

## REGULAR MEETING

## FAIRHAVEN HOUSING AUTHORITY

Chairperson Carol Alfonso called the Fairhaven Housing Authority Regular Meeting of November 15<sup>th</sup>, 2023, to order at 2:30 p.m.

**PRESENT:** Chairperson Carol Alfonso, Commissioner Gary Souza, Commissioner Timothy Francis, Commissioner Anne Silveira.

**ABSENT:** Commissioner Ronnie Manzone

**STAFF:** Janet Falone, Nicole Reusch.

The minutes were recorded by Nicole Reusch.

**Acceptance of the Minutes of the Regular Meeting of October 19<sup>th</sup>, 2023.**

**Voted: Commissioner Gary Souza made a motion to accept and place on file the Minutes of the Regular Meeting on October 19<sup>th</sup>, 2023. Motion seconded by Commissioner Silveira. Vote Unanimous.**

**Tenant/Public Participation/ In Person or Remote**

Chairperson Carol Alfonso noted that there is access to the meeting in person and remotely via Zoom. No tenant participation.

**Warrant & Operating Reports**

**Approval of the Warrant - Bills – October 20<sup>th</sup>, 2023, through November 10<sup>th</sup>, 2023**

The Board reviewed the warrant for October 20<sup>th</sup>, 2023, through November 10<sup>th</sup>, 2023.

**Voted: Commissioner Silveira made a motion to approve and place on file the warrant for the bills from October 20<sup>th</sup>, 2023, through November 10<sup>th</sup>, 2023. Motion seconded by Commissioner Souza. Vote unanimous.**

**Approval of the Warrant - Bills – November 11<sup>th</sup>, 2023, through November 15<sup>th</sup>, 2023.**

The Board reviewed the warrant for November 11<sup>th</sup>, 2023, through November 15<sup>th</sup>, 2023.

Director Falone informed the Board that the A. Medeiros invoice for \$5,000, is for the removal of the shrubs, at the cottages, due to the roof replacement project. The Director will submit to cap hub for reimbursement.

**Voted: Commissioner Souza made a motion to approve and place on file the warrant for the bills from November 11<sup>th</sup>, 2023, through November 15<sup>th</sup>, 2023. Motion seconded by Commissioner Silveira. Vote unanimous.**

**October 2023 Tenant Aging Report**

Director Falone informed the Board the tenant at 667-2 with the balance of \$1,926.00 has applied for RAFT and was denied. A 30-day notice was sent.

**Voted: Commissioner Francis made a motion to accept and place on file the Tenant Aging Report for October 2023. Motion seconded by Commissioner Souza. Vote unanimous.**

**October 2023 Breakdown of Vacancy Numbers and Timing**

The Board reviewed the Vacancy Numbers and Timing Report October 2023

**Voted: Commissioner Silveira made a motion to accept and place on file the Breakdown of Vacancy Numbers and Timing Report for October 2023. Motion seconded by Commissioner Francis. Vote unanimous.**

**Utility Usage and Expense Reports – October 2023**

The Board reviewed the Utility Usage and Expense Reports for October 2023.

**Voted: Commissioner Souza made a motion to accept and place on file the Utility Usage and Expense Reports for October 2023. Motion seconded by Commissioner Francis. Vote unanimous.**

**ModPhase Update – through November 2023**

The Board reviewed the November 2023 ModPhase General Ledger Warrant.

**Voted: Commissioner Francis made a motion to approve and place on file the November 2023 ModPhase General Ledger Warrant. Motion seconded by Commissioner Silveira. Vote unanimous.**

**Fenton, Ewald & Associates – October 2023 Financials**

The Board reviewed the October 2023 Financials.

**Voted: Commissioner Souza made a motion to approve and place on file the Fenton, Ewald & Associates October 2023 Financials. Motion seconded by Commissioner Francis Vote unanimous.**

**OLD BUSINESS:**

**Security @ Complexes**

Director Falone informed the Board there was an incident Monday night with a resident in which the resident was disorderly. Police were called to the location. The Director reached out by phone to the Police Department, and also went online to get an Incident Report. Director Falone asked the Board if any of them knew how to set up a liaison with the Police Department. There was another incident between two tenants at Oxford Terrace. One of the tenants went to the Police Department and Court and received a harassment order. This order has the tenants separated by the North and South Wings of the building. Right now, it's being handled by the Court.

**Pest Control**

The Director informed the Board that the third and final bedbug treatment was completed. No live activity was found in the unit. We will stay on top of this situation to be proactive. As far as ghost ants are concerned the bait traps were placed. This is being followed up on.

**Maintenance Garage Update**

Director Falone informed the Board EOHLC formula funding has \$395,000 to go towards this project. EOHLC needs to know how much of the operating funds the Board is willing to contribute. After a discussion the Board agreed to contribute \$150,000 from reserves.

**Voted: Commissioner Francis made a motion to contribute \$150,000 from reserves for project #094084. Motion seconded by Commissioner Souza. Vote unanimous.**

**Smoking**

The Director informed the Board that smoking is an ongoing issue. Now that the weather is colder, more residents are smoking in their units. Director Falone will be sending more letters and second notices.

**Gas Company Replacing Piping/Electrification 667-1 & 667-2**

Director Falone informed the board that the leak survey should be completed in December.

**Spring Street Garage**

No updates.

**Oxford Terrace Land 2.2 Acres**

The Director informed the Board there were feasibility studies completed in 2009 and 2013. A non-profit called FAIR was opened. Director Falone is looking into this matter further.

**Broadband Grant**

Director Falone had a meeting yesterday with Angie, the Town Administrator, Bob Espinola and Shawn. The scope of the project has changed from a benefit to the Town to just the Fairhaven Housing Authority tenants with the Housing Authority assuming the cost. After a discussion the board decided not to participate in the program as currently structured.

**Voted: Commissioner Souza made a motion to not participate in the Broadband Grant Program as currently structured. Motion seconded by Commissioner Silveira. Vote unanimous.**

**NEW BUSINESS**

**Change Order No. 014 – Project # 094069 – ModPhase - Oxford Terrace**

The Board reviewed Vareika Construction's proposed change order number 014 in the amount of \$9,675.68 for the work to be performed, as well as the individual costs. The total amount to date for change orders is \$430,630.49 out of the \$850,000.00 change order contingency included in the State money received.

**Voted: Commissioner Francis made a motion to approve Vareika Constructions' change order number 014 in the amount of \$9,675.68. Motion seconded by Commissioner Souza. Vote unanimous.**

**Tabled Items:**

None.

**Communications/Correspondence**

The FHA NAHRO Newsletter September/October 2023 was given to the Board for review.

**Items/Documents/Forms Not Anticipated**

None.

**Director's Report/Update November 2023**

Director Falone gave the Board an update on what has been going on at Fairhaven Housing Authority. In Resident Service Coordinator news, The UMass nursing students were here to do blood pressure clinics. The residents had a Fall Harvest Brunch with Diane and Kendra both personally making pans of Blueberry Cream Cheesecake and Frittata. It was very nice. The RSC's will have two Christmas Parties in December. One at McGann Terrace and the other at Oxford Terrace. All residents are welcome. The Fairhaven Housing Authorities first craft fair will be on Saturday, December 2<sup>nd</sup>. The staff has been helping the tenants with packing/unpacking, moving, and issues with the units. Wing B is in the process of moving so the construction can start on Wing C. The entire ModPhase project should be completed in the Spring. The contractors are coming tomorrow to finish up and to do the punch list on the exterior doors at the cottages. The brick repointing on the cottage roofs will begin Monday weather permitting. The final walk through for the fire alarm at Anthony Haven will be completed in early December. The fencing around the dumpsters will also be completed in December. The brick work at Dana Court is in design. The roof project at Building 100, McGann Terrace will be going out to bid in January.

**Questions or Concerns of Commissioners**

Commissioner Silveira would like to give the employees of the Fairhaven Housing Authority some additional time off during the Christmas Season as a gift from the Board.

**Voted: Commissioner Silveira made a motion to give the Fairhaven Housing Authority Staff Tuesday, December 26<sup>th</sup>, 2023, off. Motion seconded by Commissioner Francis. Vote unanimous.**

**Future Agenda Items**

None.

**Adjournment**

**Voted: Commissioner Francis made a motion to adjourn at 4:35 p.m. Motion seconded by Commissioner Souza. Vote unanimous.**

Respectfully submitted,

*Janet Falone*  
Executive Director

*JEF/nr*

