

Dighton Housing Authority (DHA)
Board of Commissioners Meeting
April 12, 2022
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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 April 12, 2022.

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

Minutes of Previous Meetings: The Board reviewed and discussed April 12, 2022, minutes. Motion to accept the minutes of April 12, 2022, meeting was made by Adele L. Collard, seconded by Alan B. Medeiros, passed unanimously.

Town Appointed Tenant Board Member – William Fontaine: The Board reviewed and discussed the March 8, 2022 letter from the Town Clerk to the Board of Selectmen. No motion was made.

Board Officers: The Board reviewed and discussed the current organization of the DHA Board of Commissioners. Motion to make Edward J. Olney-Chairman, Alan B. Medeiros-Vice Chairman, Alice E. Souza-Treasurer, and Adele L. Collard and William G. Fontaine-Commissioners was made by Alan B. Medeiros, seconded by Adele L. Collard, passed unanimously.

Board Member & Director Contact Information (with and without numbers): The Board reviewed and discussed the Board Member & Director Contact Information (with and without numbers). Motion to approve the Board Member & Director Contact Information with and without numbers was made by Adele L. Collard, seconded by William G. Fontaine, passed unanimously.

Community Preservation Committee (CPC): The Board reviewed and discussed the fact that Commissioner Adele L. Collard resigned from the CPC. Motion to table the conversation until June 2022 meeting was made by Alan B. Medeiros, seconded by Adele L. Collard, passed unanimously.

PHN 2022-05 General Administration of Local Housing Authorities Guidance to LTO Officers who also serve as Housing Authority Board Members and Tenant Board Members: The Board reviewed and discussed PHN 2022-05. No motion was made.

PHN 2021-13 Addendum #1 Chief Administrative and Financial Officer Program, Agreed Upon Procedures Threshold Update: The Board reviewed and discussed PHN 2021-13 Addendum #1. No motion was made.

Department of Labor Standards – 4/1/2022 to 3/31/2023 – Maintenance Mechanic 1 - \$30.31: The Board reviewed and discussed the letter dated 2/24/2022 from the Department of Labor. Motion to make the Maintenance Employee hourly salary \$30.31 effective April 1, 2022, was made by Adele L. Collard, seconded by William G. Fontaine, passed unanimously.

Executive Director Search Proposal (Patricia Ann Grace): The Board reviewed and discussed the Executive Director Search Proposal. Motion to accept the proposal from Patricia Ann Grace at a cost of \$5,000 for the Executive Director Search was made by Alice E. Souza, seconded by Adele L. Collard, passed unanimously.

FY22 Budget Revision:

Motion: William G. Fontaine moved that the proposed Operating Budget for State-Aided Housing of the Dighton Housing Authority (Chapter 667), Program Number 400-1 for fiscal year ending 6/30/2022 showing total revenue of \$352,250 (Acct. No. 3000) and Total Expenses of \$380,636 (Acct. No. 4000) thereby requesting a subsidy of \$0 (Acct. No. 3801), and further that the Executive Director's total annual salary of \$43,166 for fiscal year ending 6/30/2022 be submitted to the Department of Housing and Community Development for its review and approval. Adele L. Collard the motion, upon roll-call, was passed by a vote 5 to 0.

Motion: William G. Fontaine moved that the proposed Operating Budget for State-Aided Housing of the Dighton Housing Authority (Chapter 689), Program Number 689-1 for fiscal year ending 6/30/2022 showing total revenue of \$42,900 (Acct. No. 3000) and Total Expenses of \$43,070 (Acct. No. 4000) thereby requesting a subsidy of \$0 (Acct. No. 3801), and further that the Executive Director's total annual salary of \$43,166 for fiscal year ending 6/30/2022 be submitted to the Department of Housing and Community Development for its review and approval. Adele L. Collard the motion, upon roll-call, was passed by a vote 5 to 0.

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

Executive Director's Report: The Board reviewed and discussed the Executive Director's Report. Motion to accept the Executive Director's Report was made by Alice E. Souza, seconded by Adele L. Collard, passed unanimously.

Treasurer's Report(s):

February 2022: The Treasurer's Report for the month of February 2022 was reviewed and discussed. Motion to approve the February 2022 Treasure's Report was made by Alan B. Medeiros, seconded by Adele L. Collard, passed unanimously.

Executive Director's Timesheet

February 2022: The Board reviewed and discussed Robbie A. DeSouza's timesheet for the month of February 2022. Motion to approve Robbie A. DeSouza's February 2022 timesheet was made by William G. Fontaine, seconded by Alan B. Medeiros, passed unanimously.

Next Meeting: May 10, 2022, at 9:30 a.m.

Adjournment: Motion to adjourn the April 12, 2022 Board of Commissioners Meeting was made by Alice E. Souza, seconded by Adele L. Collard, passed unanimously.

Materials: Cover Letter / Clerk's Certificate / Agenda / Minutes From Previous Meeting and/or Extract from Minutes / Treasures Report(s) / ED Robbie A. DeSouza Monthly Time Sheet(s) / RSC Report / ED Report / Town Clerk Letter dated March 8, 2022 regarding Tenant Board Member / Board Officers / Board Member Contact Information (with and without phone numbers) / PHN 2022-05 / PHN 2021-13 Addendum #1 / Department of Labor Standards letter dated 2/24/2022 / Proposal for Executive Director Search / ED Advertisement / FY22 Budget Revision 1 / Rapid Test Distribution for Senior Affordable Housing email dated 2/23/2022

Robbie A. DeSouza

Robbie A. DeSouza
Executive Director
FOR THE AUTHORITY