

MINUTES

REGULAR MEETING

FAIRHAVEN HOUSING AUTHORITY

December 21, 2023

Chairperson Alfonso called the Fairhaven Housing Authority Regular Meeting of December 21st, 2023, to order at 2:32 p.m.

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

ABSENT: Commissioner Ronnie Manzone.

STAFF: Janet Falone & Kim Marie McArdell.

FAIRHAVEN TOWN CLERK
RCUD 2024 JAN 19 AM 9:23

The minutes were recorded by Kim Marie McArdell.

Acceptance of the Minutes of the Regular Meeting of November 15th, 2023.

Voted: Commissioner Francis made a motion to accept and place on file the Minutes of the Regular Meeting on November 15th, 2023. Motion seconded by Commissioner Souza. Vote Unanimous.

Tenant/Public Participation/ In Person or Remote

Chairperson Alfonso noted that there is access to the meeting in person and remotely via Zoom.

Angie Lopes-Ellison, Bob Espindola, Shawn Powers & Derrick Frates from the Town of Fairhaven participated remotely with no participants in person.

Warrant & Operating Reports

Approval of the Warrant - Bills – November 16th, 2023, through December 15th, 2023

The Board reviewed the warrant for November 16th, 2023, through December 15th, 2023.

Voted: Commissioner Souza made a motion to approve and place on file the warrant for the bills from November 16th, 2023, through December 15th, 2023. Motion seconded by Commissioner Silveira.

Vote unanimous.

Approval of the Warrant - Bills - December 16th, 2023, through December 21st, 2023.

The Board reviewed the warrant for December 16th, 2023, through December 21st, 2023.

Voted: Commissioner Souza made a motion to approve and place on file the warrant for the bills from December 16th, 2023, through December 21st, 2023. Motion seconded by Commissioner Silveira.

Vote unanimous.

November 2023 Tenant Aging Report

The Board reviewed the Tenant Aging Report for November 2023.

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

November 2023 Breakdown of Vacancy Numbers and Timing

The Board reviewed the Breakdown of Vacancy Numbers and Timing for November 2023.

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

Vote unanimous.

Utility Usage and Expense Reports - November 2023

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

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

ModPhase General Ledger Warrant Through December 21st, 2023

The Board reviewed the ModPHASE General Ledger Warrant through December 21st, 2023.

Voted: Commissioner Francis made a motion to approve and place on file the ModPHASE General Ledger Warrant through December 21st, 2023. Motion seconded by Commissioner Souza.

Vote unanimous.

Fenton, Ewald & Associates - November 2023 Financials

The Board reviewed the November 2023 Financials.

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

OLD BUSINESS:

Broadband Grant

Director Falone explained the changes to the scope of work for the Broadband Grant Project to the Board. Bob Espindola and Shawn Powers informed the Board the new scope costs would be covered by the grant for approximately two years. After the initial time frame covered by the grant the Wi-Fi would cost the Housing Authority around \$1,332.00 per month. The Town will be able to utilize the funds elsewhere if the Housing Authority does withdraw from the Broadband Grant Project. Down the road if the Housing Authority is interested they can apply to the Grant Program directly. After a discussion the Board decided to vote on withdrawing from the Broadband Grant Project.

Voted: Commissioner Souza made a motion to withdraw from the Broadband Grant Project. Motion seconded by Commissioner Silveira. Roll call vote Chairperson Alfonso Aye, Commissioner Silveira Aye, Commissioner Souza Aye and Commissioner Francis No.

Security @ Complexes

The Director informed the Board there are no complaints or issues and everything is quiet.

Pest Control

Director Falone informed the Board there are no complaints or issues.

Smoking

The Director informed the Board the gazebo is up at Dana Court and designated smoking signage has been ordered. Chairperson Alfonso would like a picnic table at all the other complexes until the pergolas can be put up in the spring. All the Commissioners agreed. The Board will need to update the smoking policy to include the designated smoking areas.

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

Director Falone informed the Board the leak survey testing at the cottages was completed in compliance with the year-end deadline. She is waiting on the result report. The next step is an Asbestos survey due to the age of the Cottages. The project will likely start a year from now.

Spring Street Garage

Director Falone informed the Board she has no new information to report.

Oxford Terrace Land 2.2 Acres

The Director informed the Board she has no new information to report.

NEW BUSINESS:

Change Order No. 015 – Project # 094069 – MODPhase - Oxford Terrace

The Board reviewed Vareika Construction's proposed change order number 015 in the amount of \$72,333.90, the work to be performed, as well as the individual costs. The total amount to date for change orders is \$502,964.39 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 015 in the amount of \$72,333.90. Motion seconded by Commissioner Souza. Vote unanimous.

RSC Funding & increase of \$10,000.00

The Board reviewed EOHLC's Resident Service Coordinator Extension Application with a \$10,000.00 increase.

Commissioner Silveira made a motion to accept and place on file the Resident Service Coordinator Extension Application with a \$10,000.00 increase. Motion seconded by Commissioner Souza. Vote unanimous.

Tabled Items

None.

Communications/Correspondence

The FHA December 2023 Newsletter was mailed to the Board for review.

Director Falone gave the Board a copy of a complimentary letter written by a resident regarding the Housing Authority staff.

Items/Documents/Forms Not Anticipated

The Director gave the Board members an Executive Director Performance Evaluation form for them to complete and get back to Chairperson Alfonso within three weeks. Chairperson Alfonso will then complete an evaluation with Director Falone in February.

The Board reviewed the Fairhaven Housing Authority's Affirmative Action Goals as noted in the Fair Housing Marketing Plan submitted in October 2022. The Housing Authority has met and exceeded the goals.

Voted: Commissioner Souza made a motion to accept and place on file the Fairhaven Housing Authority's Family Affirmative Action Goal of 18.3%. Motion seconded by Commissioner Francis. Vote unanimous.

Voted: Commissioner Francis made a motion to accept and place on file the Fairhaven Housing Authority's Elderly/Handicapped Affirmative Action Goal of 6.4%. Motion seconded by Commissioner Silveira. Vote unanimous.

The Board reviewed Robinson Green Beretta Corporations Change Order # CP0001 for Project # 094085, Cottage Roof Replacements. There is a no cost time extension of 60 days and a credit of \$8,386.56 for roof sheathing not used.

Voted: Commissioner Francis made a motion to approve RGB Corporation's proposed change order number CP0001 for a no cost time extension of 60 days and roof sheathing credit of \$8,386.56. Motion seconded by Commissioner Souza. Vote unanimous.

Director's Update – December 21st, 2023

Director Falone gave the Board an update on what has been going on at Fairhaven Housing Authority. The advertisement for a new maintenance mechanic has been placed in the local newspapers, with MassNAHRO and in Home Depot & Lowes. The staff have new email addresses which better define them as Fairhaven Housing Authority employees. Janet and Kim took a zoom Assistance Animal training which helped to define service animals and pets. The Director had the Town Survey on digital equity given to all the Housing Authority residents. As they come into the office they will be scanned and sent over to the Town. So far there has been a good response. In RSC news the first annual craft fair was a huge success. The holiday parties at McGann Terrace and Oxford Terrace were well attended. The Community Nurses monthly presentation was well received. RSC's Kendra & Diane are busy putting together a schedule for the New Year. Both the exterior door project at the Cottages and the fire alarm upgrade at Anthony Haven are completed. Oxford Terrace's Wing C is in the process of being remodeled. The roofs at the Cottages are complete and the walk through has been done. The project is still open for the rock bed drainage to take place in the spring. The dumpster enclosures at McGann Terrace will be completed in the next two weeks. The posts are installed just waiting on the fencing. There is a tentative design for the exterior brick work, balcony repair and repointing at Dana Court. The leak survey testing at the cottages was completed in compliance with the year-end deadline. The next step is an asbestos survey. The roof project for Building 100 will go out to bid in January. Oxford Terrace fire alarm upgrade, Anthony Haven bathroom exhaust, Anthony Haven window replacement, Building 100 hardwire smoke detectors and CO2 detectors are some of the new projects in the works for 2024. Also LEAN is coming in to advise on Air Source heat pumps for Anthony Haven.

Questions or Concerns of Commissioners

Chairperson Alfonso would like the gazebos at all the complexes to be addressed in the spring. They need to be repaired or taken down. A survey will be sent to the residents regarding the use of the gazebos. The Board would like to have a post holiday luncheon with the Housing Authority staff members on Thursday, January 4th at the Blue Point Restaurant 2:30 p.m. Commissioner Silveira would like to give the employees of the Fairhaven Housing Authority Friday, December 29th, 2023 off for the New Year holiday as a token of appreciation from the Board. Chairperson Alfonso, Commissioner Francis and Commissioner Souza agreed.

Future Agenda Items

Gazebos.

Adjournment

Voted: Commissioner Francis made a motion to adjourn at 3:37 p.m. Motion seconded by Commissioner Souza. Vote unanimous.

Respectfully submitted,

Janet Falone

Janet Falone
Executive Director