

MINUTES

REGULAR MEETING      FAIRHAVEN HOUSING AUTHORITY      FEBRUARY 06, 2020

Chairman Simmons called the Fairhaven Housing Authority Regular Meeting of February 06, 2020 to order at 1:28 p.m. Attendance was taken by Chairman Simmons.

**PRESENT:** Chairman Jay Simmons, Commissioners Anne Silveira & Jean Rousseau.

**ABSENT:** Commissioners John Farrell & Nicholas Sylvia.

**STAFF:** Krisanne Sheedy, Kim Marie McArdell.

The minutes were recorded by Kim Marie McArdell.

The 1:00pm Presentation on Vacant Land Development/MHP with Laura Shufelt was postponed until the March 19<sup>th</sup>, 2020 Board Meeting. Susan Connelly of MHP will be the presenter at the March Meeting. Commissioner Silveira would like Director Sheedy to see if the meeting could begin at noon.

**Voted: Commissioner Rousseau made a motion to have Susan Connelly make a presentation at the March 19<sup>th</sup>, 2020 Board Meeting. Motion seconded by Commissioner Silveira. Vote unanimous.**

**Acceptance of the Minutes of the Regular Meeting of January 9<sup>th</sup>, 2020.**

**Voted: Commissioner Rousseau made a motion to accept and place on file the Minutes of the Regular Meeting of January 9<sup>th</sup>, 2020. Motion seconded by Commissioner Silveira. Vote unanimous.**

**Acceptance of the Minutes of the Executive Meeting of December 12<sup>th</sup>, 2019.**

**Voted: Commissioner Rousseau made a motion to accept but not release the Minutes of the Executive Meeting of December 12<sup>th</sup>, 2019. Motion seconded by Commissioner Silveira. Vote unanimous.**

**Tenant Participation**

**Voted: Commissioner Rousseau made a motion to table Tenant Participation. Motion seconded by Commissioner Silveira. Vote unanimous.**

**Approval of the Warrant – Bills January 10<sup>th</sup>, 2020 through January 31<sup>st</sup>, 2020**

**Voted: Commissioner Rousseau made a motion to approve and place on file the warrant for bills from January 10<sup>th</sup>, 2020 through January 31<sup>st</sup>, 2020. Motion seconded by Commissioner Silveira. Vote unanimous.**

**Approval of the Warrant – Bills February 1<sup>st</sup>, 2020 through February 6<sup>th</sup>, 2020**

Approval of the Warrant for bills February 1<sup>st</sup>, 2020 through February 6<sup>th</sup>, 2020 to be reviewed at the March 19<sup>th</sup>, 2020 Board Meeting. The topic was not listed on the agenda.

**Tenant Credit Accounts Receivable Balances**

The Tenant Credit Accounts Receivable Balances for January 31<sup>st</sup>, 2020 were reviewed by the Board.

**Voted: Commissioner Silveira made a motion to accept and place on file the Tenant Accounts Receivable Balances for January 31<sup>st</sup>, 2020. Motion seconded by Commissioner Rousseau. Vote unanimous.**

**Tenant Account Aging Report**

The Tenant Account Aging Report for January 31<sup>st</sup>, 2020 was reviewed by the Board.

**Voted: Commissioner Rousseau made a motion to accept and place on file the Tenant Account Aging Report for January 31<sup>st</sup>, 2020. Motion seconded by Commissioner Silveira. Vote unanimous.**

**Utility Spreadsheets/Water Consumption/Solar Income**

The Utility Spreadsheets and Solar Income for December 2019 were reviewed by the Board. The Water Consumption was not available for the Board to review.

**Voted: Commissioner Rousseau made a motion to accept and place on the file the Utility Spreadsheets for Electric, Gas & Solar for December 2019. Motion seconded by Commissioner Silveira. Vote unanimous.**

**Vacancy and Timing Report**

The January 2020 Vacancy and Timing Report was reviewed by the Board.

**Voted: Commissioner Rousseau made a motion to accept and place on file the Vacancy and Timing Report for January 2020. Motion seconded by Commissioner Silveira. Vote unanimous.**

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**Fenton Ewald & Associates - November 2019 Financials**

Director Sheedy informed the Board the budgeted rent per unit is up from \$385.00 to \$400.00 due to full recertifications. This year is a biennial year and rents will be based on the 1.6% Social Security increase. January 2021 will begin full recerts every year.

**Voted: Commissioner Rousseau made a motion to accept and place on file the November 2019 Financials. Motion seconded by Commissioner Silveira. Vote unanimous.**

**Old Business****Security @ Complexes**

The Director stated the police are doing community policing in the complexes. The Director informed the Board there have been a lot of disturbances between tenants. She has brought in the police a couple of times for tenant meetings. They have been very helpful and supportive. Director Sheedy has asked tenants who are having issues to call the police so there is a record of the issue. Jim Leavitt is almost through installing cameras at Building 100. He installed cameras at the Cottages and Building 9 because of the tenant issues. The Director informed the Board that she is having a car towed. The car is unregistered and uninspected with a flat tire. Attorney Grace has been helping the Director with the process. Southcoast towing is providing signage for all complexes.

**Old Business****Pest Control**

Director Sheedy informed the Board that every complex has been baited for rats at maintenances request.

**Old Business****Bicycle Storage**

The Director informed the Board there is nothing new regarding bicycle storage.

**Old Business****ModPHASE / Supportive Services APP**

Director Sheedy has been in contact with the architect at DHCD who is working on developing the work scope to be sent to Architects for bidding. The project will be broken down into two phases. Phase one will be the interior work and phase two will be the envelope work. The finalized work scope for phase one should be ready to go out to architects for bid and hopefully go before design selection in April. Phase two which is predominately the windows and sliding doors will need more funding because it is not 100% funded by the award. The Director will be working on obtaining different forms of funding.

**Old Business****Vacant Land Development**

The Presentation on Vacant Land Development/MHP with Susan Connelly will be at the March 19<sup>th</sup>, 2020 Board Meeting.

**Old Business****Dana Court Seating, Shelter, Bushes, Benches, Signs**

The Director informed the Board the new furniture for Dana Court arrived on Friday, January 17<sup>th</sup>. Tenants moved the two new chairs from the second floor community space to the first floor community space by dragging them across the new floors and carpets, slightly damaging them and the floor in the process. Commissioner Silveira is against buying anymore new furniture; the designer put as much furniture as would appropriately fit in the space and it looks very nice. Commissioner Rousseau & Chairman Simmons agree. Director Sheedy informed the Board that Comcast has stopped the courtesy cable account to the complexes. Commissioner Rousseau asked the Director to get pricing for internet and cable for all the facilities. Chairman Simmons recommended the Director call Bob Espindola of the Municipal Fiber Committee to see what services the Authority may get through the municipal loop for town buildings.

**Old Business****Smoking Policy**

The Board discussed the draft of the tenant smoking survey. Commissioner Rousseau suggested trimming the survey down to one page. He would like to know if the tenant is in favor of 100% smoke free facilities or allowing smoking a certain distance from the buildings. Commissioner Silveira agrees. Chairman Simmons would like the draft of the smoking survey emailed to all of the Board members. Each Board member can give feedback to the Director individually as to not violate the open meeting law.

**Old Business****RSC Application - Approve**

Director Sheedy informed the Board that DHCD received more applications than expected and that can be funded with the money allocated. MassNAHRO Legislative Committee voted to attempt to get additional money from the state budget as there is more of a need than budgeted. No information or decisions have been published regarding the issue of the awards.

**Old Business****PHN 2019-26 Creative Place-Making**

The Director informed the Board the application needs to be submitted by April 15<sup>th</sup>, 2020. The Director will meet with the tenants to see what their interests are. Chairman Simmons would like the Public Housing Notice regarding funding availability for the Creative Place-making Grant emailed to all of the Board members. Each Board member can give feedback to the Director individually as to not violate the open meeting law.

**Old Business****Common Area /Storage Policy Revised**

The Board reviewed the Storage & Care of Common Areas Policy.

**Voted: Commissioner Rousseau made a motion to adopt and place on file the Storage & Care of Common Areas Policy. Motion seconded by Commissioner Silveira. Vote unanimous.**

**Hallways & Apartment Door Policy**

The Board reviewed the Hallways and Apartment Doors Policy. Commissioner Rousseau would like to have added to the policy that the Housing Authority has the right to remove all items that do not conform to the policy. Commissioner Silveira suggests that number five be removed and replaced with Commissioner Rousseau's statement regarding the Authority's right to remove all items that do not conform to the policy. Commissioner Rousseau and Chairman Simmons agree.

**Voted: Commissioner Rousseau made a motion to adopt and place on file, with the revisions that have been discussed, the Hallway and Apartment Door Policy. Motion seconded by Commissioner Silveira. Vote unanimous.**

**New Business****MassNAHRO/LHA's – DHCD Lawsuit**

Director Sheedy informed the Board that she has a copy of the MassNAHRO/LHA'S – DHCD Lawsuit. Chairman Simmons would like an email of the lawsuit emailed to all of the Board members. The Director believes the lawsuit was put together well with a lot of research. She supplied the Board with a copy of the lawsuit talking points. It has been determined that the Massachusetts Attorney General will be representing DHCD. No court date has been set.

**Tabled Items**

There were no tenants present at this time.

**Voted: Commissioner Rousseau made a motion to remove Tenant Participation from Tabled Items. Motion seconded by Commissioner Silveira. Vote unanimous.**

**Communications/Correspondence****FHA Newsletter – February 2020**

The FHA Newsletter was reviewed by the Board.

**Voted: Commissioner Rousseau made a motion to accept and place on file the Fairhaven Housing Authority February 2020 newsletter. Motion seconded by Commissioner Silveira. Vote unanimous.**

**Mass NAHRO Newsletter**

The MassNAHRO Newsletter was not available for the Board to review.

**Items/Documents/Forms Not Anticipated**

Director Sheedy gave the Board a copy of the World of Housing Related Acronyms. The Director also gave the Board copies of two notices from DHCD; the award notice for the department's FY2020 Health & Safety Initiative program in the amount of \$34,000.00 and the Authority's Contract for Financial Assistance, dated February 5<sup>th</sup>, 2020, showing a change of \$4,324,409.00 (which includes the Authority's FY2023 Formula Funding Award, the ModPHASE Award & the FY2020 Health & Safety Initiative Award). Director Sheedy had the present Board members sign a new signature card for So. Mass. Credit Union.

**Voted: Commissioner Rousseau made a motion to have Chairman Simmons sign the revision to the Authority's CFA and to accept and place the revised CFA on file. Motion seconded by Commissioner Silveira. Vote unanimous.**

**Directors Report – February 6<sup>th</sup>, 2020**

The Director's Report was reviewed by the Board.

**Voted: Commissioner Rousseau made a motion to accept and place on file the Fairhaven Housing Authority Directors Report for February 6<sup>th</sup>, 2020. Motion seconded by Commissioner Silveira. Vote unanimous.**

**Questions or Concerns of Commissioners**

Chairman Simmons addressed the concern that there potentially may be a vacancy come election time on the Fairhaven Housing Authority's Board. Commissioner Silveira wanted to know if the Director had received a proposal from Amanda regarding shrub removal & tree plantings. The Director has not heard back and will look into finding someone new.

**Future Agenda Items**

Shrub removal & tree plantings

**Adjournment**

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

Respectfully submitted,

*Kris Sheedy*

Krisanne Sheedy  
Executive Director

*KS/kmm*

**FAIRHAVEN HOUSING AUTHORITY**

**REGULAR MEETING      DIRECTOR'S REPORT      FEBRUARY 6, 2020**

**1. Washer & Dryer Income: 1/3/2020 –1/25/2020**

\$ 2732.00    Card Income: \$15.00 – Washer & Dryer Income: \$2,717.00

**2. Resident Service Coordinator**

2/6/2020 Diane has planned a Health Fair for Thursday Feb. 27 @ 1:00. She has scheduled a session of Brain Games at Dana Court. She has scheduled lunches and breakfasts that are starting to draw in a bigger crowd. Diane has also signed up for a Resident Service Coordinator conference in April at Bretton woods in N.H. She and I continue to attempt to mediate tenant issues and good cop /bad cop problems as needed.

**3. Smoke Free Housing**

2/6/2020 I know the Board suggested pairing the Smoke Free Housing Survey with the newsletter but I am thinking it might be better to send it out on its own as it might not get noticed if it is grouped with or included in the newsletter. We have let the tenants know the Public Hearing has been postponed.

**4. Maintenance**

2/6/2020 There were 127 work orders filed in January, there were 60 completed work orders. Vacant unit info is now on the Monthly Vacancy report. The staff is working through the extra work orders created by the annual inspections. The inspections have gone well, 98% of the units pass without issue. A few need minor maintenance and a couple need to clean up or unblock egresses which generates a re-inspection. The Sheriff's crew helped us paint and prepare two vacant units. They are expected to return to put the new carpet tile at Anthony Haven. Scott returned to full duty on 1/21/2020 and it is good to have everyone available. It is hoped that we are now back at full strength , Jim might be able to finish the camera installation at #100 and begin to work on installing cameras at Building 9 or the generator transfer switch at Anthony Haven . We will be ordering stair treads for a few stairwells and the carpet tile is in inventory for installation at Anthony Haven which Scott should begin working on both with the return of the Sheriff's crew. We are determining the scope of work to address the excess moisture at Ash St. New heavy duty bath fans, possibly a wall dehumidifier and elimination of inner bathroom door should begin to correct the problems. And increase air flow and circulation. Annual apartment inspections have been scheduled in February for Dana Court.

**5. Office Projects**

2/6/2020 The pilot program by MassNAHRO to assist LHA's with CHAMP processing has not started yet. So I am assuming the actual roll out of the non-pilot version is looking like it might be ready by May. CHAMP continues to be a tremendous drain on resources, staff and vacancy processing. It is also rendering local standard applicants a snowball's chance in hell of ever getting housing. A lot comment that they will be long dead before they ever get an offer or move in. This system is catering to the homeless/emergencies but we are losing the ability (and our regulatory right to serve) our local population. Legislative intervention is going to have to help right the imbalance. Our Budget has been filed but approval has not been issued by the Dept. yet. The Facilities Condition Assessment – through EBI Consulting (engaged by DHCD to conduct this inventory and review) is scheduled to take place on 3/31/2020. Apartments, building and grounds will be inspected and information gathered by EBI on that day. It will require tenant notices and completion of many pre-planning excel data schedules. I am strongly considering One Call/reverse call notification system, quoted at \$1460. And everyone should be aware that Comcast has ended our long term Courtesy account for cable in our Community rooms and the internet. We are trying to decipher the bill and determine what we can keep or change as the bill issued was for \$260 per month. The computer room computers need to replace. I am going to have our IT tech recommend a decent computer that can withstand use & abuse , and set them up properly to have public access as well as Administrative controls.

**6. Modernization/Capital Planning Projects**

2/6/2020      **Anticipated or Ongoing Projects**

- A. Brick work/porch reconstruction @ Anthony Haven – Punch list item to be corrected in the spring.
- B. NEW Roof fan Replacement Project at Building #100 –The project is essentially complete and loose ends are being wrapped up.
- C. Floor/Carpet Installations - The women's Sheriff's Crew did work with us for 4 days starting on 1/21 and then they were re-routed elsewhere but are expected to return. We did order the carpet tiles for Anthony Haven and it is in inventory but they did not start that work yet. They worked on prepping vacancies while they were here. We are going to purchase the stair treads needed to take care of 3-4 different stairwells and hopefully Scott will be able to install those as time permits now that he has returned to full duty.

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- D. Surveillance camera installation at Building #100 & Cottages – Jim has started installing cameras in Building #100 and we are going to purchase camera and a DVR to put up cameras inside and outside of Building 9 as a start.
- E. Equipment Garage - 100% construction documents / final design has been submitted to DHCD by JMBA.
- F. Install 2 more transfer switches at Dana Court & Anthony Haven – Jim will be working on the Anthony Haven switch in January.
- G. The window replacement project at Building #100 (partially funded by CPC) has been awarded to Northeast Noise Abatement. The windows are on order. This project is scheduled to begin on March 9<sup>th</sup>.

#### **7. Application for Records Destruction**

2/6/2020 Delayed

#### **8. Net Metering Credits/ Solar**

2/6/2020 Our second "HOST" solar agreement is still working through the bank account set up process so we haven't seen any revenue yet. We hope to see payments soon. Or new separate "Management Account" for all our solar revenue has been established with Rockland Trust.

#### **9. Community Room Furniture**

2/6/2020 The new community room furniture was placed at Dana Court on January 16<sup>th</sup>. We received many compliments and the folks were VERY happy with the new furniture. Unfortunately, some decided they wanted more "comfortable" chairs downstairs to watch football on Sunday January 18<sup>th</sup> so they dragged a new chair from the second floor common room along our new carpet tiles and along the new vinyl floor in the foyer. Needless to say there were tenants as well as us that were VERY unhappy that they did that without even asking permission. Fortunately nothing was ripped, torn up or damaged. One tenant made it VERY clear that they had no permission to do that and they had better not do it EVER again..... The designer from Interior Resources looked at our new local art work and helped think through placement of the pieces so we plan to get those put up at some complexes soon. Ann is also coming back to take a look at Green Meadows to figure what pieces could be added to the areas we attempted to renovate to make them a bit more comfortable. She is also going to help us with new office furniture.

#### **10. Kitchen Cabinets, Fire Alarm Testing, Elevator Servicing , Exterminating Snow Removal SPECS**

2/6/2020 I have not had any time to complete a refreshed Request for Quotes for Extermination Services, Kitchen Cabinets, Fire Alarm Testing or Elevator Servicing. We are using the mobile apartment inspection process / module on PHAWeb for the Annual inspections. It has been used for the Oxford Terrace Inspections in December and Green Meadows in January 2020 thus far.

#### **11. MOD Phase/Senior Supportive Housing**

2/6/2020 - DHCD is expected to issue the "work orders" for this project by Feb. 7<sup>th</sup>. These orders will outline the general scope of the project and be issued to architectural firms so they submit quotes. This will begin the Designer Selection process and hiring a Project Manager, both are required for a project of this size and estimated cost. Designer Selection is an elaborate process that will require a trip or 2 to Boston.

#### **12. Land Clearing**

2/6/2020 Nothing further at this time.

#### **13. Vacant Land Development**

2/6/2020 Laura Shufelt has been invited to attend our FEB. Meeting, but she has not confirmed if she will be there.

#### **14. Town of Fairhaven Municipal Vulnerability Preparedness Planning Project**

2/6/2020 I attended the full day PUBLIC workshop on Thursday 1/16/2020 at the Town Hall and a follow up meeting is being planned for February to coordinate the listening session.

#### **15. DHCD - Resident Service Coordinator (RSC) Application**

2/6/2020 – No official announcement yet but we are told it will be made soon. Beginning to doubt we will receive an award.

#### **16. CPC Application**

2/6/2020 The CPC Public Hearing was held on Thursday 1/6/2020, I did attend. Our application was reviewed and I believe, well received.

**17. Tree Planning and Planting**  
2/6/2020 No further info at this time.

**18. Executive Director Contract Lawsuit –**

2/6/2020 The Lawsuit with DHCD funded by MassNAHRO on behalf of a number of Housing Authorities (and we are alphabetically the 1st listed on the suit) contesting DHCD's over-step on regulatory approval on contracts and salaries has been filed. It made some of the papers but we haven't received any calls for information or requests for comment. The PR firm hired by MassNAHRO to assist authorities in this regard did issue talking points which I have included for your information.

**19. Vacation**

2/6/2020 I will be on vacation from 2/28 and returning on 3/10.

**20. Health and Safety Initiatives Funding**

2/6/2020 I submitted 5 smaller "Health & Safety Initiatives" projects for funding when it was offered by DHCD. All our projects were funded and now must be completed by June 30, 2020. Included are the bath fans @ Ash. St, fire alarm repair @ the Cottages (which may become underground utility locator mapping), tree trimming & removal, exit ramp/transition strip @ Oxford & stair treads @ various locations. New grant options are available for Sustainability & Creative Place making if we can manage to put applications together.

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Director's report  
Regular Meeting  
FEBRUARY 6, 2020

**Respectfully Submitted**

Kris Sheedy  
Krisanne Sheedy, Exec. Director