

MINUTES

REGULAR MEETING

FAIRHAVEN HOUSING AUTHORITY

March 18, 2021

Chairman Rousseau called the Fairhaven Housing Authority Regular Meeting of March 18th, 2021 to order at 1:00 p.m. Attendance was taken by Chairman Rousseau.

Meet the Staff

Director Sheedy introduced the Fairhaven Housing Authority employees to the Chairman and Commissioners of the Fairhaven Housing Authority Board.

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 February 18th, 2021.

Chairman Rousseau would like the following addendum added to the minutes:

ED Bonus should be included in the Board Minutes as a possible addendum to the ED Contract – that “the Board may, at their discretion, give the ED a bonus to be paid out of the non-state Admin Funds (i.e. Solar Account) for work performed on future development work related to the MOD Phase project and implementing COVID safety measures, etc.”

Voted: Commissioner Silveira made a motion to add the addendum regarding the optional ED bonus to the Minutes of the Regular Meeting of February 18th, 2021. Motion seconded by Commissioner Alfonso. Vote unanimous.

Voted: Commissioner Alfonso made a motion to accept and place on file the revised Minutes of the Regular Meeting of February 18th, 2021. Motion seconded by Commissioner Silveira. Vote unanimous.

Acceptance of the Minutes of the Executive Session of February 18th, 2021.

Voted: Commissioner Silveira made a motion to accept and place on hold, to release at a later date, the Minutes of the Executive Session of February 18th, 2021. Motion seconded by Commissioner Alfonso. 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 February 19th, 2021 through March 12th, 2021

Voted: Commissioner Manzone made a motion to approve and place on file the warrant for bills from February 19th, 2021 through March 12th, 2021. Motion seconded by Commissioner Silveira. Vote unanimous.

Approval of the Warrant - Bills March 13th, 2021 through March 18th, 2021

The Warrant – Bills March 13th, 2021 through March 18th, 2021 were not available for the Board to review at this meeting and will be put on the April 15th, 2021 meeting agenda.

February Tenant Aging Report

The Tenant Account Aging Report for February 28th, 2021 was reviewed by the Board.

Voted: Commissioner Silveira made a motion to accept and place on file the Tenant Account Aging Report for February 28th, 2021. Motion seconded by Commissioner Alfonso. Vote unanimous.

February Tenant Credit Accounts Receivable Balances

The Tenant Credit Accounts Receivable Balances for February 28th, 2021 were reviewed by the Board.

Voted: Commissioner Alfonso made a motion to accept and place on file the Tenant Credit Accounts Receivable Balances for February 28th, 2021. Motion seconded by Commissioner Silveira. Vote unanimous.

February Breakdown of Vacancy Numbers and Timing Report

The February 2021 Vacancy and Timing Report was reviewed by the Board.

Voted: Commissioner Alfonso made a motion to accept and place on file the February 2021 Breakdown of the Vacancy Numbers and Timing Report. Motion seconded by Commissioner Manzone. Vote unanimous.

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Utility Usage & Expense Spreadsheets

The Utility Usage & Expense Spreadsheets for January 2021 were reviewed by the Board.

Voted: Commissioner Silveira made a motion to accept and place on the file the Utility Usage & Expense Spreadsheets for January, 2021. Motion seconded by Commissioner Alfonso. Vote unanimous.

Solar Income

The Solar Income was not available for the Board to review prior to this meeting and will be put on the April 15th, 2021 meeting agenda.

Bad Debt Write-Off

A Bad Debt Write-Off in the amount of \$2,088.00 was reviewed by the Board.

Voted: Commissioner Manzone made a motion to approve and place on the file the Bad Debt Write-Off in the amount of \$2,088.00. Motion seconded by Commissioner Scanlon. Vote unanimous.

Fenton Ewald & Associates – January 2021 Financials

The January 2021 Financials were reviewed by the Board. Chairman Rousseau questioned why a few recent expenditures were not showing on the Analysis of Nonroutine Expenditures and Credits. Director Sheedy explained the expenditures were paid in February and will be shown in the February Analysis. The Director explained the COVID-19 expense is Armstrong Total Clean coming in on the weekends and holidays. 100 % reimbursement will be through FEMA. Director Sheedy will apply to FEMA when enough money is spent.

Voted: Commissioner Alfonso made a motion to accept and place on file the January 2021 Financials. Motion seconded by Commissioner Silveira. Vote unanimous.

Fenton Ewald & Associates – Accountant's Contract

The 2021 Accountant's Contract was reviewed by the Board. Commissioner Manzone would like Fenton, Ewald & Associates to be made aware of a correction needing to be made to certain wordage, according to a 2011 executive order. The Nondiscrimination clause should state: race, religious affiliation, age, nationality, ethnic background, gender, gender identity, sexual orientation, socio-economic status, mental/physical ability, and all protected classes. Director Sheedy will address the discrepancy with Fenton, Ewald & Associates.

Voted: Commissioner Manzone made a motion to Approve and place on file the Accountant's Contract with the exception that Fenton, Ewald & Associates be made aware of the language discrepancy. Motion seconded by Commissioner Alfonso. Vote unanimous.

Old Business**Security @ Complexes**

The Director informed the Board that the NVR (recording device) was replaced and updates were made to the camera system at Oxford Terrace. Director Sheedy will have Intellibeam check on the camera systems and make any repairs or upgrades as needed. Tom and Austin have been working at Building 100 tying in additional exterior cameras. There was an incident of someone getting into the kitchen at Oxford Terrace and taking some food items from Coastline. Director Sheedy will talk to the Tenant.

Old Business**Pest Control**

Director Sheedy informed the Board that there was a rat issue at Dana Court due to a tenant feeding wildlife. The Director has spoken to the tenant. Waltham Pest cleared the tunnels/nests and placed rat bait boxes at all of the complexes. The Director is working with Waltham Pest on a proposal for monthly services to include ants, stinging insects and rodents. Bed bugs and termites will be an additional cost. Director Sheedy will be ending the monthly services with New Bedford Pest Control. Chairman Rousseau asked if fleas would be covered in the cost. The interior hallways cannot be treated for fleas because tenants will be in the common areas. Maintenance will apply Grubx to the lawns. Commissioner Alfonso would like to have someone police the properties to make sure the tenants are following the policy of not feeding the wildlife. Chairman Rousseau and Commissioner Silveira would like a strongly worded lease non-compliance notice sent to anyone not following the policy. They would also like to see the Director have a face to face meeting with the tenant. Commissioner Manzone thinks it would be a good idea to have written procedures on how to handle tenant policy lapses.

Old Business**Bicycle Storage**

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

Old Business**Mass NAHRO Lawsuit-Update**

Director Sheedy stated that the lawsuit is going through the court process and there is no new progress to report.

Old Business**POD MOU w/FHVN BOH**

The Director informed the Board that Attorney Grace is reviewing the POD MOU and she will have follow-up information at the next Board meeting.

Old Business**Covid Workplace Policy**

Director Sheedy informed the Board that the OSHA Policy was not available for reference and she will continue to work on the Fairhaven Housing Authority policy.

New Business**Board Authorization – Bonus Language for E.D.**

This topic was reviewed with the Acceptance of the Minutes of the Regular Meeting of February 18th, 2021.

New Business**MOD Phase Project - Finances**

The Director informed the Board there is a funding gap of \$2,681,166.00 for the MOD Phase Project. DHCD would like the Housing Authority to help reduce the funding gap by contributing additional funds to the project. After a lengthy discussion the Board would like to move forward cautiously with the MOD Phase Project. The Board is willing to commit \$299,600.00 from available reserves. They discussed but did not agree or commit to appropriating the administrative fee, or the balance of Formula Funding, if any, from the Oxford Terrace Garage Project. The Authority will assume 100% of the cost to hire a relocation specialist quoted to be \$174,250.00 for the low respondent HOU.

Voted: Commissioner Scanlon made a motion to have Director Sheedy reply to DHCD regarding contributing additional funds toward the funding gap of the MOD Phase Project. Motion seconded by Commissioner Manzone. Vote unanimous.

New Business**Covid/Vaccine Update**

Director Sheedy informed the Board that the COVID-19 vaccination clinic was very successful. Stop & Shop was the Housing Authority's pharmacy partner. One hundred thirty people received their first vaccination and will be back for their second vaccination on April 8th, 2021. The state allocated 200 vaccines to the housing authority. The remaining vaccines were donated to the Fairhaven Council on Aging, who held their vaccine clinic on March 17th, 2021.

New Business**Fence at Anthony Haven**

The Director gave the Board the proposal from Premier Fence in the amount of \$12,099.15. Chairman Rousseau suggested that the Fairhaven Housing Authority maintenance department do the removal and disposal of the existing fence to save \$1,926.40.

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

New Business**Smoking**

Commissioner Silveira would like to see enforcement of the smoking policy. She witnessed tenants smoking on the porches of the cottages. Chairman Rousseau would like the cameras moved to cover the cottage porches to get pictures for documentation to begin the steps needed to proceed for a court eviction. The Chairman also recommended Director Sheedy look into the Clean Air Program to help educate tenants and staff regarding smoking policies for housing authorities. The Director informed the Board that new smoke free signage will be put up on all properties in the next few days.

New Business**Board Member Appointment to CPC**

Chairman Rousseau informed the Board that Commissioner Scanlon attended three Board meetings of the CPC and has since resigned. No members of the Fairhaven Housing Authority volunteered to replace Commissioner Scanlon at this time. Commissioner Manzone suggested that the Board appoint someone to represent the Fairhaven Housing Authority at the CPC Board meetings.

New Business**Board Meeting Time Change**

After a discussion the Board agreed to change the Fairhaven Board meeting start time from 1:00pm to 2:00pm.

Voted: Commissioner Manzone made a motion to change the Board meeting start time from 1:00pm to 2:00pm. Motion seconded by Commissioner Silveira. Vote unanimous.

New Business**New Maintenance Rate Schedule – Dept. of Labor Standards**

Director Sheedy gave the Board the Department of Labor Standards new maintenance salary rates for April 1st, 2021 through March 31st, 2022. The Director is looking into changing the Laborer I position into a Laborer II position.

New Business**Personnel Policy Change**

The Director gave the Board two suggested Bereavement Policy changes to review. Chairman Rousseau would like more research done for comparison. The Board will discuss the options at next month's meeting.

Tabled Items

None.

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

The Fairhaven Housing Authority Newsletter for March 2021 was reviewed by the Board. Chairman Rousseau would like to see a header on all future newsletters stating that Fairhaven Housing Authority is a smoke free campus.

Voted: Commissioner Silveira made a motion to accept and place on file the March 2021 FHA Newsletter. Motion seconded by Commissioner Alfonso. Vote unanimous.

MassNAHRO Newsletter – March 2021

Director Sheedy informed the Board that Remote Legislative Day is Wednesday, March 23rd, 2021. Also the virtual MassNAHRO Spring Conference is April 14th & 15th, 2021. If anyone would like to participate in either of these sessions please let her know.

Items/Documents/Forms Not Anticipated

None.

Directors Report – March 10th, 2021

The March 10th, 2021 Directors report was reviewed by the Board. In addition to the Director's Report Director Sheedy is talking to Naomi of the Sherriff's Department to bring back the work crew for outside projects. New Bedford Flooring has measured the community room and kitchen at Oxford Terrace for new flooring that the maintenance staff will install. Beaver Tree is working on estimates for tree removal at McGann Terrace and Anthony Haven. Mini split filter replacement at Oxford Terrace is being organized. Guido's Glass will be giving an estimate to replace the lobby windows at Oxford Terrace. The window project at Building 100 is scheduled to be completed May 3rd through May 7th.

Voted: Commissioner Alfonso made a motion to accept and place on file the March 10th, 2021 Directors Report. Motion seconded by Commissioner Silveira. Vote unanimous.

Questions or Concerns of Commissioners

Starting next month Commissioner Silveira would like the Board meetings to be held upstairs in the computer room. Chairman Rousseau agreed.

Future Agenda Items

None.

Adjournment

Voted: Commissioner Silveira made a motion to adjourn at 3:26 p.m. Motion seconded by Commissioner Alfonso. Vote unanimous.

Respectfully submitted,

Kris Sheedy

Krisanne Sheedy
Executive Director