

## MINUTES

**REGULAR MEETING**

**FAIRHAVEN HOUSING AUTHORITY**

**February 17, 2022**

Vice Chairman Silveira called the Fairhaven Housing Authority Regular Meeting of February 17<sup>th</sup>, 2022 to order at 2:01 p.m.

**PRESENT:** Vice Chairman Anne Silveira, Commissioner Carol Alfonso, Commissioner Ronnie Manzone.

**ABSENT:** No one.

**STAFF:** Krisanne Sheedy & Kim Marie McArdell.

The minutes were recorded by Kim Marie McArdell.

**Acceptance of the Minutes of the Regular Meeting of January 20<sup>th</sup>, 2022.**

**Voted: Commissioner Alfonso made a motion to accept and place on file the Minutes of the Regular Meeting of January 20<sup>th</sup>, 2022. Motion seconded by Commissioner Manzone. Vote unanimous.**

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

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

### **Warrant & Operating Reports**

#### **Approval of the Warrant - Bills – January 21<sup>st</sup>, 2022 through February 11<sup>th</sup>, 2022**

The Board reviewed the warrant for January 21<sup>st</sup>, 2022 through February 11<sup>th</sup>, 2022. Vice Chairman Silveira questioned why the On the Go Take Out & Catering Check was voided and reissued. Director Sheedy explained the invoice did not have the correct mailing address and the payment was not received.

**Voted: Commissioner Alfonso made a motion to approve and place on file the warrant for bills from January 21<sup>st</sup>, 2022 through February 11<sup>th</sup>, 2022. Motion seconded by Commissioner Manzone. Vote unanimous.**

#### **Approval of the Warrant - Bills – February 12<sup>th</sup>, 2022 through February 17<sup>th</sup>, 2022.**

The Board reviewed the warrant for February 12<sup>th</sup>, 2022 through February 17<sup>th</sup>, 2022. Vice Chairman Silveira questioned the Staples Credit Plan payment. The Director explained that we use the Staples credit card for quick in town purchases when we cannot wait for a W.B. Mason delivery. Commissioner Alfonso questioned the Excel Elevator payment. Director Sheedy explained the cost was for a Sunday overtime repair. Commissioner Alfonso also questioned the Interstate All Battery Center payment regarding the battery rebuild for the emergency lights at Dana Court and the Comcast Business Payment. The Director informed the Board the Fairhaven Fire Department did a building inspection and determined the batteries needed to be replaced. The Comcast Business payment is for the internet for the Oxford Terrace security cameras.

**Voted: Commissioner Manzone made a motion to approve and place on file the warrant for bills from February 12<sup>th</sup>, 2022 through February 17<sup>th</sup>, 2022. Motion seconded by Commissioner Alfonso. Vote unanimous.**

### **January 2022 Tenant Aging and Credit Account Balance Reports**

The Board reviewed the Tenant Aging and Credit Account Balance Reports for January, 2022. Vice Chairman Silveira questioned the 667-1 balance of \$1,739.00.00 and the 667-2 balance of \$301.00. Director Sheedy informed the Board the 667-1 balance of \$1,739.00 is in legal proceedings for eviction with the Authority and the 667-2 balance of \$301.00 is a damages charge being paid on monthly. The Director informed the Board all other balances are paid. Director Sheedy stated everything is normal regarding the January 2022 Accounts Receivable Credit Balances.

**Voted: Commissioner Alfonso made a motion to accept and place on file the Tenant Aging Report for January, 2022. Motion seconded by Commissioner Manzone. Vote unanimous.**

**Voted: Commissioner Alfonso made a motion to accept and place on file the Credit Account Balance Report for January, 2022. Motion seconded by Commissioner Manzone. Vote unanimous.**

### **January 2022 Breakdown of Vacancy Numbers and Timing**

The Board reviewed the Breakdown of Vacancy Numbers and Timing for November 2021. The Director informed the Board once the Authority has reach the twenty-four needed vacancies for the ModPhase project at Oxford Terrace any new vacancies will be leased.

**Voted: Commissioner Alfonso made a motion to accept and place on file the Breakdown of Vacancy Numbers and Timing Report for January 2022. Motion seconded by Commissioner Manzone. Vote unanimous.**

**Utility Usage and Expense Report - January 2022**

The Board reviewed the Utility Usage and Expense Report for January 2022. Director Sheedy informed the Board everything is as expected.

**Voted: Commissioner Alfonso made a motion to accept and place on file the Utility Usage and Expense Report for January 2022. Motion seconded by Commissioner Manzone. Vote unanimous.**

**Fenton, Ewald & Associates – December 2021 FY Year End Financials & Certifications**

The Board reviewed the December 2021 FY Year End Financials & Certificates. Vice Chairman Silveira, Commissioner Alfonso and Commissioner Manzone signed the Certification of Compliance with Notification Procedures for Federal and State Lead Paint Laws, the Certification of Top Five Compensation Form, and the Certification of Year End Financial Statements and Tenants Accounts Receivable Data certificates.

**Voted: Commissioner Alfonso made a motion to approve and place on the file the Fenton, Ewald & Associates December 2021 FY Year End Financials, the Notification Procedures for Federal and State Lead Paint Laws Document, and the Top Five Compensation Form. Motion seconded by Commissioner Manzone. Vote unanimous.**

**Fenton, Ewald & Associates – DHCD Executive Director Salary Schedule**

The Board reviewed the DHCD Executive Director Salary Schedule. After a discussion the Board agreed on the New Executive Director Salary of \$93,173.00 effective January 1<sup>st</sup>, 2022. They also agreed to the 5% increase for 2023 and the 2% increase for 2024 and each year after until a new DHCD Executive Director Salary Schedule is provided by the State.

**Voted: Commissioner Manzone made a motion to approve and place on the file the DHCD Executive Director Salary Schedule and the salary of \$93,173.00 as calculated for Executive Director Krisanne Sheedy. Motion seconded by Commissioner Alfonso. Vote unanimous.**

**Old Business****Security @ Complexes**

The Director informed the Board security issues have been relatively quiet.

**Old Business****Pest Control**

Director Sheedy stated there are no new pest control issues.

**Old Business****Bicycle Storage.**

The Director informed the Board that she spoke with the State and they need to know how the Authority is going to reduce the scope of work for the maintenance garage, once that is decided, they will issue a refreshed work order for the architect to start over and redesign the project. Director Sheedy will meet with Tom to discuss what can be done to reduce the scope of work. Commissioner Alfonso would like to change the Bicycle Storage topic on the agenda to Maintenance Garage with Bicycle Storage.

**Old Business****MassNAHRO Lawsuit-Update**

Director Sheedy stated the MassNAHRO Lawsuit is still under advisement with the court and waiting on the Judge's response.

**Old Business****POD MOU w/FHVN BOH**

The Director stated there is nothing new to report. Commissioner Manzone would like to remove the POD MOU w/FHVN BOH topic from the agenda.

**Voted: Commissioner Manzone made a motion to remove the POD MOU w/FHVN BOH topic from the agenda. Motion seconded by Commissioner Alfonso. Vote unanimous.**

**Old Business****Smoking**

Director Sheedy reported the smoking is worse due to the bad weather. There is a particular complaint of smelling marijuana smoke. The Resident Services Coordinators have had presentations from dispensaries for other forms of cannabis products. The Director spoke with Lt. Sabral of the Fairhaven Police Department about hiring a detail to walk through the buildings after business hours and weekends. Unfortunately smoking in the Housing Authority buildings is not a criminal offense and the officers would only be able to give a report. They cannot even knock on apartment doors.

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

The Director informed the Board that Housing Opportunities Unlimited has completed three in person and one zoom tenant information meetings. They will be putting together answers to the most frequently asked questions from the meetings to be distributed to the tenants. In March they will begin meeting individually with the tenants to start the assessments needed for their relocations. The most important fact stressed is that all tenant questions and concerns must go through Housing Opportunities Unlimited and not the Fairhaven Housing Authority Staff. Also the State has found that stacking the handicap units will save around \$200,000.00. The project should hopefully begin in August or September and take fourteen weeks per wing.

**New Business****Language Access Plan & Fair Housing Plan – Drafts - Informational**

Director Sheedy gave the Board drafts of the two new plans/policies that will need to be formally approved once they are finalized. These templates are for the Board to begin reviewing. The Director will add all of the specific details and vendors as required and have the completed plans/policies on the agenda for the April or May meeting, when there is a more complete Board.

**Tabled Items**

None.

**Communications/Correspondence****February 2022 Newsletter**

Commissioner Manzone thought the piece on Chairman Rousseau was very nice and tastefully done.

**Items/Documents/Forms Not Anticipated**

None.

**Director's Report – February 17<sup>th</sup>, 2022**

The Director informed the Board she has filled out and returned the form informing DHCD about the vacant State appointment to the Board. She is hoping to hear something from them soon, but knows it can take them a very long time to act on these vacancies. As they often look to the Housing Authority to provide candidates Director Sheedy has spoken to Ann Sylvia of the Council on Aging and she is considering it. The Director is also thinking of contacting Wayne Oliveira and Commissioner Alfonso was thinking of contacting Steve Furtado. Commissioner Manzone suggested putting an advertisement in the Neighborhood News. Vice Chairman Silveira and Commissioner Alfonso agree.

**Questions or Concerns of Commissioners**

Commissioner Alfonso questioned when requiring masks to be worn in the buildings will end. Director Sheedy is watching the area Covid-19 numbers and if the declining trend continues she will put out a notice and/or a robo call when mask wearing is no longer required. Commissioner Alfonso commented on how helpful the robo call system has been.

**Future Agenda Items**

Change the Bicycle Storage topic on the agenda to Maintenance Garage with Bicycle Storage.

**Adjournment**

**Voted: Commissioner Alfonso made a motion to adjourn at 3:14 p.m. Motion seconded by Commissioner Manzone. Vote unanimous.**

Respectfully submitted,

*Krisanne Sheedy*

Krisanne Sheedy  
Executive Director