

Dighton Housing Authority (DHA)
Board of Commissioners Meeting
August 23, 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 9:31 a.m. on August 23, 2022.

Attendance: Adele L. Collard, William G. Fontaine, Alan B. Medeiros, Edward J. Olney, and Executive Director Robbie A. DeSouza were present. Alice Souza was absent.

Minutes of Previous Meetings: The Board reviewed and discussed June 14, 2022, minutes. Motion to accept the minutes of the June 14, 2022, meeting was made by William G. Fontaine, seconded by Alan B. Medeiros, passed unanimously.

FY22 Fiscal Year-End Forms and Certifications: The Board reviewed and discussed the FY22 Fiscal Year-End - Top 5 Compensation Form, Certification of Year End Financial Statements, Certification of Compliance with Notification Procedures for Federal and State Lead Paint Laws, and Fiscal Year End Certification of Preparer and Executive Director. Motion to approve all FY22 Fiscal Year-End Forms and Certifications as submitted to the Board and have Executive Director Robbie A. DeSouza sign them was made by Adele L. Collard, seconded by William G. Fontaine, and passed unanimously.

CPC Appointment: The Board reviewed and discussed the fact the DHA CPC seat was vacant. Motion to have William G. Fontaine sit on the CPC Board as the DHA representative was made by Adele L. Collard, seconded by Alan B. Medeiros, passed unanimously.

PHN 2021 Addendum #2 Mileage Reimbursement Increase: The Board reviewed and discussed PHN 2021-20 Addendum #2. Motion to increase the mileage reimbursement from \$0.585 to \$0.62 was made by William G. Fontaine, seconded by Adele L. Collard, passed unanimously.

Office Hours: The Board reviewed and discussed the new Office hours now that the Authority is in a Management Services Agreement with the Dartmouth Housing Authority. Motion to approve the new Office hours are Tuesday and Thursdays from 8:00 a.m. to 2:00 p.m. was made by Adele L. Collard, seconded by Alan B. Medeiros, passed unanimously.

689 Bathroom Improvements-Emergency Award (076045): The Board reviewed and discussed the letter dated June 7, 2022 from the Department of Housing & Community Development (DHCD) awarding the DHA an Emergency Award, in the amount of \$28,926, for bathroom improvements at 1295 A&B Somerset Avenue. No motion was made.

Management Services Agreement: The Board reviewed and discussed the letter dated June 24, 2022, from DHCD approving the Management Services Agreement between the Dartmouth Housing Authority and DHA for a term of three years beginning July 1, 2022. No motion was made.

ARPA Award (076039): The Board reviewed and discussed the June 13, 2022 letter from DHCD awarding the DHA funds to replace the Federal Pacific Panel Replacement. No motion was made.

Design Consultant (076044): The Board reviewed and discussed the fact that DHCD assigned the DHA Jeremy Bitner as the Design Consultant for the Roof Replacement Project (667 Building A & D and 1295 Somerset Avenue (689)). Motion to approve the Submission Schedule and Payment Schedule for the Design Consultant Jeremy Bitner in the amount of \$15,400 was made by Adele L. Collard, seconded by William G. Fontaine, passed unanimously.

PHN 2022-10 Revised PMR Maintenance Metrics: The Board reviewed and discussed PHN 2022-10 regarding the revised PMR maintenance metrics. No motion was made.

PHN 2022-09 Updated to PMR for 2022 Cycle: The Board reviewed and discussed PHN 2022-09 regarding updates to the PMR for the 2022 Cycle. No motion was made.

PHN 2022-12 Updates to c. 167 & c. 689 Housing Contracts: The Board reviewed and discussed PHN 2022-12 regarding updates to c. 167 & c. 689 Housing Contracts. No motion was made.

Electrical Project Update: 076039: The Board reviewed and discussed the email received from DHCDs Linda Katsudas, Project Manager, stating the project will go out to bid in the next 2 weeks. No motion was made.

Massachusetts State Ethics Training: The Board reviewed the fact that every other year all staff and commissioners have to do ethics training and turn in the Certificate and Acknowledgment of Receipt to Executive Director Robbie A. DeSouza. No Motion was made.

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 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 was made by William G. Fontaine, seconded Alan B. Medeiros, passed unanimously.

Treasurer's Report(s):

June/July 2022: The Treasurer's Report for the months of June and July 2022 was reviewed and discussed. Motion to approve the June and July 2022 Treasure's Reports was made by Adele L. Collard, seconded by William G. Fontaine, passed unanimously.

Executive Director's Timesheet

June 2022: The Board reviewed and discussed Robbie A. DeSouza's timesheet for the month of June 2022. Motion to approve Robbie A. DeSouza's June 2022 timesheet was made by Alan B. Medeiros, seconded by Adele L. Collard, passed unanimously.

Next Meeting: September 13, 2022

Adjournment: Motion to adjourn the August 23, 2022, Board of Commissioners Meeting was made by Edward J. Olney, 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 / FY22 Fiscal Year End Forms and Certifications / Quarterly Operating Statement 06-30-2022 / 076045 Emergency Award Letter / Approval Letter Management Service Agreement / Federal Pacific Panel Replacement ARPA award letter / Roof Replacement House Doctor 076044 / PHN 2022-10, 09, and 12 / 076039 Email Approved for bidding 7-25-22 / DHA Newsletter / Memo to Tenants dated 7-26-2022

Robbie A. DeSouza

Robbie A. DeSouza
Executive Director
FOR THE AUTHORITY