

MINUTES

REGULAR MEETING

FAIRHAVEN HOUSING AUTHORITY

January 20th, 2022

Chairman Rousseau called the Fairhaven Housing Authority Regular Meeting of January 20th, 2022 to order at 2:07 p.m.

PRESENT: Chairman Jean Rousseau, Commissioner Anne Silveira, Commissioner Carol Alfonso, Commissioner Ronnie Manzone.

ABSENT: Commissioner Marc Scanlon

STAFF: Krisanne Sheedy & Marianne Moore.

The minutes were recorded by Marianne Moore.

Acceptance of the Minutes of the Regular Meeting of December 16th, 2021.

Voted: Commissioner Silveira made a motion to accept and place on file the Minutes of the Regular Meeting of December 16th, 2021. Motion seconded by Commissioner Manzone. 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 – December 17th, 2021 through January 20th, 2022

The Board reviewed the warrant for December 17th, 2021 through January 20th, 2022. There were no questions or concerns addressed.

Voted: Commissioner Manzone made a motion to approve and place on file the warrant for bills from December 17th, 2021 through January 20th, 2022. Motion seconded by Commissioner Silveira. Vote unanimous.

Approval of the Warrant - Bills – January 15th, 2022 through January 20th, 2022.

The Board reviewed the warrant for January 15th, 2022 through January 20th, 2022. Chairman Rousseau asked about warrant # 26162 to BSC Group Inc., in the amount of \$2,753.32 and asked what pavement work was done at Anthony Haven. Director Sheedy advised that BSC Group is designing the paving renovations at Anthony Haven. Chairman Rousseau next questioned warrant # 26174 to Linda Lavigne for \$360.00. Director Sheedy advised that this was a visitor of a tenant, she slipped on turkey feces and broke her glasses. We reimbursed her for those glasses. Chairman Rousseau had a question on warrant # 26188 which is for rubbish removal. He asked if we are still using Frades and was advised by Director Sheedy that we are, Frades was bought out by Wheelabrator Inc. dba Winn Waste. Lastly, Chairman Rousseau had a question about warrant # 26156. Director Sheedy explained that this check for On the Go, was voided and reissued as it was never received by On the Go.

Voted: Commissioner Manzone made a motion to approve and place on file the warrant for bills from January 15th, 2022 through January 20th, 2022. Motion seconded by Commissioner Silveira. Vote unanimous.

December 2021 Tenant Aging and Credit Account Balance Reports

The Board reviewed the Tenant Aging and Credit Account Balance Reports for December, 2021. Director Sheedy advised the credit accounts were typical and that the Dental Insurance is paid in advance and taken off the account each month. She noted there is a credit from a tenant due to the overpayment of rent, and will readjust itself next month. Chairman Rousseau asked about 705 balance of \$1,460.00 and is 30 days overdue. Director Sheedy advised that can happen when they are paying in the beginning of the month and then it shows as due at the end of the month so it ends up balancing itself out. Director Sheedy also advised that the balance on 667-1 is from the tenant we currently have court proceedings with. Chairman Rousseau asked about the 667-2 balance of \$261.00 that is over 90 days overdue. Director Sheedy advised this is a repayment for a damage charge done by the tenant, and is being paid on monthly payment plan until paid in full.

Voted: Commissioner Alfonso made a motion to accept and place on file the Tenant Aging Report and Credit Account Balance Report for December, 2021. Motion seconded by Commissioner Manzone. Vote unanimous.

December 2021 Breakdown of Vacancy Numbers and Timing

The Board reviewed the Breakdown of Vacancy Numbers and Timing for December 2021. Chairman Rousseau asked if we will be adding any more. Director Sheedy informed the Board that we will and they have been coming in. She advised that we are placing them all off line and are being held as hotel units for the ModPhase project. She stated that it is not just Oxford vacancies, but vacancies in all the 667 developments. She stated that we would like to see some tenants make permanent moves to other sites, however no volunteers yet. Commissioner Alfonso asked what the required number of offline units were needed for the ModPhase as there is 18 on the report. Director Sheedy advised it is 24 units. Commissioner Alfonso also had a question on what is

the keyed, rekeyed part of the report. She asked if we have a problem with tenants not returning keys when they leave. Chairman Rousseau explained that units are rekeyed when a tenant moves out. Director Sheedy stated that we look for the keys to be returned as a show of finality.

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

Utility Usage and Expense Report - December 2021

The Board reviewed the Utility Usage and Expense Report for December 2021. Director Sheedy advised that the Town went out to Dana Court and found no issues with the meters. She advised that we are going to go into the units and check each water device individually. Director Sheedy explained that with the Holidays, and recent Covid surge we haven't lined anything up, however with Covid #'s declining we expect to do it soon.

Voted: Commissioner Manzone made a motion to accept and place on file the Utility Usage and Expense Report for December 2021. Motion seconded by Commissioner Silveira. Vote unanimous.

Current Cash Forecast

The Board reviewed the Current Cash Forecast and Solar Income ledger. Chairman Rousseau stated it was pretty straight forward, but would like to see more interest on our principle. Director Sheedy introduced Christine Landry, who is our accountant from Fenton, Ewald and Associates. Ms. Landry said it is normal from what she has been seeing across the board with other housing authorities. Director Sheedy pointed out that the Solar Income is included in the cash forecast under the non admin account that is no longer technically recorded on the books, as it is its own separate entity. Ms. Landry pointed out that this is because it is not related to the tenants but rather the Authority. Director Sheedy confirmed we have 2 Host Agreements, 1 Solar Farm and Solar Panels. Ms. Landry stated that the 2 Host Agreements revenue is in a separate fund that is designated for special projects. It is also used to help fund salary increases. Chairman Rousseau asked if the accumulated amount of \$206,655.01 in the admin account is the solar credits that we accumulated over time. Ms. Landry replied that it was not and that it actually a special stipend that you get from hosting. Director Sheedy clarified to Chairman Rousseau that the solar income is on the solar income enclosure and that the administrative line on the cash forecast enclosure, which is the amount he is referencing, is actually called the revolving fund and is a combination of monies that are earned that we pay bills for both 705 and 667. Director Sheedy explained in essence this is the checking account. Director Sheedy stated that the solar account has \$147,000.00 to date and not all of November or December has been added, and once they are we will have a complete picture of our actual earnings from solar initiatives.

Voted: Commissioner Manzone made a motion to accept and approve the Current Cash forecast. Motion seconded by Commissioner Silveira. Vote unanimous.

Fenton, Ewald & Associates – Budget

Accountant Christine Landry presented the 2022 Budget which is noted on handout as December 31, 2021 Budget. She explained that this projection was done based on the November 2021 numbers by annualizing them. Chairman Rousseau stated on the first page he noticed on line 4130 legal, there was the 350% increase in legal expenses. Ms. Landry explained that this increase is because our Attorney retired and she was pro bono. Our budget last year was for \$2000.00, this year it is \$9000.00 and DHCD has allotted a \$7000.00 stipend for legal expenses. So they would be paying the first \$7000.00 so nothing has really changed since last year. Director Sheedy advised that that she has questions for DHCD as far as how funds are allocated and about legal things regarding the participation agreement. She did connect with a legal person from DHCD who was supposed to answer her questions and set up trainings, but to date has not. She also added that we are allowed to pick our own Attorney, and do not have to use theirs. Chairman Rousseau stated the next question he had was on line 4170 Administrative Other, which shows a 4.6% increase. Director Sheedy stated that this is to cover the new language access plan we are required to have. She is working on it as it's possibly a state, local or national contract, nothing has been finalized. She added that the budget guidelines do allow us a 4% line item increases. Ms. Landry advised that for those not familiar with the budget process, DHCD sets guidelines on everything but utilities, this is called a cap or allowable non-utility expenses. Chairman Rousseau asked if we can go back to the first page, line 4510 under insurance and asked about the decrease. Ms. Landry stated that there was an error in the prior budget, and that this is the corrected projection. Ms. Landry advised that this year DHCD gave us a 4% increase across the board. She referenced page 2, line 3, the amount of \$1,044,648.00 is the new number. She then showed on page 1 where it fit in. She also referenced that we have gone over budget \$112,000.00, but have reserves that are way over the DHCD guidelines so we are allowed to do that. She went on to explain the direct reimbursement for the RSC grant for \$40,000.00. The decrease in admin salary changes are due to a retirement. She noted solar income is used for Admin Salaries. Chairman Rousseau stated that he noticed a 5% increase in the Executive Director position and asked if that was from DHCD. Director Sheedy responded that it may have been on the Directors report, but she emailed that it is not reflected in the budget, as DHCD did not want to incorporate as the Executive Director Salary schedule has formally not been issued. Ms. Landry advised that we will not need to do a budget revision for, it just couldn't be added until it was submitted. Ms. Landry then explained the Projections of Income, Loss Income and Extraordinary Maintenance and remainder of report.

Voted: Commissioner Manzone made motion to accept and place on file the Proposed Operating Budget for the state aided housing of the Fairhaven Housing Authority, Chapters 667 & 705, Program 400-1, Fiscal Year Ending December 31st, 2022; showing total revenue of \$1,594,682.00 account number 3000; with total expenses of \$1,521,950.00 account number 4000; thereby requesting a subsidy of \$47,000.00 account number 3801; and further that the Executive Director's total annual salary of \$87,927.00 for the fiscal year ending December 31st, 2022 be submitted to the Department of Housing & Community Development for its review and approval. Motion seconded by Commissioner Silveira.

Roll call Vote: Chairman Rousseau Yes, Commissioner Silveira Yes, Commissioner Alfonso Yes, Commissioner Scanlon Absent & Commissioner Manzone Yes. Vote Unanimous.

Fenton, Ewald & Associates - Contract

The Board reviewed the state contract from Fenton, Ewald and Associates for the period of January 1, 2022-December 31, 2022. Commissioner Manzone addressed that the contract needs correction to add gender identity under MA State Law. Ms. Landry advised she would have the correction made.

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

OLD BUSINESS

Old Business

Security @ Complexes

Director Sheedy stated that it's been quiet. Commissioner Alfonso asked if there has been any update on signage regarding cameras. Director Sheedy advised we have received sign and decals, the signs are a bit smaller than expected. She advised maintenance will be putting them up.

Old Business

Pest Control

Director Sheedy reported that we have just one case of bed bugs, and when it seems to be resolved and it creeps back up. She said it is contained and continues being treated.

Old Business

Bike Storage

Director Sheedy reported nothing new to report.

Old Business

MassNAHRO Lawsuit-Update

Director Sheedy stated the MassNAHRO Lawsuit is still under advisement with the court and waiting on the Judge's decision. There is no projected date.

Old Business

POD MOU w/FHVN BOH

The Director stated that she spoke with David Flaherty and there is nothing on the immediate agenda. Chairman Rousseau stated that the Town of Fairhaven had a mask mandate that did not pass.

Old Business

Smoking

Director Sheedy reported that there is really nothing new, and that we seem to be receiving less complaints. We are asking tenants making complaints to put it in writing, but there is reluctance in doing so.

Old Business

ModPhase Project - Update

The Director informed the Board that items are being finalized, such as the design and finals approval. Once approved will be ready to go out to bid. If it is able to go out to bid in February we would be looking to approve during the March Board Meeting Contract will need to be drawn up, which is the State's responsibility. Director Sheedy thinks by April it should be all ready to go. Director Sheedy also advised we are starting to do more with the Relocation Plan, and lining up tenant meetings. The meetings are looking to be scheduled in February with at least 2 in person meetings and a Zoom. We also will be allowing family members. We will do what we can to keep it compliant for their safety because of Covid. Director Sheedy also stated with the relocation plan, we will be trying to keep tenants out of actual hotels. Chairman Rousseau suggested maybe something of an incentive plan for tenants to move into our other locations. He suggested one incentive may be free cable T.V for 6 months. Director Sheedy advised that she would run it by the relocation company to see if it's been done and if they think it's a good idea. Director Sheedy also informed the Board that the Relocation Company will have staff here during the project and will use the board room as office space. Chairman Rousseau also suggested that we may need to give extra attention to some of our most "neediest" residents during this time to make things a little easier. Director Sheedy added that they will all be well informed with notices and communications throughout the process, and the state approves the plan we submitted. She said some staff may also wear different hats during this project to ensure the coordination of it all runs smoothly. She added that the

mailboxes will stay the same, which saves a lot of confusion. Commissioner Alfonso asked if the board members could receive copies of the correspondents that goes out to the tenants so they stay informed. Director Sheedy agreed and stated that the Board will be mailed the correspondence given out to the tenants.

Old Business**Space Heater Policy**

The policy was given to the Fire Dept. for review and there was a line they would like added to the policy. Director Sheedy advised the policy has been updated. She also addressed concerns regarding the space heaters and that residents are only allowed to use them if there is a problem with their heat and they are the Authority's heaters. Each tenant will receive a copy of the New Space Heater Policy.

Voted: Commissioner Manzone made a motion to accept and place on the file the New Space Heater Policy. Motion seconded by Commissioner Silveira. Vote unanimous.

New Business**Annual Town Report**

Director Sheedy advised the Board that the report has been submitted to the town. It has not been published yet, so if anything needs to be added there is time. Commissioner Manzone stated she thought it was customary that the Chairperson signed the report. Director Sheedy stated that was fine, it has always been submitted with her signature, as no one ever brought it up. The Board agreed going forward they would have the Chairperson sign the Annual Report.

Refreshed Small Project Estimates

Director Sheedy advised she was able to get some revised and additional estimates on some of the projects we are looking at doing. She cited the 2 estimates we have for the hydrants, Century Paving and MHT. Century Paving came in quite a bit higher, she will double check with MHT to make sure they were using prevailing wages. She also contacted 2 other companies off the town list however they never responded, she can attempt again if needed.

Voted: Commissioner Manzone made a motion to accept estimate from MHT with the contingency they will be using prevailing wages. Motion seconded by Commissioner Silveira. Vote unanimous.

Commissioner Manzone had to excuse herself from the remainder of the meeting to attend an appointment at 3:30pm.

Chairman Rousseau stated that we have the same situation with the estimates for the glass replacement project with Guido's and Door & Glass Innovations. Guido's estimate is lower and would like to see a motion that we go ahead with Guido's.

Voted: Commissioner Silveira made a motion to accept estimate from Guido's. Motion seconded by Commissioner Alfonso. Vote unanimous.

Director Sheedy stated that we are working on all the key systems and mailboxes at Dana Court and All Security came out do the estimate which would be a separate key for the mailbox, the front door and their own units (3 keys total).

Tabled Items

None.

Communications/Correspondence**January 2022 Newsletters**

Chairman Rousseau noted that our Board Meeting start at 2:00pm, there was a typo that it started at 1:00pm in the Newsletter. He also noticed in the Laundry section it states please leave clean and shut the lights off. He stated if we need to have occupancy lighting sensors then we could have them installed. He said that Dave was coming out to look at the lights, and maybe he could just put them in. Director Sheedy stated that he has been out to see what can be changed and updated, he went to Oxford and Dana. He did say it may max out and we may need to pay some additional money towards it in the vicinity of 4-6 thousand dollars. He has not given final pricing, and plans to date. Chairman Rousseau stated that he really loved the look of the Newsletter and how nice and clear it was.

Items/Documents/Forms Not Anticipated

Director Sheedy stated that she just put out the form just released by DHCD (PHN 2022-01) that addresses the new COVID variant- Omicron. The notice talks about the spread and testing. Director Sheedy noted that she had been looking into purchasing test kits, however questions about accurate the tests are, and if the residents will be able to do them themselves has her leaning more on the free testing the government just announced they would be giving out. She advised Marianne and Kendra could assist residents that have not ordered them.

Director's Report – January 20th, 2022

Director Sheedy stated she forgot to put the garage project back on the report. Chairman Rousseau stated that he would like to see the project move forward after the MOD/PHASE project. Director Sheedy agreed it is needed, but may need to be dialed back. He advised that we may need to make adjustments to bring costs down to realistic expectations. Chairman Rousseau also noticed on the report there was no response from the town regarding the extra parking spaces at Anthony Haven. Director Sheedy stated that she just spoke with the town and it did go through with no issues. Commissioner Alfonso inquired about the install of cabinet bumpers, blown in installation and acoustic tiles for noise and complaints. Director Sheedy advised that it is for 2 apartments that are having neighbor to neighbor complaints, and we were exploring options because she prefers not to do transfers for these types of issues because there is no guarantee where they move there would not be a problem. Commissioner Alfonso questioned the cost and time for maintenance verse just doing a transfer. Director Sheedy advised that there are costs and time when involving transfers, such as prepping the vacant unit. She said we have had some success in resolving similar issues and would like to do everything we can before allowing a transfer. Chairman Rousseau also noticed in the report that a key and mailbox FOB system at Dana Court would cost around \$185,000.00. Director Sheedy said yes, it is really expensive and would like to go that route but money would be an issue right now. Chairman Rousseau stated that may be something we could look into in the future. He stated that there are some modern hotel locks that can be enable by Bluetooth. Director Sheedy pointed out issues with that would be not everyone has a phone, the phone would need to be charged at all times, and a lot of residents are not good with technology. She noted we have been looking into the key FOB System since she started with the Authority in 2008. Chairman Rousseau stated he also noticed there was an issue with noise complaints. Director Sheedy advised the issues are at Anthony Haven and Dana Court. Both developments are made with wood frame, vs Oxford that is cement. Chairman Rousseau asked what we are doing to resolve the issues. Director Sheedy stated that we are going to try the acoustic tiles to see if that helps. Chairman Rousseau asked about the new estimate for the relocation consultants for \$1.5 million dollars. Director Sheedy stated that was a rough number, and they are working on the final quote. She added right now it looks to be about 14 weeks that the tenants will be out of their apartment and it is only 2 a day so that could really elongate things. Chairman Rousseau stated that the incentives would really be helpful. He added that the project now is estimated at \$8.5 million dollars but he could see it going over.

Voted: Commissioner Alfonso made a motion to accept and place on file the January 20th, 2022

Director's Report. Motion seconded by Commissioner Silveira. Vote unanimous.

Questions or Concerns of Commissioners

Commissioner Alfonso states that she has some concerns regarding COVID. She stated that she has seen people sick, coughing sitting down in the community area watching TV and wanted to know if there was a way we could shut those areas down for a few weeks. Director Sheedy advised that we did do that the last time and got a lot of push back, however she is considering doing it again. She has heard a lot of residents are gathering without masks. We have had some cases, and thankfully everyone has been ok. Commissioner Alfonso stated that even if it's a short time until the coughs go away. Chairman Rousseau stated that he has heard that the Omicron is slowing down. Director Sheedy doesn't disagree, we just have a really hard time controlling the tenants because they have had a lot of isolation and just want to be social in the only place they can. She also stated we also can't enforce a mask mandate, and try to get them to wear their masks but it's hard to get them to put it on.

Director Sheedy said we continue to get PPE supplies and distribute. She stated that we just gave each resident a bag with wipes, a mask and hand sanitizer. Chairman Rousseau asked if residents should be told to bring shot records to our vaccine clinics. Director Sheedy advised all that is all set ahead of time and if any paperwork is needed we make them away.

Future Agenda Items

None

Adjournment

Voted: Commissioner Alfonso made a motion to adjourn at 4:01 p.m. Motion seconded by Commissioner Silveira. Vote unanimous.

Respectfully submitted,

Kris Sheedy

Krisanne Sheedy
Executive Director

