

**Minutes of the
DUKES COUNTY REGIONAL HOUSING AUTHORITY
Board Meeting on August 28, 2024**

I certify that to the best of my ability to record and recall, these are the Minutes of the Meeting of the Board of Directors of Dukes County Regional Housing Authority ("DCRHA") held on Wednesday, August 28, 2024.

Meeting called to order at 4:04 PM with a quorum of the board of directors, via roll call:

Board present on Zoom: Rudy Sanfilippo, Director; Jason Mazar-Kelly, Director (joined at 4:40 PM)

Board present in person at the Vineyard Housing Office: Ann Wallace, Chair; Mark Leonard, Vice Chair; Dan Seidman, Treasurer

Absent: Lucy Morrison, Director at Large; Rise Terney, Director

Staff present in person at the Vineyard Housing Office: David Vigneault, Executive Director; Terri Keech, Finance Manager; Karin Kugel, Administrative Assistant

Documents used during the meeting:

June 26, 2024 Draft Minutes; Executive Director's Report; Financial Manager's Report; Rental Assistance Snapshot; Revised Pet Policy; Revised Rent Collection Policy; Revised Fair Information Statement of Rights

Consent Agenda:

June 26, 2024 Draft Minutes; Executive Director's Report; Finance Manager's Report; Rental Assistance Snapshot

Motion: Dan Seidman moved to accept the consent agenda without the Executive Director's report. Seconded by Mark Leonard.

Roll call vote: Rudy Sanfilippo: yes; Dan Seidman, yes; Mark Leonard, yes; Ann Wallace: yes. Motion carried without dissent.

Executive Director's Report

David Vigneault said the need for annual flushing of the mini-split heat pump systems in tenant apartments was the biggest HVAC issue being addressed. He explained that this maintenance hadn't been discussed when the mini-splits were installed. He also reported that due to temporary heat sources not being permitted in rental apartments, a number of tenants had to be temporarily housed at hotels while their heat systems were being repaired. The board suggested looking into installing redundant heating systems in apartments in anticipation of possible future repairs.

Action item: David Vigneault will check with state representatives about why temporary heat sources are not permitted in rental apartments.

Jason Mazar-Kelly joined the meeting at 4:40 PM.

Dan Seidman stepped out of the meeting at 4:45 PM.

Pet Policy

The board reviewed and discussed the draft policy.

Motion: Mark Leonard moved to accept the new pet policy. Seconded by Ann Wallace.

Roll call vote: Rudy Sanfilippo: yes; Jason Mazar-Kelly, yes; Mark Leonard, yes; Ann Wallace: yes.
Motion carried without dissent.

Rent Collection Policy

David Vigneault and Terri Keech explained rent collection procedure and distribution of the policy. The board asked about the possibility of setting up recurring automatic rent payments, and staff noted the lack of tenant interest when this option was offered in the past.

Motion: Mark Leonard moved to accept the new rent collection policy. Seconded by Ann Wallace.

Roll call vote: Rudy Sanfilippo: yes; Jason Mazar-Kelly, yes; Mark Leonard, yes; Ann Wallace: yes.
Motion carried without dissent.

Affordable Homes Act: Seasonal Communities Residential Restriction

David Vigneault reported that towns could now offer residential status to those who work 60 hours or more per week for three months of the year, or 32 or more hours per week year-round.

Dan Seidman returned to the meeting at 4:58 PM.

Affordable Homes Act: DCRHA Roles and Parameters

David Vigneault said that because the building and renting of the Accessory Dwelling Units (ADUs) permitted through the Act don't require income certification, he didn't foresee the Housing Authority having a formal role in the implementation of this aspect of the Act.

Tenant Accounts Receivable and Rent Collection

David Vigneault said staff was regularly reaching out to late-paying tenants. He reported the DCRHA would be in eviction court with cases both against tenants that had left without paying back rent and against current tenants who hadn't paid rent in a number of months.

Jason Mazar-Kelly left the meeting at 5:09 PM.

Lagoon Heights Renovation Update

David Vigneault reported property management is searching for temporary housing options where tenants could stay during the renovations.

New Website Progress

The board reviewed the new website and suggested some changes.

Action Item: Karin Kugel will make discussed changes and add recent board minutes to new website.

The meeting adjourned at 5:21 PM.

Next meeting is scheduled for Wednesday, September 25, 2024 at 4 PM.

Respectfully submitted,

Karin Kugel
Administrative Assistant