

Chairman Rousseau called the Fairhaven Housing Authority Regular Meeting of September 17th, 2020 to order at 12:58 p.m. Attendance was taken by Chairman Rousseau.

PRESENT: Chairman Jean Rousseau, Commissioners Anne Silveira and Carol Alfonso.

ABSENT: Commissioner John Farrell.

STAFF: Krisanne Sheedy, Jo-Ann Turgeon.

The minutes were recorded by Jo-Ann Turgeon.

The remote Public Hearing was opened at 1:00 to allow for discussion, suggestions, or recommendations from the commissioners, tenants or the public regarding the FHA Annual Plan 2020.

Acceptance of the Minutes of the Regular Meeting of September 03, 2020.

Voted: Commissioner Silveira made a motion to accept and place on file the Minutes of the Regular Meeting of September 03, 2020. Motion seconded by Commissioner Alfonso. Vote unanimous.

Tenant/ Public Participation/ Remote

Chairman Rousseau announced remote access for this Board meeting for anyone who wants to participate. There was no noted remote participation.

Approval of the Warrant

Bills August 21st, 2020 through September 11th, 2020

Voted: Commissioner Silveira made a motion to approve and place on file the warrant for bills from August 21st, 2020 through September 11th, 2020. Motion seconded by Commissioner Alfonso. Vote unanimous.

Approval of the Warrant – Bills September 12th, 2020 through September 17th, 2020

Voted: Commissioner Silveira made a motion to approve and place on file the warrant for bills from September 12th, 2020 through September 17th, 2020. Motion seconded by Commissioner Alfonso. Vote unanimous.

August Tenant Aging Report & Tenant Credit Accounts

The Tenant Account Aging Report for August 31st, 2020 and the Tenant Credit Accounts Receivable Balances for August 31st, 2020 were reviewed by the Board.

Voted: Commissioner Silveira made a motion to accept and place on file the Tenant Account Aging Report for August 31st, 2020 and the Tenant Credit Accounts Receivable Balances for August 31st, 2020. Motion seconded by Commissioner Alfonso. Vote unanimous.

Breakdown of Vacancy Numbers and Timing Report

The August 2020 Vacancy and Timing Report was reviewed by the Board. Commissioner Silveira asked about the transfer for B-33. The Director stated it is an administrative transfer in an attempt to rectify a situation between neighbors.

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

Utility Spreadsheets/Water & Sewer Consumption/Solar Income

The Utility Spreadsheets, Water & Sewer Consumption and Solar Income for August 2020 were reviewed by the Board. Chairman Rousseau asked the Director if there were any changes. Director Sheedy stated usage was a little higher due to the hot summer. The management account that is keeping all of the Authority's solar funds would be available to help with any utility bills if needed.

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

Fenton Ewald & Associates – July 2020 Financials

The July 2020 Financials were reviewed by the Board. The Director stated the Authority is receiving money from the state to take care of the Covid-19 expenses which is now up to about \$75,000. The Authority received close to \$93,000 today from the state which allocated \$324 per unit to the housing authorities. If the Authority has expenses that exceed that amount of money, then the Authority will submit that amount to FEMA.

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

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Old Business**Security @ Complexes**

The Director stated that things have been relatively quiet. She had a couple of conversations with Lt. Sobral of the Fairhaven Police Department. One was regarding a complaint from a tenant but it was fairly old and she is not sure how it came back into play. The Housing Management Specialist at DHCD received a complaint from a neighbor on Ash Street about one of the tenants in family housing. Director Sheedy investigated to see if there were any reports on file. The only report the Fairhaven Police could come up with was in May regarding a disagreement about parking. She thinks the neighbor over there is just very dissatisfied that he has neighbors that are a part of a housing authority. Most of the complaints are nothing the Authority can act on.

Old Business**Pest Control**

Director Sheedy informed the Board the two bed bug cases have been resolved. The flea situation at Oxford Terrace has been better as the carpets have been steam cleaned and the Director notified a few tenants that their pets have to be treated.

Old Business**Bicycle Storage**

The Director stated that there is nothing new regarding bicycle storage.

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

Director Sheedy informed the Board that the large bush has not been removed because the Authority is down two maintenance people. She would like to schedule it for this fall.

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

The Director informed the Board a notice will be placed in the newsletter letting residents know the Board is looking to be 100% smoke free beginning January 1st of 2021 and if any tenant would like to voice their opinion they may put it in writing for the Board to review. The other version of enforcement is in receipt.

Old Business**MassNAHRO Lawsuit**

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

Old Business**Fence Replacements**

The Director stated she has not had the opportunity to find a fence company. She found one who came by and looked at it but he never got back to her.

Old Business**Covid-19 Update & Reopening – PHN 2020-27**

Director Sheedy informed the Board that there is nothing new to report. The office is still for the most part closed to the general public and tentatively open to tenants.

Old Business**Oxford Terrace Community Room Kitchen & Coastline**

The Director informed the Board that Coastline received an ok from the Board of Health to use the kitchen and will begin to package meals on Monday, September 21st. All Security came in to issue new keys so they can come in the side door to the kitchen and will work from 8:00 to 12:00 each day.

Old Business**Staff Cell Stipend Start Date**

The Director asked the Board when they wanted the cell phone stipend of \$20.00 per month to begin. The Board decided to begin the stipend October 1st.

Voted: Commissioner Silveira made a motion to approve the \$20.00 per month cell phone stipend for the maintenance employees and two office employees beginning October 1, 2020. Motion seconded by Commissioner Alfonso. Vote unanimous.

Approve FHA Annual Plan

Chairman Rousseau noted that on page 2 of 3 of the Annual Plan where the number of units are listed is incorrect. Green Meadows lists that there are 41 units when there are only 40. Also Oxford Terrace lists there are 108 units, not 107. The Director stated that this is a glitch with what the state has for numbers because they pulled those numbers out of their program. She discussed with the Board the major changes that were added to the Capital Plan.

Voted: Commissioner Silveira made a motion to approve the Annual Plan without any revisions. Motion seconded by Commissioner Alfonso. Vote unanimous.

New Business**Pet Policy Review**

The Board reviewed the current Pet Policy and discussed the responsibilities of the tenant regarding their pets. Director Sheedy stated the current pet policy's definition of "flea control" is vague and needs to be better defined. Chairman Rousseau agreed there should be language to the policy that clearly states specifically what an acceptable form of flea control is so the Authority does not bear the financial burden if a tenant does not apply a flea control product. He asked the Director to make the necessary changes to the current Pet Policy as needed and include in the policy proof the owner purchased and applied a flea control product for their pet. The Board will review and possibly approve the Pet Policy at the next meeting.

Tabled Items

None.

Communications/Correspondence**MassNAHRO Newsletter – August/September 2020**

The MassNAHRO Newsletter for August/September 2020 was given to the Board to review. The Director informed the Board she participated in the Mass NAHRO virtual conference that was held on September 15th and 16th. She stated there are some changes coming to the Champ program that will make it easier for applications to be processed. She has also learned of an application kiosk that may be purchased to allow folks to apply for housing without office access.

Items/Documents/Forms Not Anticipated

Chairman Rousseau informed the Board he will not be available October 18th through the 29th.

Directors Report Update – September 17, 2020

See attached for original submission. The Director informed the Board she received Jay Simmon's formal letter of resignation. The decision to fill the vacancy has to be made with the Fairhaven Board of Selectman in coordination with the Fairhaven Housing Authority Board members. A joint meeting will be scheduled with the two Boards and a majority vote will be taken to see who will fill the vacancy based on submitted letters of interest. She stated to the Board if they had anyone in mind she would be happy to speak with them and answer any questions they might have about serving on the Board.

Voted: Commissioner Silveira made a motion to accept and place on file the September 17th, 2020 Director's Report Update. Motion seconded by Commissioner Alfonso. Vote unanimous.

Questions or Concerns of Commissioners

Commissioner Silveira asked if the Authority had only two maintenance employees working right now. The Director stated there are only two but one is due back by tomorrow or Monday.

Future Agenda Items

None.

Adjournment

Voted: Commissioner Silveira made a motion to adjourn at 2:11 p.m. Motion seconded by Commissioner Alfonso. Vote unanimous.

Respectfully submitted,

Kris Sheedy

Krisanne Sheedy
Executive Director

KS/jt