

## MINUTES

### REGULAR MEETING

### FAIRHAVEN HOUSING AUTHORITY

November 18, 2021

Chairman Rousseau called the Fairhaven Housing Authority Regular Meeting of November 18, 2021 to order at 2:00 p.m.

**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.

Chairman Rousseau stated the Board meeting is available to the general public in person or via remote.

#### **Acceptance of the Minutes of the Regular Meeting of October 21, 2021.**

**Voted: Commissioner Silveira made a motion to accept and place on file the Minutes of the Regular Meeting of October 21, 2021. Motion seconded by Commissioner Scanlon. Vote unanimous.**

#### **Tenant/Public Participation/ In Person or Remote**

Chairman Rousseau noted that there is access to the meeting in person or remotely via Go To Meeting.

#### **Warrant & Operating Reports**

##### **Approval of the Warrant - Bills - October 22<sup>nd</sup>, 2021 through November 12<sup>th</sup>, 2021**

The Board reviewed the warrant for October 22<sup>nd</sup> 2021 through November 12<sup>th</sup>, 2021. Commissioner Silveira asked about the invoice from Dormakaba USA, Inc. The Director stated the Authority purchases transmitters for the exterior doors for tenants that have difficulty with their keys.

**Voted: Commissioner Silveira made a motion to approve and place on file the warrant for bills from October 22<sup>nd</sup>, 2021 through November 12<sup>th</sup>, 2021. Motion seconded by Commissioner Alfonso. Vote unanimous.**

##### **Approval of the Warrant - Bills - November 13<sup>th</sup>, 2021 through November 18<sup>th</sup>, 2021.**

The Board reviewed the warrant for November 13<sup>th</sup>, 2021 through November 18<sup>th</sup>, 2021. Chairman Rousseau asked about the KP Law invoice for \$1057.50. Director Sheedy stated the invoice is for an ongoing eviction. Commissioner Silveira asked about the invoice for \$325.00 from Pat Grace. The Director stated she did some training for the new office hire.

**Voted: Commissioner Alfonso made a motion to approve and place on file the warrant for bills from November 13, 2021 through November 18<sup>th</sup>, 2021. Motion seconded by Commissioner Scanlon. Vote unanimous.**

#### **October 2021 Tenant Aging and Credit Account Balance Reports**

The Board reviewed the Tenant Aging and Credit Account Balance Reports for October, 2021. Director Sheedy informed the Board there are a number of accounts that have since been paid. One account is in legal proceedings with the Authority and the other one the Authority is trying to resolve with the conservative. Commissioner Alfonso asked if a late fee is charged if a tenant is late with the rent. The Director stated a \$25.00 late fee is charged every 30 days a tenant is late with the rent. Commissioner Alfonso asked what happens after a tenant is 90 days late. The Director stated she has a conversation with the tenant to see if a repayment agreement can be made but if there is no response or cooperation from the tenant, a thirty day notice to quit is issued to the tenant. The Director stated everything is normal regarding the October 2021 Accounts Receivable Credit Balances.

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

**Voted: Commissioner Alfonso made a motion to accept and place on file the Credit Account Balance Report for October, 2021. Motion seconded by Commissioner Silveira. Vote unanimous.**

#### **October 2021 Breakdown of Vacancy Numbers and Timing**

Chairman Rousseau asked if the accountant had a chance to review the numbers. Director Sheedy informed the Board accountant Christine Landry will be at the December meeting to go over the numbers.

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

**Utility Usage and Expense Report - October 2021**

The Board reviewed the Utility Usage and Expense Report for October 2021. Chairman Rousseau was concerned about the excessive water usage in Building 3. Water consumption is much higher than the other buildings with the same amount of units. The Director stated Tom Caron went over to see if any repairs could be done to reduce the water usage. She will have him go back to Building 3. Chairman Rousseau also commented on the high water usage at 32 and 42 Ash Street. The Director stated 32 and 42 Ash Street might have had an approved extra person residing there. Commissioner Alfonso noted the water usage is much higher at Dana Court than Oxford Terrace with less apartments.

**Voted: Commissioner Alfonso made a motion to accept and place on file the Utility Usage and Expense Report for October 2021. Motion seconded by Commissioner Scanlon. Vote unanimous.**

**Fenton, Ewald & Associates - October 2021 Financials**

The Board reviewed the October financials from Fenton, Ewald and Associates. Chairman Rousseau asked how the mailbox and key system at Dana Court is coming along. The Director asked the Regional Capital Assistance Team (RCAT) about it but she is not getting a response. Chairman Rousseau asked about the dumpster enclosures. The Director stated Anthony Haven will be done when the parking lot is complete. Oxford Terrace and Dana Court are done but McGann Terrace needs to be completed. Chairman Rousseau noted the Authority has expended \$179,469.49 out of the \$209,500 that was budgeted. The items that have not been completed will exceed the \$30,000 that the Authority has left. Director Sheedy informed the Board the remaining items that need to be completed will not be done before the budget completes for the year, it will be carried over to the next budget. Chairman Rousseau commented about the Equipment Account, not purchasing the leaf vacuum attachment, the welder and the staging although the Authority budgeted for those items. The Director stated the Authority just has not had the time.

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

**Old Business**

**Security @ Complexes**

The Director informed the Board that everything is quiet. Cameras are reviewed by maintenance if the complaint is reasonable and there is a time frame in which they can look at the footage. Chairman Rousseau suggested putting up more signage. Commissioner Alfonso agrees more signage is necessary.

**Old Business**

**Pest Control**

The Authority had many complaints about ants. There was one case of cockroaches and one case of bed bugs but they have since been treated. The Director reported there was activity showing in the bait boxes.

**Old Business**

**Bicycle Storage.**

The Director stated there is nothing new to report.

**Old Business**

**Mass NAHRO Lawsuit-Update**

Director Sheedy stated Mass NAHRO went before the judge who heard arguments from both sides. The judge took it under advisement and no decision has been made yet.

**Old Business**

**POD MOU w/FHVN BOH**

The Director stated there is nothing new to report.

**Old Business**

**Smoking**

The Director reported there were a few complaints made regarding tenants smoking. DHCD listed six or seven different attorneys for authorities to choose from since Pat Grace has retired. She has not chosen a law firm yet but is working with KP Law at the moment. The Director is partial to Curley & Curley who did some work for the Authority in the past.

**Old Business****ModPhase Project - Update**

DHCD did not agree with the Authority's choice of options and went with the more expensive one. The Director met with John Winslow and the relocation specialist to see how the project will go forward. The relocation plan has to be submitted and approved by the state and tenant meetings have to be scheduled. The Board discussed the empty units to be used as "hotel units" and the handicapped units. Final construction docs are being submitted to the state for review and approval. If everything goes according to plan, the project could go out to bid in early January, contracts signed and processed probably in February and construction could start in the spring of 2022. The Authority has 12 units offline but the concern is the handicap units. There are no handicap units available. The tenants will probably have to be put up in a hotel for about fourteen weeks. Chairman Rousseau stated the Authority factored in the cost of the relocation specialist, about \$300,000, but not the cost of placing the tenants in hotels for fourteen weeks. This will push the expense to the Authority well over the \$300,000. Director Sheedy stated the \$300,000 was also for maintaining the vacant units but the cost will be more likely around \$500,000. The other thing that was decided was the Authority needed to begin keeping units vacant in other locations. The generator that is being proposed will handle both elevators in case of a power outage. The Director is happy that the state has committed more money to the project than she thought they would. The base bid is to do wings A,B, D & E. The only wing that is not part of the base bid is wing C but it is included in "Alternate Option #2. Alternate Option #1 is horns and strobes and Alternate Option #3 is a full building generator. These things can be bid on if the base bid is low enough and if the state has funding to cover the cost. Chairman Rousseau doubts this will happen as building costs are very high, stating he will be surprised if the Authority gets a bid that comes out on budget.

**New Business****On Call Policy**

Director Sheedy submitted a draft of an On Call Policy for the Board to review. She hopes this will address concerns that seem to be happening from time to time with the on call staff. There are four full time maintenance staff employees but three are "maintenance mechanics" that are required to take "on call" from Friday afternoon until the following Friday. Each one is required to take the on call phone every third week. In an attempt to lay out how this will happen going forward, she has laid out a new draft policy. Chairman Rousseau explained the policy is being created in order to have an even playing field where everyone shares an equal responsibility as far as being on call. This will create a schedule where each employee will be responsible for those particular weeks of coverage. Changing the weeks scheduled will have to be approved by the Director and mutually agreed upon by the employees involved in the change. He would like to see the policy adopted. Commissioners discussed in detail back up issues, the number of calls they receive during on call duty and what happens if they do not agree with the new policy. Commissioner Silveira stated when the fourth maintenance person was hired it was with the understanding that she would learn. The Director stated hiring someone outside the Authority would not make the tenants comfortable and the policy is not 100% foolproof.

**Voted: Commissioner Scanlon made a motion to adopt the new On Call Policy as presented. Motion seconded by Commissioner Alfonso. Vote unanimous.**

**New Business****Space Heater Policy**

The Director gave a Board a notice from DHCD regarding the dangers of portable heaters in public housing and drafted a Space Heater Policy for the Board to review. The policy prohibits using a space heater unless the Authority has to install one in an emergency. Chairman Rousseau stated DHCD did not say in the notice exactly what the Authorities should be using. The question he would ask a Facilities Management Specialist would be what specific type of space heater is allowed. When the new boiler system was installed at McGann Terrace, the contractor purchased 25 space heaters and the Authority has been using them in case one is needed in an apartment. They are not the oil filled radiators. Chairman Rousseau would like the Safety Use & Guidelines for Space Heaters included in the Space Heater Policy. If a space heater is needed in an apartment, this should be given to the tenant. The Director added the draft policy will be amended to include the Safety Use and Guidelines for Space Heaters from the National Fire Protection Association.

**Voted: Commissioner Scanlon made a motion to adopt the new draft policy regarding space heaters. Motion seconded by Commissioner Silveira. Vote unanimous.**

**Tabled Items**

None.

**Communications/Correspondence****November 2021 Newsletters**

Chairman Rousseau noted there is an article regarding Jo-Ann Turgeon's retirement. Chairman Rousseau thanked her for her 14 ½ years of service and hopes she enjoys her retirement. He added the Thanksgiving

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holiday is coming up and would like to go over the Thanksgiving, Christmas and New Year holidays with the Board.

**Voted: Commissioner Silveira made a motion to give the employees the day before Thanksgiving off. Motion seconded by Commissioner Scanlon. Vote unanimous.**

**Voted: Chairman Rousseau made a motion to give the Monday after Christmas, December 27<sup>th</sup> off to employees. Motion seconded by Commissioner Alfonso. Vote unanimous.**

**Voted: Commissioner Alfonso made a motion to give the Monday after New Years Day, January 3<sup>rd</sup> off to employees. Motion seconded by Commissioner Silveira. Vote unanimous.**

**Items/Documents/Forms Not Anticipated**

Nothing at this time.

**Director's Report – November 18, 2021**

**Voted: Commissioner Silveira made a motion to accept and place on file the November 18, 2021 Director's Report. Motion seconded by Commissioner Scanlon. Vote unanimous.**

**Questions or Concerns of Commissioners**

Commissioner Alfonso would like it noted that the maintenance crew did a great job picking up all the tree limbs and branches that had come down during the recent storm. She would also like it noted in an upcoming newsletter that overnight visitors need to be reported to the office.

**Future Agenda Items**

None.

**Adjournment**

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

Respectfully submitted,

*Kris Sheedy*

Krisanne Sheedy  
Executive Director

*KS/jt*