

MINUTES

REGULAR MEETING

FAIRHAVEN HOUSING AUTHORITY

April 15, 2021

Chairman Rousseau called the Fairhaven Housing Authority Regular Meeting of April 15th, 2021 to order at 2:02 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 March 18th, 2021.

Voted: Commissioner Manzone made a motion to accept and place on file the Minutes of the Regular Meeting of March 18th, 2021. 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 March 19th, 2021 through April 9th, 2021

Chairman Rousseau believes the money paid to Commissioner Alfonso is a conflict of interest and this issue should have been handled by maintenance. Chairman Rousseau had questions on several payments. Director Sheedy explained the Housing Authority paid for Thomas Caron's Journeyman's Plumbing License, Waltham Pest was for bait boxes for all properties, Daniel's Equipment needed to replace soap dispenser panels that were rusting on washers at Oxford Terrace and South Coast Power Equipment was for snow blower repairs that were more costly than expected. Chairman Rousseau suggested looking into trading in the aging snow blowers. The Director explained that replacing the Valtran unit for the tractor storage was put on hold. It was difficult finding something that would fit the height of the tractor and the Oxford Terrace Maintenance Garage Project was put back in play. The tractor will be stored in the new garage when completed.

Voted: Commissioner Silveira made a motion to approve and place on file the warrant for bills from March 19th, 2021 through April 9th, 2021. Motion seconded by Commissioner Alfonso. Vote unanimous.

Approval of the Warrant - Bills April 10th, 2021 through April 15th, 2021

Commissioner Scanlon questioned the New Bedford Floor Covering stair tread invoice. Director Sheedy explained maintenance is doing proactive repairs and will be replacing all of the stair treads as time permits.

Voted: Commissioner Silveira made a motion to approve and place on file the warrant for bills from April 10th, 2021 through April 15th, 2021. Motion seconded by Commissioner Alfonso. Vote unanimous.

March Tenant Aging Report

The Tenant Account Aging Report for March 31st, 2021 was reviewed by the Board.

Voted: Commissioner Alfonso made a motion to accept and place on file the Tenant Account Aging Report for March 31st, 2021. Motion seconded by Commissioner Silveira. Vote unanimous.

March Tenant Credit Accounts Receivable Balances

The Tenant Credit Accounts Receivable Balances for March 31st, 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 March 31st, 2021. Motion seconded by Commissioner Manzone. Vote unanimous.

March Breakdown of Vacancy Numbers and Timing Report

The March 2021 Vacancy and Timing Report was reviewed by the Board. Chairman Rousseau questioned holding the apartments offline at Oxford Terrace. Director Sheedy will be meeting with relocation company HOU and the architects on May 4th, 2021. She will have more information after the meeting.

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

Utility Usage & Expense Spreadsheets

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

2021 MAY 21 A 8:47
RECEIVED
TOWN CLERK
FAIRHAVEN
MASS

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

Solar Income

The Solar Income for February 2021 was reviewed by the Board.

Voted: Commissioner Manzone made a motion to accept and place on the file the Solar Income for February, 2021. Motion seconded by Commissioner Alfonso. Vote unanimous.

Cash Forecast

The Director informed the Board that the So. Mass Credit Union 15 month CD is due to be renewed. The Credit Union no longer has a 15 month CD. They offer 12, 18 or 24 month options. The interest rate offered is very low, 0.25% for either 12 or 18 months, 0.35% for 24 months. So. Mass. Credit Union will match any higher rates offered from other banking institutions. Director Sheedy contacted the Massachusetts Municipal Depository Trust stating their rate is 0.16%. The Director will be contacting more banking institutions.

Voted: Commissioner Scanlon made a motion to allow Director Sheedy to make a decision on which banking institution to invest the \$1,212,503.69. Motion seconded by Commissioner Manzone. Vote unanimous.

Fenton Ewald & Associates – February 2021 Financials

The February 2021 Financials were given to the Board for review. Director Sheedy explained to the Board that many projects have been completed and the invoices are now being entered into the system. The allocations will show on the April 2021 Analysis of Nonroutine Expenditures and Credits.

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

Fenton Ewald & Associates – March 2021 Financials

The Director Sheedy informed the Board that the Housing Authority's Net Equity Assets is at 193.84% which is beyond the State requirement. The Housing Authority continues to do very well.

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

Old Business**Security @ Complexes**

Director Sheedy informed the Board that security issues have been relatively quiet with nothing new to report.

Old Business**Pest Control**

The Director informed the Board that the Housing Authority's contact from Waltham Pest, Brad, has been relocated to Rhode Island and Connecticut. Director Sheedy is concerned about the replacement service technician and has put signing the monthly service agreement with Waltham Pest on hold until the new contact person takes over the position.

Old Business**Bicycle Storage**

Director Sheedy stated there is nothing new to report at this time.

Old Business**Mass NAHRO Lawsuit-Update**

The Director informed the Board the Attorney General's office is representing DHCD. Their initial response was to have the case dismissed due to no true bearing. The MassNAHRO attorney responded and attempted once again to point out what DHCD is proposing is beyond their scope. The lawsuit is going through the court process and waiting for a court date.

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

Director Sheedy informed the Board that Attorney Michelle Randazzo of KP Law feels the POD MOU with the Fairhaven Board of Health is beyond the Housing Authority's scope and does not recommend entering into the agreement. Sarah O'Leary, a Risk Management Specialist for the State, agrees. Chairman Rousseau would be willing to enter into the agreement with the Board of Health if the Housing Authority could be exempt of all liability. He would like to cooperate with the local Board of Health and make the Housing Authority facilities available to the community. The Board would like the Director to reach out to the Fairhaven Board of Health agent to see if the agreement can be modified or rewritten.

Old Business**Covid Workplace Policy**

The Director gave the Board the OSHA Policy on Mitigating and Preventing the Spread of COVID-19 in the workplace. The policy is good but lengthy and with information changing frequently it is difficult to have a policy coordinated with the latest information. The Board agrees it is a good idea to have a policy in place to have employees aware of what the expectations are in case of issues but this policy is too much. Director Sheedy will bring any new changes to the next Board meeting.

Old Business**Personnel Policy Change - Bereavement**

Director Sheedy gave the Board several suggested Bereavement Policy changes to review. After a lengthy discussion, the Board agreed additional language needs to be added to the Housing Authority's Bereavement Policy. The Director will make the changes and have the new policy available for the Board to review at the next meeting.

Voted: Commissioner Manzone made a motion to increase bereavement days from four to five and to accept the additional language. Motion seconded by Commissioner Scanlon. Vote unanimous.

Old Business**Smoking**

The Board discussed the smoking issue again and would like a stronger worded smoke free insert in the monthly Fairhaven Housing Authority newsletter. The Board also wants staff to review camera footage for smoking offenders in order to build a case to bring to court for a possible eviction.

Old Business**MOD Phase Project - Update**

As discussed earlier, Director Sheedy will be meeting with the relocation company HOU and the architects on May 4th, 2021 to begin discussing a plan for how and where to relocate/accommodate the tenants during the Oxford Terrace MOD Phase project. Some of the minute details of the work to be completed will also be discussed. The start date of the project has been pushed back to March 2022.

New Business**Covid/Vaccine Update**

The Director informed the Board that the second COVID-19 vaccination clinic on April 8th, 2021 was very organized and successful. One hundred thirty people received their second vaccinations. Director Sheedy has concerns about what that means going forward regarding reopening community room spaces and having events. She is looking for direction from the State.

Tabled Items**Board Member Appointment to CPC**

Chairman Rousseau asked the Board if anyone would volunteer to be the Housing Authority's representative on the CPC Board. Commissioner Manzone cannot volunteer due to a conflict of interest being Chairwoman on the Town Assessor's Board. Commissioner Alfonso will do some research, give the idea some thought and let the Board know at the next meeting.

Tabled Items**Accountant's Contract - Revised**

The revised Fenton, Ewald & Associates 2021 Contract for Accounting Services was reviewed and signed by the Board.

Communications/Correspondence**FHA Newsletter – April 2021 & MassNAHRO Newsletter – March/April 2021**

The Fairhaven Housing Authority Newsletter for April 2021 and the MassNAHRO March/April 2021 newsletter were reviewed by the Board. Director Sheedy informed the Board that the MassNAHRO's Virtual Legislative Day was well attended. She also informed the Board that MassNAHRO is offering Board Member Webinar trainings if anyone would like to participate.

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

Items/Documents/Forms Not Anticipated

Chairman Rousseau asked Director Sheedy if the COVID-19 Retirement Credit for Public Employees passed would that impact any employee's retirement plans. The Director has spoken with the accountant and stated the authority has the ability to cover salaries to overlap positions 4-6 weeks for new hire training for any retiring staff.

Directors Report – April 8th, 2021

The April 8th, 2021 Directors report was reviewed by the Board. Chairman Rousseau questioned if the Lochinvar furnace replaced on Ash Street was covered under warranty. Unfortunately it was not.

Voted: Commissioner Silveira made a motion to accept and place on file the April 8th, 2021 Directors Report. Motion seconded by Commissioner Alfonso. Vote unanimous.

Questions or Concerns of Commissioners

None.

Future Agenda Items

None.

Adjournment

Voted: Commissioner Alfonso made a motion to adjourn at 4:00 p.m. Motion seconded by Commissioner Manzone. Vote unanimous.

Respectfully submitted,

Kris Sheedy

Krisanne Sheedy
Executive Director

KS/kmm