

MINUTES

REGULAR MEETING

FAIRHAVEN HOUSING AUTHORITY

JUNE 25, 2020

Chairman Simmons called the Fairhaven Housing Authority Regular Meeting of June 25th, 2020 to order at 1:16 p.m. Attendance was taken by Chairman Simmons.

RECEIVED
TOWN CLERK

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

2020 SEP - 4 A 9:35

ABSENT: Commissioners John Farrell & Carol Alfonso.

STAFF: Krisanne Sheedy, Kim Marie McArdell.

FAIRHAVEN,
MASS.

The minutes were recorded by Kim Marie McArdell.

Presentation – Rob Smith of JMBA Architects – Maintenance Garage Bid Review

Rob Smith of JMBA Architects gave a Bid Review on the Maintenance Garage Project. The bids are within 10% of each other ranging from \$997,424.00 to \$1,225,000.00. Manufacturing costs have risen due to the Covid-19 shutdowns; as well as costs related to the new Covid-19 OSHA safety measure work requirements. There are three options to consider; accept the low bid (with the possibility of change orders to restructure the garage for a lower cost), reject the low bid (redesign/resubmit in the future), or change to a utility building. After a lengthy discussion the Board made three motions:

Voted: Commissioner Rousseau made a motion to reject the bids for the Maintenance Garage Project. Motion seconded by Commissioner Silveira. Vote unanimous.

Voted: Commissioner Rousseau made a motion to have the Maintenance Garage Project put out for rebid in six months. Motion seconded by Commissioner Silveira. Vote unanimous.

Voted: Commissioner Rousseau made a motion to have Rob Smith of JMBA Architects do the necessary work for looking into a space metal building as an option for the Maintenance Garage Project. Motion seconded by Commissioner Silveira. Vote unanimous.

Annual Board Re-Organization

Voted: Commissioner Silveira made a motion to postpone the Annual Board Re-Organization to a future meeting with all members in attendance. Motion seconded by Commissioner Rousseau. Vote unanimous.

Acceptance of the Minutes of the Regular Meeting of April 24th, 2020.

There were two clarifications, not changes made regarding the minutes. Director Sheedy explained how the new tablet was used for apartment inspections. The recording of the previous meeting was checked to verify that there was not a vote on the new smoking policy.

Voted: Commissioner Silveira made a motion to accept and place on file the Minutes of the Regular Meeting of April 24th, 2020. Motion seconded by Commissioner Rousseau. Vote unanimous.

Tenant Participation

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

Approval of the Warrant – Bills April 17th, 2020 through June 19th, 2020

The Director informed the Board that she will be applying for a 75% reimbursement from FEMA for the Covid-19 expenses. Commissioner Rousseau would like the Director to file an insurance claim on the door repairs at Dana Court.

Voted: Commissioner Rousseau made a motion to approve and place on file the warrant for bills from April 17th, 2020 through June 19th, 2020. Motion seconded by Commissioner Silveira. Vote unanimous.

Approval of the Warrant – Bills June 20th, 2020 through June 25th, 2020

Approval of the Warrant for bills June 20th, 2020 through June 25th, 2020 to be reviewed under Items/Documents/Forms Not Anticipated. The topic was not listed on the agenda.

Tenant Account Aging Report

The Tenant Account Aging Report for May 31st, 2020 was reviewed by the Board.

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

Tenant Credit Accounts Receivable Balances

The Tenant Credit Accounts Receivable Balances for May 31st, 2020 were reviewed by the Board.

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

Utility Spreadsheets/Water & Sewer Consumption/Solar Income

The Utility Spreadsheets, Water & Sewer Consumption and Solar Income for May 2020 were reviewed by the Board. Commissioner Rousseau would like maintenance to check for water leaks at building three of the cottages. The water usage seems to be very high.

Voted: Commissioner Rousseau made a motion to accept and place on the file the Utility Spreadsheets for Electric, Gas, Water/Sewer & Solar for May 2020. Motion seconded by Commissioner Silveira. Vote unanimous.

Vacancy and Timing Report

The May 2020 Vacancy and Timing Report was reviewed by the Board. Director Sheedy is working on putting protocols in place for showing apartments, lease up reviews, as well as move-in & move-out procedures. The Director wants to make sure everyone is safe in this process.

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

Fenton Ewald & Associates – April 2020 Financials

The Director informed the Board of updates to the Analysis of Non Routine Expenditures: Common Hallway Flooring is at \$6,840.00, Glass Work & Slider Repair is at \$1,149.00, Sanding & Snow Removal is at \$2,945.00 and Replace Stair Treads is at \$5,189.00.

Voted: Commissioner Rousseau made a motion to accept and place on file the April 2020 Financials. Motion seconded by Commissioner Silveira. Vote unanimous.

Fenton Ewald & Associates – F & E Contract

Director Sheedy gave the Board a copy of the State Contract for Accounting Services between the Fairhaven Housing Authority and Fenton, Ewald & Associates, P.C. for the period of January 1st, 2020 through December 31st, 2020. There was an increase of \$45.00 per month.

Voted: Commissioner Rousseau made a motion to accept and place on file the Fenton & Ewald 2020 State Contract for accounting services. Motion seconded by Commissioner Silveira. Vote unanimous.

Old Business**Security @ Complexes**

The Director stated the police are doing drive through community policing, they are not routinely going into the complexes. They have been very helpful and supportive breaking up group gatherings. Director Sheedy informed the Board there have been a lot of disturbances between tenants. Two tenants have been cross charged for a physical altercation. The Director has to provide the Attorney with documents and video of the altercation. The case will be heard by a magistrate, probably not until September as the courts are still closed due to Covid-19. A decision to go forward with an eviction will be pending on the results of the appearance before the magistrate, as if it is deemed criminal, it enhances the ability to evict. The Town of Fairhaven's IT department was exceptional in helping maintenance get the security footage onto flash drives.

Old Business**Pest Control**

Director Sheedy informed the Board that Waltham Pest has treated and resolved a few different issues. They have been helpful and quick to respond.

Old Business**Bicycle Storage**

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

Old Business**ModPHASE / Supportive Services APP**

Director Sheedy informed the Board that eighteen architects submitted applications. The Director and the Designer Selection Committee of DHCD narrowed the submissions to three based on references, reputation, experience with large scale projects, and past work with DHCD. The Board will need to interview the top selection, Winslow Architects Incorporated. Due to the large scale of this project Director Sheedy and Molly from RCAT will generate some questions. The interview is tentatively scheduled for the July 16th, 2020 Board meeting.

Old Business**Dana Court - Bushes, Benches**

The Director is making arrangements to have the large shrub at the entrance removed.

Old Business**Smoking Policy – Off Property Policy – Survey Results - Investigator**

The Board discussed the results of the tenant smoking survey. Commissioner Silveira would like to wait until the next Board meeting to vote on the smoking policy. Commissioner Rousseau agreed. Director Sheedy informed the Board that the results of the information gathered to engage other means to document smoking violations will need to be discussed in Executive Session at the July 16th, 2020 meeting.

Old Business**MassNAHRO Lawsuit**

The Director informed the Board that a court date has not been set due to Covid-19 court closures.

New Business**Eversource Solar Payments**

The Director informed the Board that the solar credit payments received were not the Authority's. The second host agreement Terraform and Eversource have not been able to get their payments coordinated correctly. The Authority has repaid all of the payments received incorrectly and hopefully the issue has been resolved.

New Business**Open Brook Walking Path at Green Meadows**

A tenant from McGann Terrace would like the Authority to add lighting and maintain the pathway at the rear of Building # 100 McGann Terrace out to Spring Street. The pathway is not on the Authority's land, it is on private property and the Board determined they do not want to assume responsibility or maintenance via an easement request. Commissioner Silveira would like the Director to notify the tenant.

New Business**PMR Results**

Director Sheedy gave the Board a copy of the results of the Authority's Remote Desk Audit Review. The Authority had three findings and DHCD would like an action plan outlining the expected corrective processes going forward. The Director will speak with the accountant regarding the TAR Report and Budget findings. The Board member training needs to be completed in the next sixty days; the newly elected Board member has ninety days. Chairman Simmons has committed to completing the web based training within 30 days.

New Business**Covid-19 Update & Reopening**

The Director informed the Board in the 242 Housing Authority's throughout the state 500 cases and 78 deaths have been reported. The Fairhaven Housing Authority had 8 cases of Covid-19, in 7 apartments, with no deaths. The maintenance staff has done five distributions of PPE to the tenants. The staff really rose to the occasion. Overall the Director feels the Authority handled the pandemic better than expected. Director Sheedy is working on protocols for the staff and tenants out of the office in a larger area. Germ barriers have been installed in the office with two portable barriers to be used for meeting with tenants. Maintenance has a variety of PPE. Maintenance will be disinfecting the common areas of the buildings on a daily basis. Mary from the Board of Health has been a huge resource and the Director will be writing a thank you note from the Authority. The Board agreed that a letter should be sent.

New Business**FHA Fences & Neighbors' Fences**

Chairman Simmons informed the Board that a neighbor next to Anthony Haven would like to split the cost of replacing an old fence. The Director prefers the Housing Authority put up a fence on the Authority's land and cover all costs. Chairman Simmons and Commissioner Silveira agree with the Director. Commissioner Rousseau would like the Director to get an estimate for vinyl fencing. He would also like the frayed black fabric from the fence near the dumpster removed.

New Business**Fairhaven Sustainability Survey**

After a discussion the Board decided not to participate in the Fairhaven Sustainability Survey.

Voted: Commissioner Rousseau made a motion to opt out of the Fairhaven Sustainability Survey. Motion seconded by Commissioner Silveira. Vote unanimous.

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 – June 2020**

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

Mass NAHRO Newsletter

The MassNAHRO Newsletter was reviewed by the Board.

Voted: Commissioner Rousseau made a motion to accept and place on file the Mass NAHRO May/June 2020 Newsletter on file. Motion seconded by Commissioner Silveira. Vote unanimous.

Items/Documents/Forms Not Anticipated

Director Sheedy gave the Board a copy of the Warrant – Bills June 20th, 2020 through June 25th, 2020.

Voted: Commissioner Silveira made a motion to approve and place on file the warrant for bills from June 20th, 2020 through June 25th, 2020. Motion seconded by Commissioner Rousseau. Vote unanimous.

Directors Report – June 25th, 2020

The Director did not provide a written report this month. All of the aforementioned discussion, information and/or comments offered verbally throughout the meeting were requested by the Director to be considered as the report for this month.

Questions or Concerns of Commissioners

Chairman Silveira wanted to know if the answering service was necessary. Director Sheedy explained that during the Covid-19 closure it was the best system for accountability with maintenance requests, giving the staff more specifics with correct call back information. The required Covid-19 health questions were asked and it gave the office more documentation with a follow up paper trail. Now that the office is back full time hours, the answering service will only answer after hours and weekends, reducing the cost. The Director said she had been contemplating using a service for quite some time prior to the pandemic. The need became clearly apparent as we were trying to work with outdated procedures and unusual circumstances.

Future Agenda Items

None.

Adjournment

Voted: Commissioner Rousseau made a motion to adjourn at 4:15 p.m. Motion seconded by Commissioner Silveira. Vote unanimous.

Respectfully submitted,

Kris Sheedy

Krisanne Sheedy
Executive Director

KS/kmm