

MINUTES

REGULAR MEETING

FAIRHAVEN HOUSING AUTHORITY

May 20, 2021

Chairman Rousseau called the Fairhaven Housing Authority Regular Meeting of May 20th, 2021 to order at 2:00 p.m. Attendance was taken by Chairman Rousseau.

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

ABSENT: Commissioner Ronnie Manzone

STAFF: Krisanne Sheedy & Jo-Ann Turgeon

The minutes were recorded by Jo-Ann Turgeon.

Re-Organization of the Board

Voted: Commissioner Scanlon made a motion to nominate John Rousseau as Chairman. Motion seconded by Commissioner Silveira. Vote unanimous.

Voted: Chairman Rousseau made a motion to nominate Anne Silveira as Vice Chair. Motion seconded by Commissioner Alfonso. Vote unanimous.

Voted: Chairman Rousseau made a motion to nominate Marc Scanlon as Treasurer. Motion seconded by Commissioner Silveira. Vote unanimous.

Voted: Commissioner Silveira made a motion to nominate Carol Alfonso as Assistant Treasurer. Motion seconded by Chairman Rousseau. Vote unanimous.

Acceptance of the Minutes of the Regular Meeting of April 15th, 2021.

Voted: Commissioner Silveira made a motion to accept and place on file the Minutes of the Regular Meeting of April 15th, 2021. Motion seconded by Commissioner Alfonso. Vote unanimous.

Tenant/Public Participation/ Remote

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

Warrant & Operating Reports

Approval of the Warrant - Bills 4/16-5/13/21

Chairman Rousseau asked if the water and sewer invoice for \$10,305.65 was just for McGann Terrace. The Director stated that maintenance checked all the cottages for any possible leaks but it does appear high for just the Cottages and Ash Street.

Voted: Commissioner Silveira made a motion to approve and place on file the warrant for bills from April 16, 2021 through May 13th, 2021. Motion seconded by Commissioner Alfonso. Vote unanimous.

Approval of the Warrant - Bills May 15th, 2021 through May 20th, 2021

Commissioner Scanlon asked about the AT&T Plumbing invoice for \$1,526.92. Chairman Rousseau explained there was a leak in the pipes above one of the cottages and AT&T had to go up into the attic to make the repair. Chairman Rousseau asked what KP Law was for professional services in the amount of \$382.50. The Director said she sometimes calls on them for personnel matters, going between KP Law and Pat Grace. He also asked about the court summons under Petty Cash. The Director stated it was an eviction proceeding she is dealing with.

Voted: Commissioner Alfonso made a motion to approve and place on file the warrant for bills from May 15th, 2021 through May 20th, 2021. Motion seconded by Commissioner Silveira. Vote unanimous.

April Tenant Aging Report

The Board reviewed the Tenant Account Aging Report for April 30th, 2021. Chairman Rousseau asked the Director about the \$2,296.00 balance on the report. The Director stated a tenant entered into employment but did not report it to the Authority. They are now paying it down with a re-payment agreement.

Voted: Commissioner Silveira made a motion to accept and place on file the Tenant Account Aging Report for April 30th, 2021. Motion seconded by Commissioner Alfonso. Vote unanimous.

April Tenant Credit Accounts Receivable Balances

Director Sheedy informed the Board there was nothing unusual on the Credit Accounts Receivable Balance Report.

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Voted: Commissioner Silveira made a motion to accept and place on file the Tenant Credit Accounts Receivable Balances for April 30th, 2021. Motion seconded by Commissioner Alfonso. Vote unanimous.

April Breakdown of Vacancy Numbers and Timing Report

The April Vacancy and Timing Report was reviewed by the Board. Chairman Rousseau asked what the architect and relocation specialist recommended regarding the vacant units at Oxford. The Director stated they recommend keeping the apartments offline as opposed to placing tenants in hotels and moving everything that belongs to the tenant into a vacant unit. There are currently 9 units offline and the Authority will continue to keep anything that becomes vacant offline. They suggested granting transfers if a tenant chooses to stay in the apartment they have been moved to. Commissioner Silveira asked if some units in other buildings will have to be made available to the tenants at Oxford Terrace. The Director stated the Authority might have to but she is hoping we do not. The most difficult will be the 6 handicap units that are being completely renovated to become ADA compliant.

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

Utility Usage & Expense Spreadsheets

The Utility Usage & Expense Spreadsheets for April 2021 were reviewed by the Board. The Director informed the Board that everything is as expected to be and nothing unusual on the report.

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

Fenton Ewald & Associates – April 2021 Financials

Director Sheedy stated the April 2021 financials have not been received. They will be available for the next meeting.

Old Business

Security @ Complexes

Director Sheedy informed the Board she is focusing on unauthorized guests, stating a tenant is allowed to have an overnight guest no more than 21 nights in a twelve month period and they are supposed to inform the office. Commissioner Silveira asked how many tenants are having guests overnight for longer than that period. Director Sheedy stated there might be about five. Chairman Rousseau asked if all the surveillance cameras are up and running. The Director stated that they are but don't always catch everything that is going on.

Old Business

Pest Control

The Director is still trying to finalize having Waltham Pest on a monthly service basis. Bait boxes have been re-filled but the Authority needs to call when they need re-filling. This will be automatic once a monthly service agreement is in place.

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 Motion to Dismiss filing will be going in front of the courts on June 22nd. She will have more information after that date.

Old Business

POD MOU w/FHVN BOH

The Director spoke with the Board of Health agent and he is trying to figure out if he should speak with the Town Attorney, Tom Crotty so there is a little bit of delay. Due to the pandemic, it wasn't going to be put to use anyway because the state overrode any local municipality putting the POD to use.

Old Business

Smoking

The Director stated no one has reported anyone smoking. She decided to add more cameras to a few locations but needs to figure out additional electrical sources. Other housing authorities have been successful with evictions regarding smoking but it takes a lot of documentation and people willing to testify.

Old Business**MOD Phase Project - Update**

Director Sheedy met with Housing Opportunity Unlimited, the relocation specialists, to give her a timeline of where they are at but she did not receive the information in time to give it to the Board. They will handle most of the work and the Authority will deal with the cable and resident services if they have any. She discussed with the architect bathroom design, flooring, walk-in showers and vanities. Final construction documents should be available by the end of June. The costliest work at Oxford is changing the tub drains from 1" to 2".

Old Business**Personnel Policy**

The Director gave the Board a revised personnel policy with the additional bereavement time and changes to the funeral leave to be incorporated into the personnel policy.

Voted: Commissioner Alfonso made a motion to accept the revised personnel policy regarding funeral leave and bereavement. Motion seconded by Commissioner Scanlon. Vote unanimous.

New Business**Investment Rates**

Director Sheedy gave the Board a list of banks and credit unions she called to get the best interest rates possible. Chairman Rousseau suggested going for the shortest term possible and then review it again in six months. The Director thought the 18 month CD at Baycoast Bank with .45% was best.

Voted: Commissioner Silveira made a motion to allow the Director to invest the Authority's funds with Baycoast for 18 months at .45% interest. Motion seconded by Commissioner Alfonso. Vote unanimous.

New Business**Juneteenth Holiday-June 19th**

Director Sheedy informed the Board that Governor Baker announced June 19th would be a state holiday beginning in 2021. She is asking the Board to give employees the paid holiday. Commissioner Scanlon suggested June 19th be made a floating holiday and be taken within the 30 days in June.

Voted: Commissioner Scanlon made a motion to make June 19th a paid floating holiday for the month of June for employees. Motion seconded by Commissioner Silveira. Vote unanimous.

New Business**Approve 2021 DHCD Income Limits/Fair Market Rates**

The Director informed the Board the state has issued the new amounts for Income Limits and Fair Market Rents effective April, 2021. She presented them to the Board for approval.

Voted: Commissioner Scanlon made a motion to adopt the April 2021 Net Income Limits and Fair Market Rents as follows: 1 Person-\$47,150, 2 Persons-\$53,850, 3 Persons-\$60,600, 4 Persons-\$67,300, 5 Persons-\$72,700, 6 Persons-\$78,100, 7 Persons-\$83,500, and 8 Persons-\$88,850. Fair Market Rents as follows: 1 Bedroom-\$818, 2 Bedrooms-\$1,012, 3 Bedrooms-\$1,259. Motion seconded by Commissioner Silveira. Vote unanimous.

New Business**Crosswalk at north Oxford Entrance**

The Director informed the Board an application was submitted by the town and approved by Mass DOT to install a new pedestrian crosswalk with a pedestrian activated flashing light system and construct ADA compliant curb ramps with detectable warning panels at both ends of the proposed crosswalk. Commissioner Rousseau noted the Authority tried to do this a few years ago but was told it was not a good idea.

New Business**Board Contact Info-As Listed**

Director Sheedy gave the Board a Board contact list to review, noting that this list is posted throughout the buildings. A few changes and corrections were made to the list.

New Business**Tenant Board Member Waiver**

Director Sheedy submitted the tenant board member waiver request to DHCD. She informed the Board there is now a new appointment process for a tenant board member. The next Board vacancy for a tenant Board member will go before the town Selectmen to be appointed. She stated the waiver hasn't been approved by DHCD yet. Chairman Rousseau asked to keep the topic on the agenda.

New Business**DHCD Guidance to Re-Open Authorities**

A PHN -2021-07 Notice for Re-Opening Authorities was given to the Board to review but the Director stated Governor Baker came up with a different set of guidelines since then. She is looking to see if DHCD will give an updated notice. Chairman Rousseau asked about the \$10,000 for improvements to local housing authorities. Director Sheedy informed the Board the COVID amount of \$93,000 took care of everything the Authority needed. She is waiting to see if the Department re-issues a notice. Board members discussed re-opening the common areas of each building with the Director. She stated the Oxford community room is getting a makeover with new flooring, lighting and furniture. She is working on finding out how many tenants have been vaccinated in each building and base opening up those common areas by those numbers. She is also looking to do something outside like an ice cream social.

Tabled Items**Board Member Appointment for CPC**

Board member Carol Alfonso has decided to volunteer to represent the Fairhaven Housing Authority on the CPC Board. Chairman Rousseau and Commissioner Scanlon thanked Commissioner Alfonso for stepping up and giving it a try.

Voted: Commissioner Silveira made a motion to appoint Board member Carol Alfonso to represent the Fairhaven Housing Authority for CPC. Motion seconded by Commissioner Scanlon. Vote unanimous.

Communications/Correspondence**FHA Newsletter – May 2021 & MassNAHRO Newsletter – May**

Director Sheedy stated there is no newsletter for May from MassNAHRO. The Director and Board discussed transportation by the COA, Knights of Columbus meals for tenants, grills and bird feeders.

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

Items/Documents/Forms Not Anticipated

None.

Directors Report – May 14, 2021

The Board reviewed the Executive Director update dated May 14, 2021. She informed the Board that everyone's license is on file except for Commissioner Manzone.

Voted: Commissioner Silveira made a motion to accept and place on file the May 14th, 2021 Executive Director Update. Motion seconded by Commissioner Scanlon. Vote unanimous.

Questions or Concerns of Commissioners

Chairman Rousseau asked about the progress of the Anthony Haven fence project. Director Sheedy stated the fence has been ordered and she is waiting for it to be delivered to the installer. Commissioner Alfonso asked if the faceplates on the washing machines have been repaired to eliminate the stagnant water that is causing the dispensers to rust. Director Sheedy told her a few have been repaired but the Authority is waiting on one panel and repairing them as they are reported to the office. Chairman Rousseau asked to have the Anthony Haven fence project put on the agenda so as to stay updated.

Future Agenda Items

None.

Adjournment

Voted: Commissioner Alfonso made a motion to adjourn at 3:40 p.m. Motion seconded by Commissioner Scanlon. Vote unanimous.

Respectfully submitted,

Kris Sheedy

Krisanne Sheedy
Executive Director