

Dighton Housing Authority (DHA)
Board of Commissioners Meeting
October 13, 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 October 13, 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 September 8, 2020 minutes. Motion to accept the minutes of the September 8, 2020 meeting was made by Adele L. Collard, seconded by Alan B. Medeiros, passed unanimously.

FEMA Project#149317 / \$4,970.27 (75% \$6,627.02): The Board reviewed and discussed Project#149317 and the fact DHA was being reimbursed 75% of \$6,627.02 of COVID 19 Expenses, the other 25% will be reimbursed through DHCD COVID-19 PHN 2020-29. Motion to approve the FEMA Project#149317 was made by Anabela Powell, seconded by Alan B. Medeiros, passed unanimously.

Electrical Main Panel Replacement – Project# 076039 – Designer Fee \$15,000: The Board reviewed and discussed Work Order (WO Number 18156.6351.202009021825) /Scope of Services Signature Page for the Designer Fee of \$15,000 for the Electrical Main Panel Replacement Project. Motion to approve the Designer Fee \$15,000 for Project #076039 Electrical Main Panel Replacement was made by Adele L. Collard, seconded by Alice E. Souza, passed unanimously.

Red Door Project – Project# 076038 – Change Order: The Board discussed a change order for the Red Door Project #076038 adding the Community Building Alternate #1 to the project. Motion to approve adding Alternate #1 to Project#076038 and have the Executive Director sign the change order was made by Adele L. Collard, seconded by Anabela Powell, passed unanimously.

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

Executive Director's Report: The Board reviewed and discussed the Executive Director's Report. Motion to accept the Executive Director's Report and to have maintenance do the health and safety inspection for building F, G, and H while he will already be in the unit with the contractor testing the smoke and heat detectors in November 2020 was made by Alice E. Souza, seconded by Alan B. Medeiros, passed unanimously.

Dighton Food Bank: The Board reviewed and discussed the upcoming Dighton Food Bank dates. The Board agreed to have November's on 11/17/2020 and December's on 12/15/2020. No motion was made.

Treasurer's Report(s):

September 2020: The Treasurer's Report for the month of September 2020 was reviewed and discussed. Motion to approve the September 2020 Treasurer's Report was made by Adele L. Collard, seconded by Anabela Powell, passed unanimously.

Executive Director's Time Sheet

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

Next Meeting: November 10, 2020 at 9:30 a.m. This meeting will be held by teleconference due to social distancing guidelines related to the COVID-19 state of emergency.

Adjournment: Motion to adjourn the October 13, 2020 Board of Commissioners Phone Meeting was made by Adele L. Collard, seconded by Alan B. Medeiros, passed unanimously.

Materials: Cover Letter / Clerk's Certificate / Agenda / Minutes From Previous Meeting and/or Extract from Minutes / Project#076039 Designer Fee / FEMA Project #149317 COVID-19 Reimbursement / Treasures Report(s) / ED Robbie A. DeSouza Monthly Time Sheet(s) / Resident Service Report / 9-21-2020 Letter to Residents in regards to Fire Alarms

Robbie A. DeSouza
Executive Director
FOR THE AUTHORITY