

MINUTES

REGULAR MEETING

FAIRHAVEN HOUSING AUTHORITY

June 17, 2021

Chairman Rousseau called the Fairhaven Housing Authority Regular Meeting of June 17th, 2021 to order at 2:00 p.m. Attendance was taken by Chairman Rousseau.

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

ABSENT: Commissioner Carol Alfonso

STAFF: Krisanne Sheedy & Kim Marie McArdell

The minutes were recorded by Kim Marie McArdell.

Acceptance of the Minutes of the Regular Meeting of May 20th, 2021.

Voted: Commissioner Scanlon made a motion to accept and place on file the Minutes of the Regular Meeting of May 20th, 2021. Motion seconded by Commissioner Silveira. 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. The Board discussed the Town of Fairhaven's Article 56, Citizens Petition Amendment to Town Bylaw Chapter 50-13, Part 2, requiring all meetings for town Boards, Committees and Commissions to be either broadcast live or recorded for future broadcast over the local cable network and online. The Board has decided to wait for a distinct policy from the town and will keep the topic on the agenda.

Voted: Commissioner Scanlon made a motion to keep the Tenant/Public Participation/Cable Access Board Meeting topic on the agenda. Motion seconded by Commissioner Manzone. Vote unanimous.

Warrant & Operating Reports

Approval of the Warrant - Bills - May 21st, 2021 through June 11th, 2021

The Board reviewed the Warrant for May 21st, 2021 through June 11th, 2021.

Voted: Commissioner Silveira made a motion to approve and place on file the warrant for bills from May 21st, 2021 through June 11th, 2021. Motion seconded by Commissioner Manzone. Vote unanimous.

Approval of the Warrant - Bills - June 12th, 2021 through June 17th, 2021

The Board reviewed the Warrant for June 12th, 2021 through June 17th, 2021.

Voted: Commissioner Silveira made a motion to approve and place on file the warrant for bills from June 12th, 2021 through June 17th, 2021. Motion seconded by Commissioner Scanlon. Vote unanimous.

May Tenant Aging Report

The Board reviewed the Tenant Account Aging Report for May 31st, 2021.

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

April Tenant Credit Accounts Receivable Balances

The Board reviewed the Tenant Credit Accounts Receivable Balances for May 31st, 2021.

Voted: Commissioner Scanlon made a motion to accept and place on file the Tenant Credit Accounts Receivable Balances for May 31st, 2021. Motion seconded by Commissioner Manzone. Vote unanimous.

May Breakdown of Vacancy Numbers and Timing Report

The May Vacancy and Timing Report was reviewed by the Board. The Director informed the Board one of the Cottages at McGann Terrace was attempted to be rented after being cleaned and painted and was not able to be taken due to health issues and the dampness present in the unit. Chairman Rousseau asked if moving tenants from Oxford Terrace to other complex vacant units, due to the MODPhase Project, was an option. Director Sheedy is working with Housing Opportunities Unlimited regarding the tenant relocation(s) during the project and is working out the details regarding what will work best. The Director informed the Board that an Electrical Shutdown at Oxford Terrace will be conducted on July, 20th, 2021. The shutdown is for infrared testing to make sure the switch gear systems are all up and running well. Eversource will be conducting the shutdown and will have a standby present to turn the power back on as soon as the test is completed. MODPhase tenant meetings will start in the fall, with construction beginning in March 2022.

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Voted: Commissioner Silveira made a motion to accept and place on file the May 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 May 2021 were reviewed by the Board. The Director informed the Board that everything is as expected with nothing unusual on the report.

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

Fenton Ewald & Associates – April 2021 Financials

Director Sheedy stated that operating reserves are at 187%. There have been more Nonroutine expenditures and extraordinary maintenance expenses allocated. Chairman Rousseau questioned the septic damage for \$1,595.97. There was a blockage at Oxford Terrace, due to wipes that Bass Reddy Rooter needed to clear. The Chairman also questioned the no heat call for \$1,177.35. A new low water cutoff was installed at 42 Ash Street.

Voted: Commissioner Scanlon made a motion to accept and place on the file the Fenton, Ewald & Associates April, 2021 Financials. Motion seconded by Commissioner Manzone. Vote unanimous.

Old Business

Security @ Complexes

The Director informed the Board about an altercation at Building 100 that resulted in glass being broken on an exterior door. Maintenance had to come in after hours to clean up and put up plywood until Guido's could come with a replacement. Both tenants involved were admonished, letters were sent letting them know that this is considered criminal activity on Housing Authority property and is a lease violation. Invoices for their share of the repair costs and maintenance overtime were also sent. Chairman Rousseau asked if the altercation was caught on the security cameras. It was not. Director Sheedy is looking into camera placement.

Old Business

Pest Control

Director Sheedy stated that there is nothing new to report and will have Waltham Pest rebait the traps at all of the complexes.

Old Business

Bicycle Storage

The Director informed the Board that she has put in a second request to DHCD regarding the redesign on the maintenance garage at Oxford Terrace. She is still waiting on a response.

Old Business

Mass NAHRO Lawsuit-Update

Director Sheedy informed the Board the Motion to Dismiss filing that was going in front of the courts on June 22nd, 2021 was postponed with no new date.

Old Business

POD MOU w/FHVN BOH

The Director informed the Board there was no update.

Old Business

Smoking

Director Sheedy spoke with Sensara Camera regarding solar powered cameras for the cottages. Unfortunately they did not meet the housing authorities' needs. The Director will look into adding more cameras to the system in place. Chairman Rousseau questioned if adding conduit could be done when the fire alarm system update was completed. When the design comes in for the project an addendum could possibly be added.

Old Business

MOD Phase Project - Update

The MOD Phase Project Update was discussed by the Board under the May Breakdown of Vacancy Numbers & Timing.

Old Business

Personnel Policy – Juneteenth Update

After a discussion the Board agreed that the Juneteenth holiday will be a floating holiday in 2021 and will be observed on June 19th in the following years.

Voted: Commissioner Scanlon made a motion to rescind the motion from the May 20th, 2021 Board Meeting allowing the Juneteenth holiday to be a floating holiday. Motion seconded by Commissioner Manzone. Vote unanimous.

Voted: Commissioner Scanlon made a motion to observe the Juneteenth holiday on June 19th. If June 19th falls on a Saturday the holiday will be observed on Friday. If June 19th falls on a Sunday the holiday will be observed on Monday. Motion seconded by Commissioner Manzone. Vote unanimous.

Old Business

Tenant Board Member Waiver

The Director informed the Board the Fairhaven Housing Authority was granted a waiver from the requirement of a town appointed board member. Commissioner Alfonso meets the criteria. The waiver is valid for one year and may be renewed for one year at a time until the existing tenant participant's current term expires or their seat is vacated.

Old Business

Legal Guidance to Re-Open Authorities

Director Sheedy gave the Board DHCD's PHN 2021-11 and KP Law's legal guidance on re-opening authorities for review. DHCD provided detailed guidance on rent recalculations and beginning apartment inspections. Starting with this agenda/board meeting public access is remote or on site. Resident service coordinators Kendra Rebello and Diane Rocha are working on incentives to get more tenants vaccinated. They are also working to have outdoor functions or events for the tenants. Chairman Rousseau believes it is important for things to get back to normal for many reasons.

Old Business

Anthony Haven Fence Replacement

The Director informed the Board Premier Fence is expecting delivery of the fence sections by the end of July. They will install the fence as soon as it is available.

New Business

Certificates of Substantial & Final Completion - #094065 667-2 Windows

Director Sheedy gave the Board the Certificate of Substantial Completion and the Certificate of Final Completion for the window replacement project at Building 100, McGann Terrace, for review. JMBA Architects has released both certificates. All of the windows are installed and the punch list has been completed.

Voted: Commissioner Manzone made a motion to accept and place on file the Certificate of Substantial Completion for Project # 094065 667-2 Window Replacement, with the Change Order Request 094065-CP-0004 Time Extension due to Covid-19. Motion seconded by Commissioner Scanlon. Vote unanimous.

Voted: Commissioner Scanlon made a motion to approve and place on file the Certificate of Final Completion for Project # 094065 667-2 Window Replacement, with retainage in the amount of \$6,496.25 to be paid to Northeast Noise Abatement Corporation. Motion seconded by Commissioner Manzone. Vote unanimous.

New Business

FY 2021 Budget Approval

The Director gave the Board the DHCD operating budget submission approval letter for FYE 12/31/2021 in the amount of \$1,004,469.00 for review.

Voted: Commissioner Silveira made a motion to accept and place on file the DHCD operating budget submission approval letter for FYE 12/31/2021 in the amount of \$1,004,469.00. Motion seconded by Commissioner Scanlon. Vote unanimous.

New Business

Baycoast Bank Docs – For Signature

The Board signed the necessary bank documents to transfer the investment accounts from Southern Mass. Credit Union to BayCoast Bank.

Tabled Items

None.

Communications/Correspondence

FHA Newsletter – June 2021 & MassNAHRO Newsletter – May/June 2021

The Board reviewed the FHA June 2021 & MassNAHRO May/June 2021 Newsletters.

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

Items/Documents/Forms Not Anticipated

DHCD's PHN 2021-11 was reviewed and discussed by the Board under Legal Guidance to Re-Open Authorities.

Directors Report – June 11th, 2021

The Board reviewed the Executive Director update dated June 11th, 2021. The MODPhase Project final construction documents should be completed for review in a couple of weeks. The Anthony Haven Paving Project kick off meeting will be scheduled soon. The required Annual Plan is being worked on and will be completed in early August. The topic will be on the September Agenda.

Questions or Concerns of Commissioners

Commissioner Silveira questioned the Maintenance Laborer position change. The original classification no longer fit as the person's capabilities and responsibilities have grown. The position pay rate is lower than the Maintenance Mechanic positions and does not include the on call responsibility. Commissioner Silveira wanted to know with this position change would the Authority be able to hire an electrician. Director Sheedy explained that the maintenance positions are full. DHCD requirements are one maintenance person per 70 units. The Director put out an RFP to local electricians for an electrician on call if needed. M-V Electrical from Acushnet was the only business to respond. They have worked previously with the Authority. Commissioner Manzone questioned if the Board takes a summer recess. After a discussion the Board agreed to a summer recess unless there was business that needed to be attended to.

Voted: Chairman Rousseau made a motion to take a summer recess and not have the August board meeting. Motion seconded by Commissioner Scanlon. Vote unanimous.

Future Agenda Items

Board meetings being broadcast live or recorded for future broadcast over the local cable network and online.

Adjournment

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

Respectfully submitted,

Kris Sheedy

Krisanne Sheedy
Executive Director

KS/kmm