

MINUTES

REGULAR MEETING

FAIRHAVEN HOUSING AUTHORITY

July 15, 2021

Chairman Rousseau called the Fairhaven Housing Authority Regular Meeting of July 15th, 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. Commissioner Ronnie Manzone arrived at 2:15 p.m.

STAFF: Krisanne Sheedy & Jo-Ann Turgeon

The minutes were recorded by Jo-Ann Turgeon.

Acceptance of the Minutes of the Regular Meeting of June 17th, 2021.

Voted: Commissioner Silveira made a motion to accept and place on file the Minutes of the Regular Meeting of June 17th, 2021. Motion seconded by Commissioner Scanlon. Vote unanimous.

Tenant/Public Participation/ Remote

Chairman Rousseau announced the meeting is available to the general public via remote and also in person.

Warrant & Operating Reports

Approval of the Warrant - Bills – June 18th, 2021 through July 9th, 2021

The Board reviewed the warrant for June 18th, 2021 through July 9th, 2021.

Voted: Commissioner Silveira made a motion to approve and place on file the warrant for bills from June 18th, 2021 through July 9th, 2021. Motion seconded by Commissioner Scanlon. Vote unanimous.

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

The Board reviewed the warrant for July 10th, 2021 through July 15th, 2021. Commissioner Rousseau asked if the Authority was finished with Armstrong Cleaning. The Director stated they were finished as of June 30th. Commissioner Silveira asked if the Authority was still doing business with New Bedford Pest Control. The Director stated she is holding on to them a little bit longer. Commissioner Scanlon asked what a forced logic press kit was. Director Sheedy stated it was a tool that pinches the pipes to cut off the water supply in order to make repairs to the kitchens or bathrooms.

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

June Tenant Aging and Credit Account Balance Reports

The Board reviewed the Tenant Account Aging and Credit Account Balance Reports for June 30th, 2021. Chairman Rousseau asked what the 90 day outstanding balance is for \$273.00. The Director stated it was damage caused by a tenant and they have been making relatively small but regular payments.

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

Utility Usage & Expense Spreadsheets

The Utility Usage & Expense Spreadsheets for June 2021 were reviewed by the Board. The Director informed the Board that everything is as expected with nothing out of the ordinary.

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

Quarterly Cash Forecast

The Director stated the quarterly cash forecast reflects the new bank accounts and accompanying that report is a breakdown of the solar income that is received. It is now called the administrative account. The old Southern Mass Credit Union savings account has been transferred to Baycoast Bank and the Authority now has an 18 month CD account with a .64% rate of return. Chairman Rousseau questioned whether the CD was for 15 months as stated on the report or for 18 months. The Director will double check and let the Board know.

Voted: Commissioner Scanlon made a motion to accept and place on file the Quarterly Cash Forecast. Motion seconded by Commissioner Silveira. Vote unanimous.

Vacancy & Timing Report for June

The Director informed the Board the Authority is still processing vacancies at other buildings. There will be another vacant unit going offline at Oxford Terrace at the end of the month for a total of ten. Some of the Cottages are having problems with odor and moisture and one potential tenant decided to refuse an available

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apartment. The Authority is going to extra lengths to clean the unit and address the moisture concerns with a de-humidifier. She is beginning to think about putting in air source heat pumps at the Cottages. Chairman Rousseau informed the Board the Authority might take into consideration replacing the heating system with a gas fired hot air system which lends itself to central air and dehumidifiers. He is very skeptical about air source heat pumps after experiencing many problems with them at Oxford Terrace. He suggests doing some serious homework before committing to another heat pump project. The Authority has spent a lot of money maintaining the heat pumps at Oxford, cleaning them and replacing filters along with condensation issues. The thermostat is confusing to the tenants also.

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

Fenton Ewald & Associates – May 2021 Financials

Director Sheedy stated that the analysis of the non-routine expenses on the last page of the report was better allocated to line items that were not anticipated but have incurred costs. She needs to work a little closer with the accountant who has been in and out of the hospital. Chairman Rousseau wanted it noted that the Authority allocated \$25,000 for Oxford Terrace heat pump maintenance.

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

Fenton Ewald & Associates – June 2021 Financials

The Fenton Ewald & Associates June 2021 Financials were reviewed by the Board. The Director stated nothing has changed much from the May 2021 Financials.

Voted: Commissioner Alfonso made a motion to accept the June 2021 Fenton Ewald & Associates Financials. Motion seconded by Commissioner Manzone. Vote unanimous.

Old Business

Security @ Complexes

The Director informed the Board the police were called in at the Cottages. She is working on the problem, stating this is an ongoing situation. Chairman Rousseau asked if any violations have been discovered on the mobile camera, such as people smoking. The Director stated no one has been caught and is hoping tenants will report it. The office received two reports regarding a tenant smoking and they have been put on notice and are aware the complaints are on file.

Old Business

Pest Control

Director Sheedy stated that there is nothing out of the ordinary other than getting the traps re-baited. Chairman Rousseau asked how close to a service agreement the Authority is with Waltham Pest. The Director stated she will run both New Bedford Pest and Waltham Pest for a short time. The Board suggested posting a reminder in the newsletter for tenants not to touch or handle the bait boxes.

Old Business

Bicycle Storage.

The Director stated there is nothing to report.

Old Business

Mass NAHRO Lawsuit-Update

Director Sheedy informed the Board the Motion to Dismiss filing that was going in front of the courts has been re-scheduled so nothing new has happened.

Old Business

POD MOU w/FHVN BOH

The Director informed the Board there is nothing new to report.

Old Business

Smoking

Director Sheedy informed the Board there is an issue at Anthony Haven where a tenant has been put on notice along with a follow up letter. The Regional Attorney for the Authority, Pat Grace, is retiring. DCHD is not hiring another single attorney but they are going to give Authorities a choice of two or three different firms. The Director let Pat Grace know she hired someone else to help with evictions.

Old Business

MOD Phase Project - Update

The Director informed the Board that Winslow Architects is close to submitting 100% construction docs to DHCD. They are waiting for the estimators to finish as they are two weeks behind with the estimates. Winslow

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Architects will submit the construction docs to DHCD as soon as they receive them and then DHCD will review them along with the relocation plan from HOU.

Old Business**Personnel Policy – Juneteenth Update**

A revised personnel policy was given to the Board to include the Juneteenth holiday for review.

Voted: Commissioner Manzone made a motion accept the revised policy. Motion seconded by Commissioner Alfonso. Vote unanimous.

Old Business**Anthony Haven Fence Replacement**

Director Sheedy stated as soon as the construction materials are delivered, the fence will be installed, probably by the end of July.

New Business**Annual Plan**

The Director informed the Board the annual Plan is a new process that began last year and DHCD expects all Authorities to do this annually. It is an annual plan that includes the budget, a capital improvement project list, details about preventative maintenance and regular maintenance. It was given to the Board last year, and the Director hopes to have the new plan for year two available August 1st. The Board gets to review the capital improvement plan and make any changes. It also has to be available to the public, posted at all of our buildings, posted on the website and the Authority also has to have a public hearing. The public hearing will occur at the same time as the September 16th board meeting. The plan has to be finalized and submitted by October 31st.

New Business**Fire Hydrants**

DHCD is asking for local housing authority owned fire hydrants to be serviced, maintained and tested. DHCD is asking each housing authority to have a service contract in place to maintain the hydrants, including flow testing and lubrication of stems, caps, plugs and threads. Proof of this existing contract will be required in the upcoming Performance Management Review. Testing and maintenance must be reflected in the Authority's preventive schedule of work. The Authority is also responsible for clearing ice and snow around all Authority owned hydrants. The Director will be making some calls in the near future to hire a private contractor to service the hydrants for the Authority.

New Business**Town Policy-Televised/ Recorded Board Meetings**

The Director stated there is a town department head meeting on July 29th. Director Sheedy does not know if there will be any conversation regarding the televised/recorded board meetings.

Voted: Commissioner Scanlon made a motion to keep the topic on the agenda. Motion seconded by Commissioner Manzone. Vote unanimous.

Tabled Items

None.

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

The Board reviewed the FHA July 2021 newsletter. There was no Mass NAHRO July newsletter.

The Director informed the Board a separate notice went out to Oxford tenants that the power will be out on Tuesday, July 20th. The Authority will have coffee and sandwiches available in the common areas that day. The Authority is trying to get Coastline Elderly Services to do a cookout in August. The ice cream truck will also be back at Oxford and the other buildings.

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

Items/Documents/Forms Not Anticipated

None.

Directors Report – July 15th, 2021

The Board reviewed the Executive Director update dated July 15th, 2021.

Voted: Commissioner Scanlon made a motion to accept and place on file the Director's Report for July 15th. Motion seconded by Commissioner Manzone. Vote unanimous.

Questions or Concerns of Commissioners

None.

Future Agenda Items

None.

Adjournment

Voted: Commissioner Scanlon made a motion to adjourn at 3:15 p.m. Motion seconded by Commissioner Manzone. Vote unanimous.

Respectfully submitted,

Kris Sheedy

Krisanne Sheedy
Executive Director

KS/jt