

MINUTES

REGULAR MEETING

FAIRHAVEN HOUSING AUTHORITY

OCTOBER 15, 2020

Chairman Rousseau called the Fairhaven Housing Authority Regular Meeting of October 15th, 2020 to order at 1:05 p.m. Attendance was taken by Chairman Rousseau.

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

**ABSENT:** No one.

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

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The minutes were recorded by Kim Marie McArdell.

**Acceptance of the Minutes of the Regular Meeting of September 17<sup>th</sup>, 2020.**

FAIRHAVEN,  
MASS.

**Voted: Commissioner Silveira made a motion to accept and place on file the Minutes of the Regular Meeting of September 17<sup>th</sup>, 2020. Motion seconded by Commissioner Alfonso. Vote: Commissioner Anne Silveira and Commissioner Carol Alfonso – Aye, Commissioner Farrell abstained from the vote as he was absent from the meeting.**

**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 September 18<sup>th</sup>, 2020 through October 9<sup>th</sup>, 2020**

**Voted: Commissioner Silveira made a motion to approve and place on file the warrant for bills from September 18<sup>th</sup>, 2020 through October 9<sup>th</sup>, 2020. Motion seconded by Commissioner Alfonso. Vote unanimous.**

**Approval of the Warrant - Bills October 10<sup>th</sup>, 2020 through October 15<sup>th</sup>, 2020**

**Voted: Commissioner Silveira made a motion to approve and place on file the warrant for bills from October 10<sup>th</sup>, 2020 through October 15<sup>th</sup>, 2020. Motion seconded by Commissioner Alfonso. Vote unanimous.**

**September Tenant Aging Report**

The Tenant Account Aging Report for September 30<sup>th</sup>, 2020 was reviewed by the Board. Commissioner Farrell asked about the 90+ day delinquent household. Director Sheedy has spoken to Attorney Grace about how to proceed once the eviction moratorium is lifted.

**Voted: Commissioner Farrell made a motion to accept and place on file the Tenant Account Aging Report for September 30<sup>th</sup>. Motion seconded by Commissioner Silveira. Vote unanimous.**

**September Tenant Credit Accounts Receivable Balances**

The Tenant Credit Accounts Receivable Balances for September 30<sup>th</sup>, 2020 were reviewed by the Board.

**Voted: Commissioner Farrell made a motion to accept and place on file the Tenant Credit Accounts Receivable Balances for September 30<sup>th</sup>, 2020. Motion seconded by Commissioner Silveira. Vote unanimous.**

**Breakdown of Vacancy Numbers and Timing Report**

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

**Voted: Commissioner Farrell made a motion to accept and place on file the Vacancy and Timing Report for September 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 September 2020 were reviewed by the Board.

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

**Quarterly Cash Forecast**

The Quarterly Cash Forecast was reviewed by the Board.

**Voted: Commissioner Silveira made a motion to accept and place on file the Quarterly Cash Forecast. Motion seconded by Commissioner Alfonso. Vote unanimous.**

**Fenton Ewald & Associates – August 2020 Financials**

The August 2020 Financials were reviewed by the Board. The Director stated the Authority's reserves are at 184% which is extremely healthy. Director Sheedy also pointed out the line item allocations under Nonroutine Expenditures and Credits. She explained more allocations will be included on the September Financials as many of the projects that were on hold due to Covid-19 have been accomplished in the last two months.

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

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

The Director stated that things have been relatively quiet. She has a weekly conversation with Lt. Sobral of the Fairhaven Police Department regarding any concerns or issues. There has been nothing of major concern just tenant to tenant squabbles. The installation of the remaining cameras at building 100 will need to be approached in a whole new way with Jim Leavitt leaving the Housing Authority.

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

Director Sheedy informed the Board the flea situation at Oxford Terrace is under control. The flea traps in the affected area had no activity this morning. The carpets have been steam cleaned, Waltham Pest sprayed the perimeter of the building, and maintenance applied GrubX to the grounds. The Director also informed the Board that there is another case of bed bugs. Waltham Pest has completed the first treatment.

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

The Director informed the Board that DHCD does not believe a space metal building is cost effective. The Board would like to see the correspondence.

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

Director Sheedy informed the Board that the large shrub has not been removed because the Authority has been down maintenance staff. She will have it removed when staff is available.

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

The Director informed the Board a notice was placed in the newsletter letting residents know the Board is looking to be 100% smoke free off property beginning January 1<sup>st</sup>, 2021 and if any tenant would like to voice their opinion they may put it in writing for the Board to review. After a lengthy discussion Chairman Rousseau would like to see the Housing Authority follow the lead of all public facilities and have a smoke free property for the common good of all concerned. Commissioner Silveira agrees and would like the new policy strictly enforced. Commissioner Farrell also agrees and hopes the new policy will make it easier for general council to enforce the policy. Commissioner Alfonso would also like to see the Housing Authority 100% smoke free off property for a healthier, cleaner environment for everyone. The Board would like Director Sheedy to send a notice to the tenants to give them an understanding of the rationale behind the Board's decision regarding the 100% smoke free off property policy.

**Old Business****MassNAHRO Lawsuit**

Director Sheedy informed the Board that the Attorney General's office responded to the motion and believes there is no credit to the lawsuit and would like to see the motion go nowhere. They seem very pro DHCD and believe the state should have the right to draft contracts and make sure provisions are to their liking; seemingly forgetting the Housing Authority's Board's role. MassNAHRO will be filing a counter motion in hopes of the Attorney General's office understanding what they did not acknowledge in their response.

**Old Business****Fence Replacements**

The Director stated she has not had the opportunity to find a fence company.

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

Director Sheedy informed the Board that the office is still for the most part closed to the general public but open to tenants. Lease ups and move-ins are being done on a controlled basis to make the least impact on the tenants. The town of Fairhaven's Covid-19 numbers are rising and the town is now in the red zone. The Fairhaven Fire Department is working toward offering testing to residents. The Housing Authority in conjunction with the Stop & Shop pharmacy has held two Flu Clinics for the tenants.

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

The Director informed the Board that Coastline has been active for more than a month and everything has been working very well. Chairman Rousseau would like this topic removed from the agenda.

**Old Business****Pet Policy Revision/Addendum**

Director Sheedy gave the Board a copy of the Pet Policy Addendum 10-2020 to review. Chairman Rousseau agrees with the policy as it is more specific to the tenant's responsibilities regarding fleas and their individual pets. The Pet Policy Addendum 10-2020, once approved, will be sent to the pet owning tenants for signatures.

**Voted: Commissioner Farrell made a motion to accept and adopt the Pet Policy Addendum 10-2020. Motion seconded by Commissioner Alfonso. Vote unanimous.**

**New Business****Joint Meeting BOS – Board Member Appointment**

The Director informed the Board that two people expressed interest in the vacant position on the Fairhaven Housing Authority Board. Director Sheedy will forward any formal letters of interest to the Board members. The tentative joint meeting with the Board of Selectmen on November 2<sup>nd</sup>, 2020 will not work and a new date of November 16<sup>th</sup>, 2020 has been submitted. The Director is waiting on a response. The person appointed through the joint vote will hold the position until the spring election and will then have to run for the position. The winner of the election will hold the position until the end of Jay Simmons term.

**New Business****Town Committee Appointments**

Director Sheedy has been in contact with Chairman Jeff Lucas of the Community Preservation Committee regarding the Fairhaven Housing Authority's representative on the CPC. Jay Simmons was the representative and the Board will need to appoint a new representative. Chairman Rousseau believes it is very important that the Housing Authority be represented on the CPC Board. The Commissioners would like to wait until the vacant position on the Housing Authority's Board is filled before appointing a new representative.

**New Business****CPC Application**

The Director informed the Board that the CPC Application submission is due by November 13<sup>th</sup>, 2020. The Housing Authority usually applies for \$40,000.00 to \$60,000.00 to augment a current project or to start construction on a new project that will preserve the buildings or capacity of affordable housing. A Fire alarm system upgrade for the cottages at McGann Terrace is an option.

**New Business****Approval of Change Orders – Window Project**

Director Sheedy gave the Board copies of Change Orders from Northeast Noise Abatement Corporation for the window project at McGann Terrace, Building 100. The change orders are due to asbestos removal cost increase, storage expenses/time extension to a 392 day calendar extension due to Covid-19 restrictions & shutdown, and the company name change.

**Voted: Commissioner Farrell made a motion to accept and approve the Change Order Number 1 from Northeast Noise Abatement Corporation in the amount of \$12,983.17 for additional asbestos removal costs. Motion seconded by Commissioner Silveira. Vote unanimous.**

**Voted: Commissioner Farrell made a motion to accept and approve the Change Order Number 2 from Northeast Noise Abatement Corporation changing the general contractor's contractual name going forward from Northeast Noise Abatement Corporation to NENA Construction, Incorporated. Motion seconded by Commissioner Silveira. Vote unanimous.**

**Voted: Commissioner Farrell made a motion to accept and approve the Change Order Number 3 from NENA Construction, Incorporated in the amount of \$6,941.81 for storage expenses due to Covid-19 restrictions & shutdown. Motion seconded by Commissioner Silveira. Vote unanimous.**

**Tabled Items**

None.

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

The Fairhaven Housing Authority Newsletter for October 2020 was reviewed by the Board.

**Items/Documents/Forms Not Anticipated**

The Director gave the Board a copy of the Fairhaven Housing Authority Revised Budget as of December 31<sup>st</sup>, 2020. The budget was revised to acknowledge the \$93,296.00 received from the state for Covid-19 costs and expenses.

**Voted: Commissioner Farrell made a motion to accept the Fairhaven Housing Authority Revised Budget. Motion seconded by Commissioner Silveira. Vote unanimous.**

**Directors Report Update – October 15<sup>th</sup>, 2020**

Chairman Rousseau was saddened to hear that Jim Leavitt had to terminate his employment with the Fairhaven Housing Authority for financial reasons. Director Sheedy may have to re-advertise the temporary maintenance position as a permanent maintenance position. In the meantime cleaning, painting and floor work contractors are being used for some maintenance work. The Director informed the Board that Resident Service Coordinator Diane Rocha will be retiring due to medical reasons November 1<sup>st</sup>, 2020. She will be available on a part time basis once she receives medical clearance. The Director has many factors to be considered before posting the position. Commissioners Farrell and Silveira feel that the Resident Services Coordinator position should be a high priority due to the pandemic.

**Questions or Concerns of Commissioners**

Chairman Rousseau would like maintenance to look into the extension cord that is coming from a tenant's balcony, wrapping around a tree, hanging down over a lawn chair at McGann Terrace, Building 100. Commissioner Alfonso will do monthly walks around the properties and bring her concerns to the Board meetings. Commissioner Farrell informed the Board that the Fairhaven Charter Commission is starting up and is looking to reach out to all Fairhaven residents with a petition. He would like to know how to reach out to the Housing Authority tenants either by distributing information or having someone out in front of the buildings. Due to Covid-19 the Housing Authority is not allowing people into the buildings for distributions but they can mail information to the tenants. Director Sheedy will look into the regulations about gathering signatures in front of the buildings.

**Future Agenda Items**

None.

**Adjournment**

**Voted: Commissioner Farrell made a motion to adjourn at 2:43 p.m. Motion seconded by Commissioner Silveira. Vote unanimous.**

Respectfully submitted,

*Kris Sheedy*

Krisanne Sheedy  
Executive Director

*KS/kmm*