

MINUTES

REGULAR MEETING

FAIRHAVEN HOUSING AUTHORITY

JANUARY 7, 2021

Chairman Rousseau called the Fairhaven Housing Authority Regular Meeting of January 21st, 2020 to order at 1:01 p.m. Attendance was taken by Chairman Rousseau.

PRESENT: Chairman Jean Rousseau, Commissioner Anne Silveira, Commissioner Carol Alfonso, Commissioner Marc Scanlon and Commissioner Ronnie Manzone.

STAFF: Krisanne Sheedy & Kim Marie McArdell.

The minutes were recorded by Kim Marie McArdell.

Acceptance of the Minutes of the Regular Meeting of November 19th, 2020.

Voted: Commissioner Alfonso made a motion to accept and place on file the Minutes of the Regular Meeting of November 19th, 2020. Motion seconded by Commissioner Silveira. Vote unanimous.

Tenant/Public Participation/ Remote

Chairman Rousseau announced remote access for this Board meeting for the general public to participate if they so choose. There was no noted remote participation.

Warrant & Operating Reports

Approval of the Warrant - Bills November 20th, 2020 through December 11th, 2020

Voted: Commissioner Silveira made a motion to approve and place on file the warrant for bills from November 20th, 2020 through December 11th, 2020. Motion seconded by Commissioner Alfonso. Vote unanimous.

Approval of the Warrant - Bills December 12th, 2020 through December 17th, 2020

Chairman Rousseau would like Director Sheedy to look into the purchase of a storage unit for the tractor instead of renting as the new maintenance garage project is not moving forward. Commissioner Silveira questioned the rates for Brushstrokes painting. Director Sheedy explained that the rates are reasonable and will fluctuate due to the condition of the vacant apartment.

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

Approval of the Warrant - Bills December 18th, 2020 through January 7th, 2021

Voted: Commissioner Silveira made a motion to approve and place on file the warrant for bills from December 18th, 2020 through January 7th, 2021. Motion seconded by Commissioner Alfonso. Vote unanimous.

November & December Tenant Aging Reports

The Tenant Account Aging Reports for November 30th, 2020 and December 31st, 2020 were reviewed by the Board. Chairman Rousseau asked if there was any new information regarding the tenant with the outstanding balance at the cottages. The Director stated the legal proceedings were moving forward.

Voted: Commissioner Alfonso made a motion to accept and place on file the Tenant Account Aging Reports for November 30th, 2020 and December 31st. Motion seconded by Commissioner Silveira. Vote unanimous.

November & December Tenant Credit Accounts Receivable Balances

The Tenant Credit Accounts Receivable Balances for November 30th, 2020 and December 31st, 2020 were reviewed by the Board.

Voted: Commissioner Alfonso made a motion to accept and place on file the Tenant Credit Accounts Receivable Balances for November 30th, 2020 and December 31st, 2020. Motion seconded by Commissioner Silveira. Vote unanimous.

Breakdown of Vacancy Numbers and Timing Report

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

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

Utility Usage & Expense Spreadsheets

The Utility Usage & Expense Spreadsheets for December 2020 were reviewed by the Board.

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Voted: Commissioner Silveira made a motion to accept and place on the file the Utility Usage & Expense Spreadsheets for December, 2020. Motion seconded by Commissioner Alfonso. Vote unanimous.

Fenton Ewald & Associates – November Monthly Financials

The November 2020 Monthly Financials were not available for the Board to review prior to this meeting and will be put on the February 18th, 2021 meeting agenda.

Fenton Ewald & Associates – 2021 Budget

The 2021 Budget was reviewed by the Board. Director Sheedy offered an abbreviated FY 2021 budget presentation/explanation in place of the Authority's normal presenter, Fee Accountant Christine Landry of Fenton Ewald & Associates. The Director reminded all that the budget was in essence an educated guess based on previous spending and future forecasting as required by DHCD that provides a road map for the year ahead. DHCD issues budget guidelines each year that dictate how they expect budgets to be drawn up based on funding and subsidy allocations as expected via the State budget. The Fairhaven Housing Authority has been and continues to be considered a "non-subsidized/self-sufficient" Authority because we do not depend on the State for any funds to support our regular operating expenses. We are also extremely fortunate to maintain very strong reserves/investments that far exceed the 20% level required by the Department. We only look to the State for Formula Funding /Modernization monies to complete large scale capital improvements at our aging facilities. This year DHCD required budgets to reflect a 4% decrease to non-utility expense lines. They did allow for a 3% maximum salary increase based on employee performance evaluations for all administrative salaries. The Director's salary per DHCD regulation is not allowed to increase until the Department does a salary study and sets new rates, usually every 3 years. The Director explained to the new members on the Board how the Department of Labor Standards sets the salaries for maintenance annually on April 1st. The Authority has no ability to deviate from those rates. Commissioner Manzone was not in favor of the mandate set by DHCD regarding the Director's salary and explained her opposition regarding the Director not being properly recognized for a raise. The Director explained that these directives from the Department were in response to the debacle at the Chelsea Housing Authority in 2013-2014 where a Director was overpaid and the Board had been misled and misinformed. The Department is now trying to take over what had always been the role of the local LHA Board to negotiate Director's salaries and contracts. Fairhaven Housing Authority has joined in a lawsuit with other Authorities & MassNAHRO against DHCD to fight their attempt to take over these Board responsibilities as outlined in M. G. L Chapter 121B. The lawsuit is currently before the courts and delayed due to Covid-19. Chairman Rousseau would like to see the \$10,000.00 added back into the Bicycle Racks & Enclosures line item.

Voted: Commissioner Silveira made a motion to accept and place on file the Proposed Operating Budget for State-Aided Housing of the Fairhaven Housing Authority, Chapters 667 & 705, Program 400-1, for Fiscal Year Ending December 31st, 2021: showing total revenue of \$1,348,791 account number 3000; with total expenses of \$1,666,407 account number 4000; thereby requesting a subsidy of \$0.00 account number 3801; and further that the Executive Director's total annual salary of \$87,927 for fiscal year ending December 31st, 2021 be submitted to the Department of Housing and Community Development for its review and approval. Motion seconded by Commissioner Alfonso. The motion which, upon roll-call, was passed by a vote of 5 to 0.

Old Business

Security @ Complexes

The Director informed the Board there is a tenant to tenant issue at Building 100 that the police have been called in on once or twice. The dispute is regarding the potential smell of marijuana. The police responded and found the claim not verifiable. Commissioner Alfonso brought to the Board's attention that a car at Dana Court leaked gasoline all over the parking lot and into the drain. The Police department towed the car.

Old Business

Pest Control

Director Sheedy informed the Board that pest control has been relatively quiet with one bed bug case. Waltham Pest has completed two treatments.

Old Business

Bicycle Storage

The Director stated there is nothing to report at this time.

Old Business

Mass NAHRO Lawsuit-Update

The Director stated there is nothing new to report.

Old Business

Fence Replacement at Anthony Haven

Director Sheedy provided the Board with a proposal from Premier Fence out of Canton. The proposal includes the prevailing wage rate.

Voted: Commissioner Alfonso made a motion to approve the proposal from Premier Fence. Motion seconded by Commissioner Silveira. Vote unanimous.

Old Business

Covid-19 Update

The Director informed the Board that the Fairhaven Fire Department offered to do Covid-19 testing at the Housing Authority, with a minimum of one hundred individual tests to be completed. There were only four interested tenants. Testing will be available every Saturday at the Recreation Center for any tenant who would like to be tested. Housing Authority's do not fit in the upper priority tier for vaccinations with no communication from the state in regard to moving Housing Authority's up on the priority list.

Old Business

Town Committee Appointments

Director Sheedy stated the Board needs to replace the previous Chairman, Jay Simmons, as the Housing Authority's representative on the Community Preservation Committee and the Emergency Management Committee. Commissioner Ronnie Manzone volunteered to sit on the Emergency Management Committee and Commissioner Marc Scanlon volunteered to sit on the Community Preservation Committee. All Members of the Board are in favor.

Old Business

MOD Phase Project Update

Director Sheedy informed the Board the MOD Phase project is in schematic design with the architects. They have provided renderings of how the units could be renovated. The Director will get tenant opinions of these renderings. Director Sheedy put out an RFP for relocation specialists to plan and execute the moving of the tenants. Four proposals were received. The pricing range is between \$174,000.00 & \$500,000.00. The low bid, HOU, has done several similar projects with DHCD properties. The Director is going to contact some of these Authorities for their references. The feature of HOU's proposal that Director Sheedy likes is that they hire locally. The architect on the project is semi familiar with this company and is going to research if they have done any direct work with HOU. The tentative budget by the DHCD grant has \$100,000.00 allocated for tenant relocation and upon initial consideration would be woefully inadequate. This is all a work in process and the Director will keep the Board informed of any new information.

New Business

Formula Funding Allocation FY 2024

The Fairhaven Housing Authority has been awarded \$368,194.00 in Formula Funding for Fiscal Year 2024. Director Sheedy explained to the Board the allocation is based on facility condition assessments. The improvements completed over the past few years may have contributed to the lower monetary award. Chairman Rousseau would like to know if other Housing Authorities have also received a reduction in their monetary award.

New Business

CHAMP Administration Agreement with MassNAHRO

The Director informed the Board that there will be a \$50.00 monthly cost for the services provided to help with the application screening process.

New Business

Covid Workplace Policy

Director Sheedy explained to the Board the Covid-19 Workplace Policy she has been putting together as a guideline to answer questions of what is expected needs to be revised due to recent information acquired from an employee testing positive. Commissioner Manzone would like the policy to state it is based on CDC Guidelines and also employees must follow the current CDC guidelines. The updated policy will be moved to the February 18th, 2021 meeting agenda.

New Business

Code of Conduct Draft

The Director provided the Board with a Code of Conduct Draft that Resident Services Coordinator Diane Rocha and the Conflict Resolution Committee have been working on and would like to see the Board agree to and have all residents sign. Chairman Rousseau would like to see the line "please be aware that repeated lease violations can jeopardize your tenancy" changed to "please be aware that repeated lease violations will jeopardize your tenancy". Commissioner Manzone explained that a correction needs to be made to certain wordage, according to a 2011 executive order. The listing should state: race, religious affiliation, age, nationality, ethnic background, gender, gender identity, sexual orientation, socio-economic status, mental/physical ability, and all protected classes. The revised draft will be moved to the February 18th, 2021 meeting agenda.

New Business**Agreed Upon Procedure (AUP) Audit Report & Response**

Director Sheedy explained the exceptions on the Agreed Upon Procedure Audit Report have been corrected or are in the process of being corrected. The exception for the Executive Directors contract is waiting on litigation.

Voted: Commissioner Alfonso made a motion to accept and place on file the Agreed Upon Procedure Audit Report & Response Letter. Motion seconded by Commissioner Silveira. Vote unanimous.

Tabled Items

None.

Communications/Correspondence**FHA Newsletter – January 2021**

The Fairhaven Housing Authority Newsletter for January 2021 was reviewed by the Board. Commissioner Alfonso suggested putting less newsletters at Dana Court as there were many not taken.

MassNAHRO Newsletter – December 2020

The MassNAHRO Newsletter for December 2020 was reviewed by the Board.

Items/Documents/Forms Not Anticipated

None.

Directors Report – December 16th, 2020

The December 16th, 2020 Directors report was reviewed by the Board.

Voted: Commissioner Silveira made a motion to accept and place on file the December 16th, 2020 Directors Report. Motion seconded by Commissioner Alfonso. Vote unanimous.

Questions or Concerns of Commissioners

Commissioner Silveira was interested in how the search for the new Resident Services Coordinator was proceeding. The Director informed the Board that the advertisement was placed in the Neighborhood News and on Indeed. As of today one hundred & forty-four applications/resumes have been received. Director Sheedy has started the first round of phone interviews and hopes to have someone onboard within the next month. Commissioner Alfonso would like to see the industrial ashtrays removed from the front of all of the buildings.

Future Agenda Items

Maintenance Supervisor.

Adjournment

Voted: Commissioner Silveira made a motion to adjourn at 3:36 p.m. Motion seconded by Commissioner Alfonso. Vote unanimous.

Respectfully submitted,

Kris Sheedy

Krisanne Sheedy
Executive Director

KS/kmm