

MINUTES

REGULAR MEETING

FAIRHAVEN HOUSING AUTHORITY

April 24, 2020

Chairman Simmons called the Fairhaven Housing Authority Regular Remote Meeting of April 24, 2020 to order at 12:17 p.m. Roll call attendance was taken by Chairman Simmons.

PRESENT: Chairman Jay Simmons, Commissioner Anne Silveira, Commissioner Jean Rousseau, Commissioner John Farrell and Commissioner Nicholas Sylvia.

STAFF: Executive Director Krisanne Sheedy and Jo-Ann Turgeon.

TENANTS: Carol Alfonso of Dana Court.

The minutes were recorded by Jo-Ann Turgeon.

Approval of Remote Signature Procedure-DHCD PHN 2020

Voted: Commissioner Rousseau made a motion to approve the Remote Signature Procedure-DHCD PHN 2020. Motion seconded by Commissioner Silveira. A roll call vote was taken by Chairman Simmons. Commissioner Silveira in favor, Commissioner Rousseau in favor, Commissioner Farrell in favor, Commissioner Sylvia in favor and Chairman Simmons in favor. Vote unanimous.

Acceptance of the Minutes of the Regular Meeting of February 5, 2020.

Voted: Commissioner Rousseau made a motion to accept and place on file the Minutes of the Regular Meeting of February 5, 2020. Motion seconded by Commissioner Silveira. A roll call vote was taken by Chairman Simmons. Commissioner Silveira in favor, Commissioner Rousseau in favor, Commissioner Farrell abstains, Commissioner Sylvia in favor and Chairman Simmons in favor. 4-1 in favor. Vote unanimous.

Acceptance of the Minutes of the Special Meeting of February 24, 2020.

Voted: Commissioner Silveira made a motion to accept Minutes of the Special Meeting of February 24, 2020. Motion seconded by Commissioner Rousseau.

A roll call vote was taken by Chairman Simmons. Commissioner Silveira in favor, Commissioner Rousseau in favor, Commissioner Farrell abstains, Commissioner Sylvia in favor and Chairman Simmons in favor. 4-1 in favor. Vote unanimous.

Tenant Participation

None.

Approval of the Warrant – Bills from February 1st, 2020 through February 6th, 2020

Commissioner Farrell asked if the Board can just call for the vote and note if someone is opposed rather than doing a roll call for every item. Chairman Simmons agreed.

Voted: Commissioner Rousseau made a motion to approve and place on file the warrant for bills from February 1st, through February 6th, 2020. Motion seconded by Commissioner Silveira. Vote unanimous.

Approval of the Warrant-Bills from February 7th through March 13, 2020

Director Sheedy stated there is nothing out of the ordinary on the warrant.

Voted: Commissioner Rousseau made a motion to approve and place on file the warrant for bills from February 7th through March 13, 2020. Motion seconded by Commissioner Silveira. Vote unanimous.

Approval of the Warrant-Bills from March 14th through April 17th, 2020

Director Sheedy stated the vendor for the daily cleaning of all buildings, Armstrong Total Clean, is listed on the warrant. Commissioner Rousseau noted Cyclone Cleaning is also on the warrant. The Director informed the Board Cyclone Cleaning was the first company to respond at the onset of the virus but his hourly rate was high so she decided to go with Armstrong Total Clean. Commissioner Farrell asked what the weekly dollar amount will be going forward. The Director stated the cost is \$4500 per week. Commissioner Farrell had a question regarding a retro check for an employee. Director Sheedy stated the budget was approved and raises were granted going back to January 1, 2020 but one employee did not receive a check. The check was for money due.

Voted: Commissioner Rousseau made a motion to approve and place on file the warrant for bills from March 14th through April 17, 2020. Motion seconded by Commissioner Silveira. Vote unanimous.

Tenant Aging & Tenant Credit Accounts

The Director informed the Board some of the amounts might have already been collected.

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Voted: Commissioner Rousseau made a motion to accept and place on file the Tenant Aging and Tenant Credit Accounts. Motion seconded by Commissioner Silveira. Vote unanimous.

Utility Spreadsheets/Solar Income

Director Sheedy informed the Board a refund check for \$22,000 was received from Eversource with no explanation or any kind of reason for the refund. Commissioner Rousseau stated he would like to know how that was calculated. Commissioner Farrell wants to be sure the Authority attempts to find out what the \$22,000 check from Eversource is for. Chairman Simmons asked the Director to send a letter of request for an explanation to place on file to show the Authority made an attempt to discover why the Authority received this check. Chairman Simmons asked that the topic be placed on the agenda for the next meeting.

Voted: Commissioner Rousseau made a motion to accept and place on the file the Utility Spreadsheets/Solar Income. Motion seconded by Commissioner Silveira. Vote unanimous.

Vacancy and Timing Report

The Director stated nothing has changed from the last report other than a couple of additional vacancies due to the fact that no moving companies are doing business and the Director does not want anyone to move in unless it is a vacancy at one of the Cottages. Chairman Simmons stated the Department will have to help the Authority with a plan as to how to fill the vacancies. Commissioner Farrell asked if there was any turnover work being done at the moment. The Director stated there is no turnover work being done. She is hoping to start things back up May 4th putting maintenance workers in singularly doing turnover work. She informed the Board since March 17th the maintenance crew comes in sporadically or when needed to address any emergencies but they are not sitting on site all day long and are on an on call rotation basis; if one came in the previous day, the next person who was not in will come in. They will soon be in to cut grass and weed whack now that the weather is improving. Commissioner Farrell does not understand why the Authority is not utilizing them to clean the high touch areas of the buildings so the Authority does not have an outbreak or why they have not shown up since March 17th. The Director did not feel the Authority had enough PPE to keep the staff safe. Chairman Simmons stated there are many opportunities to do things individually and keep them safe at the same time. One staff member can go to one building to do landscaping while another staff member can be at another building, noting they are being paid a good salary. He stated if the units to not get turned over, the Authority could end up with many empty units and get way behind. Commissioner Silveira asked how many units are empty right now. Director Sheedy stated about 8 units are empty. Commissioner Silveira agrees with Commissioner Farrell and feels one person could be in an empty unit working to get it ready for occupancy and maintenance needs to get back to work on their normal schedule. Commissioner Farrell stated the Authority is going to have to re learn how the staff is going to work. No one will be able to be paired up for a long time even if the Governor says everyone can return to work. The Authority will have to figure out how to get this work implemented instead of pausing it and recommended getting them back on their normal schedule, regardless of the weather. Board members agreed the maintenance staff needs to get back on their normal schedule and get used to the new reality. Commissioner Sylvia stated courts will probably stay closed until May and there is a moratorium in place for non- payment and delinquent rents until July. Commissioner Rousseau thought maybe the staff should be tested to be sure they do not have the virus.

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

Fenton Ewald & Associates – January/ February/ March 2020 Financials

Voted: Commissioner Rousseau made a motion to accept and place on file the January 2020 Fenton, Ewald & Associates Financials. Motion seconded by Commissioner Silveira. Vote unanimous.

Voted: Commissioner Silveira made a motion to accept and place on file the February 2020 Fenton, Ewald & Associates Financials. Motion seconded by Commissioner Rousseau. Vote unanimous.

Voted: Commissioner Silveira made a motion to accept and place on file the March, 2020 Fenton, Ewald & Associates Financials. Motion seconded by Commissioner Rousseau. Vote unanimous.

Chairman asked if the quarterly report for March was available. The Director stated as best as she could interpret from the accountant what they voted on was the March financial as well as the March quarterly. Chairman Simmons asked the Director for clarification from the accountant and to be sure the Board gets the actual March 2020 quarterly.

Old Business

Security at Complexes

Director Sheedy informed the Board there were a couple of minor issues but things have returned to normal. The Chairman asked if the Authority could have a cruiser drive through the exterior of our properties or a walk around the exterior just to show there is still a presence. Commissioner Farrell agreed that we should at least ask them if they are available.

Old Business**Pest Control**

The Director stated there is nothing she is aware of but will be expecting the usual spring requests because of the ants.

Old Business**Bicycle Storage**

Chairman Simmons asked if construction of the new garage is on hold. The Director stated the new garage was just approved from the state and will be going out to bid in May.

Old Business**MOD Phase/Support of Services Grant**

The Director stated the original RFP's which were due from architects on March 18th were postponed but they went out electronically and were due April 22nd. She received proposals from 18 architects and now has to check three references from each one and make her recommendations to the Designer Selection Committee.

Old Business**Vacant Land Development**

The Director stated that is on hold for now.

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

The Director informed the Board all of the furniture has been pulled from the common areas. She is trying to get people to not gather and to social distance. The Director stated there are some complaints that tenants are still gathering outside close together.

Old Business**Smoking Policy**

Chairman Simmons suggested the Authority hire a private agency to walk through the complexes and take photos of those who choose to violate the smoking policy. People have witnessed tenants out on their balconies smoking which is a violation of the current policy. The Board agreed to hire the resources necessary to evict the tenants who are violating the current smoking policy. The Director received the smoking surveys that were distributed but needs to review the results to see what tenants were in favor of. She will try to have them ready for the next Board meeting. The majority of the Board is still in favor of a no smoking anywhere in the building or on the grounds policy.

Voted: Commissioner Farrell made a motion to receive updates on the investigator being hired, to receive updates on the smoking survey results, and a draft smoking policy to be presented at the next Board meeting. Motion seconded by Commissioner Rousseau. Vote unanimous.

Commissioner Sylvia added the Authority needs to consult with counsel and get instructions before the next Board meeting as to what steps to take to put the Authority in the strongest position to follow through and enforce the new policy if it is approved.

Voted: Commissioner Farrell made a motion to amend the previous motion to include Commissioner Sylvia's recommendations. Motion seconded by Commissioner Rousseau. Vote unanimous.

Old Business**RSC Application**

Director Sheedy informed the Board the application she submitted for additional funding for a Resident Service Coordinator was denied by DHCD. They received many applications and limited funds so they had to allocate the funds to where they found it to be most critical. The item will be removed from the agenda.

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

The Director informed the Board the Creative Place Making application is an arts and cultural endeavor to increase the quality of life for the residents. She met with the tenants prior to the shutdown and some of the tenants suggested doing something to interconnect the buildings so they could participate in activities such as the annual holiday party. There was also some suggestion about having raised planting beds. The application was extended to April 29th. She will attempt to submit it and look into some sort of Wi-Fi connecting to the other complexes and see if there is any grant money available for it. There is only one computer room at Oxford Terrace and she was thinking the other buildings could also have at least one computer available for the tenants. She is less encouraged to take on another massive project at the moment because she is trying to work with the MOD Phase program that is now going on and the entire process is overwhelming.

Voted: Commissioner Rousseau made a motion to submit the Creative Place Making application to interconnect video among each development and potentially provide Wi-Fi. Motion seconded by Commissioner Silveira. Vote unanimous.

Old Business**Mass NAHRO/LHA's – DHCD Lawsuit Update**

Director Sheedy informed the Board she had nothing new to add.

New Business**Maintenance Overtime/Double Time on Sundays and Holidays**

The Director stated she was talking with other Authorities and was considering offering employees that have to do any overtime on a Sunday or Holiday that they get paid double time as opposed to time and a half. It would give a nice balance for those who get stuck on call on a holiday or Sunday. Commissioner Silveira, Commissioner Farrell and Chairman Simmons want to discuss this a little more at a future meeting. The Director was asked to place it on the agenda.

New Business**Tenant Letter Requesting Open Brook/Walking Path at Green Meadows**

Director Sheedy submitted a letter to the Board written by a tenant at Green Meadows requesting the Authority make a pathway more passable going from Green Meadows out to Spring Street and eventually out to Route 6. Commissioner Silveira agreed with the tenant that this was needed. Commissioner Rousseau stated that property does not belong to the Authority. Commissioner Farrell is not sure if it would benefit the Authority if the property was acquired. Board members raised many questions that need to be answered before going forward. The Board will first look into the matter and the topic will be placed on next month's agenda. The Director will respond to the tenant and let him know the Board is investigating it.

New Business-Change Order Building 100 Window Replacement Project.

Director Sheedy informed the Board the change order is for a time extension that was needed due to shutting the project down because of the Covid-19 virus.

Voted: Commissioner Rousseau made a motion to accept the Change Order for Araujo Brothers. Motion seconded by Commissioner Silveira. Vote unanimous.

New Business**Reasonable Accommodation Workshop**

Director Sheedy informed the Board members she attended a reasonable accommodation training with Attorney Donovan and was talking with her about running a workshop for Board members and staff if they wanted to attend. It has now been postponed due to the virus but no one is under any obligation to attend.

New Business**Certificates of Substantial and Final Completion for Roof Fans at Building 100**

The Director stated the roof fan project at Building 100 is complete. The certificates need to be signed off and approved by the Board so the warranty goes into place.

Voted: Commissioner Rousseau made a motion to sign the Certificate of Final Completion for Araujo Brothers in the amount of \$7,577.50. Motion seconded by Commissioner Silveira. Vote unanimous.

Voted: Commissioner Rousseau amended the previous motion to include the Certificate of Substantial Completion. Motion seconded by Commissioner Silveira. Vote unanimous.

New Business**DHCD Program Notice 2019-7-Corona Virus**

Director Sheedy gave the Board the notice from DHCD for informational purposes only.

New Business-Contract to Sell Energy Credits

DCHD informed housing authorities who have heat source pumps that generate energy credits, those credits can be sold. The Director looked into it and connected with a company that will work with the Authority who will sell our energy credits from the first or second quarter of this year. This could be revenue for the Authority in the vicinity in excess of \$100,000. The company would take care of the sale of them and process the payments to the Authority. She wants to be sure that if she signs off on the contract that the Board has no issues with it. Commissioner Rousseau reviewed the contract and informed Board members the company will pick up 20% of whatever amount is realized. He suggested whatever amount we receive should be put aside for maintenance and upkeep of the heat pumps. Chairman Simmons did not think that was necessary.

Tabled Items

None

Communications/Correspondence

FHA Newsletter – April 2020

The Director stated there is no FHA newsletter for the month of April. She did not want to put tenant volunteers or employees in jeopardy passing out a monthly newsletter to the individual apartments. The Board suggested putting the newsletter in the common areas in a plastic holder.

Items/Documents/Forms Not Anticipated

Commissioner Farrell stated the Authority needs to order PPE for the staff although it is difficult at this point. Masks, gloves, boot covers and Tyvek suits along with face shields. He will forward to the Director the name of the company where his company orders them from. The Board agreed with Commissioner Farrell. Chairman Simmons stated NAPA Auto parts is selling surgical masks.

Directors Report – March 19, 2020

Director Sheedy stated she is remotely on her computer and checks voicemails on a daily basis. She is putting calls in on tenants and checking in with them. If there is an issue, she is making direct contacts asking people to be compliant and cooperative. She is engaging in an answering service which will happen soon. The cost will be around \$200-250. They will monitor all of our phones receive all calls for maintenance which will be directed to the proper maintenance person. She is also instituted the Robo Call system which she informs all tenants of what is going on and what the Authority might be having to do. This has worked well so far and will include Mary Kellogg from the Board of Health to go on our system also. DHCD does conference calls with all housing authorities to talk about the ways they are dealing with the pandemic. Most tenants are complying, other than a handful of folks who are not. So far the Authority has not been informed of any cases but that might change. The Board of Health has been a very good resource for the Authority. She will get the maintenance staff back in to work on individual units to do turnovers and begin to work more outside. Chairman Simmons asked if there are any confirmed cases of Covid-19 at the Authority. The Director informed the Board the Authority has one confirmed case and that person is hospitalized at the moment. Commissioner Farrell was pleased that the Fairhaven Board of Health is communicating with the Authority as others towns are not doing that. He added that other tenants in the building need to know if a person has Covid-19. Commissioner Rousseau added maybe the staff should be tested.

Voted: Commissioner Rousseau made a motion to accept and place on file the Fairhaven Housing Authority Directors Report for April 24, 2020. Motion seconded by Commissioner Silveira. Vote unanimous.

Questions or Concerns of Commissioners

No questions or concerns.

Future Agenda Items

Chairman Simmons asked if anything the Board need to know to please send out an e-mail. Put as an item on the agenda for the next meeting regarding Covid-19.

Adjournment

Voted: Commissioner Rousseau made a motion to adjourn at 3:14 p.m. Motion seconded by Commissioner Silveira. Vote unanimous.

Respectfully submitted,

Kris Sheedy

Krisanne Sheedy
Executive Director

KS/jt