

MINUTES

REGULAR MEETING

FAIRHAVEN HOUSING AUTHORITY

March 21, 2024

Chairperson Alfonso called the Fairhaven Housing Authority Regular Meeting of March 21<sup>st</sup>, 2024 to order at 2:30 p.m.

On March 24<sup>th</sup>, 2023, the bill to extend Open Meeting Law regulations governing remote participation has passed Massachusetts legislation and been signed by the Governor. This bill will allow remote and hybrid meeting options for public bodies through March 31<sup>st</sup>, 2025. Pursuant to an amendment to Town By-Law Chapter 50-13, all government meetings are available through web/video conference and are recorded.

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

**ABSENT:** No One.

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

The minutes were recorded by Nicole Reusch.

**Acceptance of the Minutes of the Regular Meeting of February 15<sup>th</sup>, 2024.**

**Voted: Commissioner Francis made a motion to accept and place on file the Minutes of the Regular Meeting on February 15<sup>th</sup>, 2024. 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. Mary Staffon & Cathrina dosSantos of Oxford Terrace participated in person. There were no participants on remote zoom.

**Warrant & Operating Reports**

**Approval of the Warrant - Bills – February 16<sup>th</sup>, 2024, through March 15<sup>th</sup>, 2024**

The Board reviewed the warrant for February 16<sup>th</sup>, 2024, through March 15<sup>th</sup>, 2024.

**Voted: Commissioner Francis made a motion to approve and place on file the warrant for the bills from February 16<sup>th</sup>, 2024, through March 15<sup>th</sup>, 2024. Motion seconded by Commissioner Manzone. Vote unanimous.**

**Approval of the Warrant - Bills – March 16<sup>th</sup>, 2024, through March 21<sup>st</sup>, 2024.**

The Board reviewed the warrant for March 16<sup>th</sup>, 2024, through March 21<sup>st</sup>, 2024.

**Voted: Commissioner Manzone made a motion to approve and place on file the warrant for the bills from March 16<sup>th</sup>, 2024, through March 21<sup>st</sup>, 2024. Motion seconded by Commissioner Silveira. Vote unanimous.**

**February 2024 Tenant Aging Report**

The Board reviewed the Tenant Aging Report for February 2024.

**Voted: Commissioner Francis made a motion to accept and place on file the Tenant Aging Report for February 2024. Motion seconded by Commissioner Silveira. Vote unanimous.**

**February 2024 Breakdown of Vacancy Numbers and Timing**

The Board reviewed the Breakdown of Vacancy Numbers and Timing for February 2024.

**Voted: Commissioner Souza made a motion to accept and place on file the Breakdown of Vacancy Numbers and Timing Report for February 2024. Motion seconded by Commissioner Silveira. Vote unanimous.**

**Utility Usage and Expense Reports – February 2024**

The Board reviewed the Utility Usage and Expense Reports for February 2024.

**Voted: Commissioner Francis made a motion to accept and place on file the Utility Usage and Expense Reports for February 2024. Motion seconded by Commissioner Souza. Vote unanimous.**

**ModPhase General Ledger Warrant Through March 20<sup>th</sup>, 2024**

The Board reviewed the ModPHASE General Ledger Warrant through March 20<sup>th</sup>, 2024.

**Voted: Commissioner Manzone made a motion to approve and place on file the ModPHASE General Ledger Warrant through March 20<sup>th</sup>, 2024. Motion seconded by Commissioner Francis.**

**Vote unanimous.**

**Fenton, Ewald & Associates – January 2024 Financials**

The Board reviewed the Fenton, Ewald & Associates January 2024 Financials.

**Voted: Commissioner Silveira made a motion to approve and place on file the Fenton, Ewald & Associates January 2024 Financials. Motion seconded by Commissioner Francis. Vote unanimous.**

**Stephen Cote of Fenton, Ewald & Associates to present Re-Organization Plan**

Pursuant to Public Housing Notice 2021-20, the Fairhaven Housing Authority is requesting a non-executive director administrative salary increase of 12.04% as the result of a reorganization plan. The position of Accounting Assistant will be changed to Assistant Executive Director to describe the roles and responsibilities of the position more accurately. The Assistant Executive Director is a highly responsible managerial position reflecting the increased responsibility of the position. The Assistant Executive Director consults with and advises the Executive Director on all aspects of Housing management, finance, resident services, and maintenance decisions. Work is performed with considerable independence of judgement and decision within the constraints of regulations and finances. The Board reviewed and discussed the Assistant Executive Director job description and salary increase prepared by Executive Director Falone.

**Voted: Commissioner Manzone made a motion to approve the Re-Organization Plan. Motion seconded by Commissioner Francis. Vote unanimous.**

**Stephen Cote of Fenton, Ewald & Associates to present the 2024 Budget**

Stephen Cote from Fenton, Ewald and Associates presented the Board with the 2024 Budget. Mr. Cote informed the Board E.O.H.L.C. has increased the non-utility spending cap roughly 13%. E.O.H.L.C. also increased the administrative salary line item by 7%. The Resident Services Grant was increased to \$60,000.00 to be split between salary and tenant activities. On the expense side the property insurance line was increased by 30% and the utility expense line was increased by 13.8%. The Housing Authority may only receive the direct exemptions of \$99,000.00 for the Legal Exception, Air Source Heat Pumps and Resident Services Grant due to the high operating reserves the Housing Authority maintains. If the operating reserves fall below 100% the Housing Authority may be eligible for an addition \$239,103.00 in State Subsidy. In summary if all of the budget expenses are paid, including expenses due to the ModPhase project, the Housing Authority's reserve will be at 107%, which is very good financial shape.

**Voted: Chairperson Alfonso made a motion to accept and place on file the Proposed Operating Budget for the state aided housing of the Fairhaven Housing Authority, Chapters 667 & 705, Program 400-1, Fiscal Year Ending December 31st, 2024; showing total revenue of \$1,938,165.00 account number 3000; with total expenses of \$2,038,298.00 account number 4000; thereby requesting a subsidy of \$338,103.00 account number 3801; and further that the Executive Director's total annual salary of \$98,504.00 for the fiscal year ending December 31st, 2024 be submitted to the Executive Office of Housing & Livable Communities for its review and approval. Motion seconded by Commissioner Manzone. Roll call Vote: Chairperson Alfonso Yes, Commissioner Silveira Yes, Commissioner Manzone Yes, Commissioner Souza Yes, Commissioner Francis Yes. Vote Unanimous.**

**OLD BUSINESS:**

**Security @ Complexes**

The Director informed the Board that everything has been relatively quiet.

**Pest Control**

Director Falone informed the Board there have been no complaints or issues.

**Smoking**

The Board reviewed and discussed the Smoke Free Housing Policy Update and the No Smoking Lease Addendum Update.

**Voted: Commissioner Souza made a motion to approve and place on file the Smoke Free Housing Policy Update and the No Smoking Lease Addendum Update. Motion seconded by Commissioner Manzone. Vote unanimous.**

**Oxford Terrace Land 2.2 Acres**

The Director informed the Board that two feasibility studies have been conducted on the 2.2 acres of land. In December 2019 the Board agreed to have Laura Shufelt of Mass Housing Partnership come to a Board meeting in early 2020 to discuss the feasibility studies and answer any questions the Board may have. Unfortunately with the Covid Pandemic that was not able to happen. Director Falone will reach out to Ms. Shufelt to see if she can speak with the Board to help figure out where we go from here.

**NEW BUSINESS:****HOU Contract Amendment**

The Board reviewed the additional \$46,777.00 contract amendment for Housing Opportunities Unlimited. The amendment is based on an additional four months of contract period time needed to complete the ModPHASE project relocations.

**Voted: Commissioner Francis made a motion to approve and place on file the contract amendment for HOU in the amount of \$46,777.00. Motion seconded by Commissioner Manzone. Vote unanimous.**

**Personnel Policy - Updated**

The Board reviewed the updated personnel policies change for parental leave.

**Voted: Commissioner Souza made a motion to approve and place on file the updated Personnel Policies. Motion seconded by Commissioner Francis. Vote unanimous.**

**Accept the CFA change of \$547,405.00**

The Board reviewed Amendment #16 to the Contract for Financial Assistance 5001 in the amount of \$547,405.00. \$384,905.00 is a FY 2027 Formula Funding Award and \$162,500.00 is for Project #094085, HILAPP, Roof Repairs at Green Meadows.

**Voted: Commissioner Silveira made a motion to accept and place on file the CFA change of \$547,405.00. Motion seconded by Commissioner Manzone. Vote unanimous.**

**Tabled Items**

None.

**Communications/Correspondence**

Director Falone gave the Board the letter updating the existing award to fund our Resident Services Coordinator to \$60,000.00 on an annual basis, subject to funding availability. Also the MassNAHRO January/February 2024 Newsletter was given to the Board for review. The FHA March 2024 Newsletter was mailed to the Board on March 1<sup>st</sup>, 2024.

**Items/Documents/Forms Not Anticipated**

None.

**Director's Update – March 21<sup>st</sup>, 2024**

Director Falone gave the Board an update on what has been going on at Fairhaven Housing Authority. Letters went out to the tenants regarding annual apartment inspections which began March 18<sup>th</sup>, 2024 and will be completed by March 22<sup>nd</sup>, 2024. In RSC News there will be coffee hour with the RSC's & the Executive Director at all of the sites next month. The RSC's will have the results to the survey that was sent to all of the residents. We are receiving responses to the Trash Pick up contract. Advanced Air Solutions has started the annual cleaning of all Air Source Heat Pumps at Oxford Terrace. In maintenance & project news Wing C of the ModPHASE Project at Oxford Terrace is completed and tenant relocation will begin on March 25<sup>th</sup>. The Maintenance Utility Building at Oxford Terrace design has been updated to \$610,697.00. The project is moving forward. The Roof Project at the Cottages is completed and the walk through has been done. The project is still open for rock bed drainage to take place in the Spring. The Exterior brick work, balcony repair & repointing at Dana Court has a tentative design. There was a walk through with the designer. A HILAPP application for additional funding was submitted to EOHLC. The design for the Master Meter Designation Project at the Cottages has been submitted to EOHLC. The second lowest bidder accepted for the Roof Project at Building 100, Triumph Roofing Incorporated, has to get the signed contract to the Housing Authority. LEAN completed a site visit on 12/18/23 at Anthony Haven. They came in to advise on Air Source Heat pumps for the site. There has been no follow up to this visit, a voice mail was left 2/27/24, an email was sent 3/7/24. LEAN responded on 3/7/2024 that they were busy with other projects but we are at the top of the que.

**New Projects for 2024:**

- #094091 - Oxford Terrace Fire Alarm Upgrade (After the ModPhase Project is completed)
- #094093 - Anthony Haven Bathroom Exhaust
- #094094 - Anthony Haven Window Replacement (Possible LEAN Project)
- #094095 - Green Meadows Building 100 Hardwire Smokes & CO2s

**Questions or Concerns of Commissioners**

Chairperson Alfonso thanked Commissioner Silveira for bringing her knowledge and experience for the past thirty one years of service to the Housing Authority. The Board wishes her the best and good health.

**Future Agenda Items**

None.

**Adjournment**

**Voted: Commissioner Silveira made a motion to adjourn at 3:25 p.m. Motion seconded by Commissioner Francis. Vote unanimous.**

Respectfully submitted,

*Janet Falone*

Janet Falone  
Executive Director

*JEF/kmm*