B. Medeiros, seconded by Adele L. Collard, passed unanimously.

**Department of Labor Standards - Minimum Wage Rates – Effective 4/1/2020 through 3/31/2021:** The Board reviewed and discussed the letter dated March 5, 2020 from the Department of Labor Standards. Motion to adopt and approve the Minimum Wage Rates from the Department of Labor Standards making the Maintenance Mechanic 1 rate to \$27.95 per hour effective April 1, 2020 through March 31, 2020 was made by Adele L. Collard, seconded by Alice E. Souza, passed unanimously.

**Public Housing Notice 2020-07 – Subsidy Agreement 7/1/2020 through 06/30/2025:** The Board reviewed and discussed Public Housing Notice 2020-07 and the Subsidy Agreement between DHA and the Commonwealth of Massachusetts starting July 1, 2020 through June 30, 2025. Motion to approve and have Executive Director Robbie A. DeSouza sign the Subsidy Agreement for 7/1/2020 through 06/30/2025, between DHA and the Commonwealth of Massachusetts, was made by Alice E. Souza, seconded by Alan B. Medeiros, passed unanimously.

**Resident Service Coordinator Initiative Funding:** The Board reviewed and discussed the letter dated February 26, 2020 from the Department of Housing & Community Development awarding the Dighton, Stoughton, and Taunton Housing Authorities \$50,000 for a Resident Service Coordinator. No Motion were made.

**Collection Loss – Wood - \$13:** The Board reviewed the Collection Loss, in the amount of \$13.00, for past resident Wood who moved out on 12/13/2019. Motion to write off the Wood Collection Loss of \$13.00 was made by Alan B. Medeiros, seconded by Adele L. Collard, passed unanimously.

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**Collection Loss – Medeiros - \$207:** The Board reviewed the Collection Loss, in the amount of \$207.00, for past resident Medeiros who moved out on 01/22/2020. Motion to write off the Medeiros Collection Loss of \$13.00 was made by Anabela Powell, seconded by Alice E. Souza, passed unanimously.

**Updated Memorandum of Understanding (MOU) Taunton Housing Authority (THA):** The Board reviewed and discussed the updated Memorandum of Understanding between THA and DHA. Motion to approve and have Executive Director Robbie A. DeSouza sign the MOU was made by Alan B. Medeiros, seconded by Alice E. Souza, passed unanimously.

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

*January 2020:* The Treasurer's Report for the month of January 2020 was reviewed and discussed. Motion to approve and have each present Board Member initial the January 2020 Treasurer's Report was made by Adele L. Collard, seconded by Alan B. Medeiros, passed unanimously.

*February 2020:* The Treasurer's Report for the month of February 2020 was reviewed and discussed. Motion to approve and have each present Board Member initial the February 2020 Treasurer's Report was made by Adele L. Collard, seconded by Alan B. Medeiros, passed unanimously.

*March 2020:* The Treasurer's Report for the month of March 2020 was reviewed and discussed. Motion to approve and have each present Board Member initial the March 2020 Treasurer's Report was made by Adele L. Collard, seconded by Anabela Powell, passed unanimously.

**Executive Director's Time Sheet**

*January, February, and March 2020:* The Board reviewed and discussed Robbie A. DeSouza's time sheet for the months of January, February, and March 2020. Motion to approve Robbie A. DeSouza's January, February, and March 2020 Time Sheet was made by Anabela Powell, seconded by Adele L. Collard, passed unanimously.

**COVID-19 Update:** The Board reviewed and discussed the COVID-19 Update. Motion to approve the COVID-19 Update was made by Adele L. Collard, seconded by Anabela Powell, passed unanimously.

**Next Meeting: May 26, 2020** due to social distancing guidelines related to the COVID-19 state of emergency this meeting will be held by teleconference.

**Adjournment:** Motion to adjourn the April 28, 2020 Board of Commissioners Phone Meeting was made by Alan B. Medeiros, seconded by Adele L. Collard, passed unanimously.

**Materials:** Cover Letter / Clerk's Certificate / Agenda / Minutes From Previous Meeting and/or Extract from Minutes / 076037 Change Order Number 6, Certificate of Completion / Department of Labor Standards 4/1/2020 Minimum Wage Rate / 07/01/2020 Subsidy Agreement / Resident Service Coordinator Initiative Funding Letter / Wood Collection Loss / Medeiros Collection Loss / Treasures Report(s) / ED Robbie A. DeSouza Monthly Time Sheet(s) / COVID-19 Update / PHN 2020-16 / MOU DHA & THA / 04/07/2020, 04/01/2020, 03/23/2020, 03/17/2020 COVID-19 Updates to Residents'

  
Robbie A. DeSouza  
Executive Director  
FOR THE AUTHORITY