

MINUTES

REGULAR MEETING

FAIRHAVEN HOUSING AUTHORITY

March 22, 2022

Vice Chairman Silveira called the Fairhaven Housing Authority Regular Meeting of March 22nd, 2022 to order at 3.32 p.m.

RECEIVED
TOWN CLERK

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

ABSENT: No one.

2022 APR 22 A 9:08

STAFF: Krisanne Sheedy & Marianne Moore.

FAIRHAVEN.
MASS.

The minutes were recorded by Marianne Moore.

Acceptance of the Minutes of the Regular Meeting of February 17th, 2022.

Voted: Commissioner Manzone made a motion to accept and place on file the Minutes of the Regular Meeting of February 17th, 2022. Motion seconded by Commissioner Silveira. Vote unanimous.

Tenant/Public Participation/ In Person or Remote

Sandra Brienzo, Mary Hultgren, and Heidi Piva from Anthony Haven asked permission to address the Board regarding a smoking issue at Anthony Haven. Permission was granted. Ms. Brienzo stated she has made multiple complaints to the office regarding tenants smoking in their units. She stated that the smoke comes thru her vents, and that her husband is extremely ill. He is on oxygen and she herself is allergic to it. She stated that other tenants are not just smoking cigarettes but also smoking marijuana. Ms. Hultgren and Ms. Piva both spoke up and agreed that it is becoming worse and the smell is also strong in the hallway. Director Sheedy stated that the Housing Authority is aware of the smoking concerns, and advised that only so much can be said in an open meeting due to open infraction laws. Vice Chairman Silveira asked if the Housing Authority could do more, possibly have a meeting over at Anthony Haven. Director Sheedy stated that she would have to find out more specifics on how that would take place.

Warrant & Operating Reports

Approval of the Warrant - Bills - February 18th, 2022 through March 11th, 2022

The Board reviewed the warrant for February 18th, 2022 through March 11th, 2022. Chairman Alfonso questioned what the Ultrasonic Animal Repeller was for. Director Sheedy explained it was for the turkeys at McGann Terrace.

Voted: Commissioner Alfonso made a motion to approve and place on file the warrant for bills from February 18th, 2022 through March 11th, 2022. Motion seconded by Commissioner Manzone. Vote unanimous.

Approval of the Warrant - Bills - March 12th, 2022 through March 22nd, 2022.

The Board reviewed the warrant for March 12th, 2022 through March 17th, 2022.

Voted: Commissioner Alfonso made a motion to approve and place on file the warrant for bills from March 12th, 2022 through March 22nd, 2022. Motion seconded by Commissioner Manzone. Vote unanimous.

February 2022 Tenant Aging and Credit Account Balance Reports

The Board reviewed the Tenant Aging and Credit Account Balance Reports for February, 2022.

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

February 2022 Breakdown of Vacancy Numbers and Timing

The Board reviewed the Breakdown of Vacancy Numbers and Timing for February 2022. Director Sheedy informed the board that the Housing Authority should have the required 24 units here at Oxford Terrace. The Director stated that she possibly would ask more tenants to move permanently to other sites that have vacant units. The two tenants she has asked, accepted, and are in the process of moving. Director Sheedy informed the Board that the Housing Authority is going to start leasing up the vacant units that are at Building 100 and the Cottages. Director Sheedy stated that since those complexes are the furthest away from Oxford Terrace the office would have a hard time convincing tenants to move there because of the location. Commissioner Manzone asked how the process works after someone comes in and fills out an application. Director Sheedy explained the CHAMP system and the specific preferences and priorities. She also advised that CHAMP is working on a purge that will lessen the numbers on our waiting lists. The Director stated there are issues with the priorities and preferences, and that people need to keep bringing it to the attention of our State Representatives.

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

Utility Usage and Expense Report - February 2022

The Board reviewed the Utility Usage and Expense Report for February 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 February 2022. Motion seconded by Commissioner Manzone.
Vote unanimous.

Fenton, Ewald & Associates – January and February Financials

The Board reviewed the January and February Financials. Vice Chairman Silveira asked about line 1123 for Allowance for Doubtful Accounts. Director Sheedy stated that this account is set up for any unexpected expenses.

Voted: Vice Chairman Silveira made a motion to approve and place on file the Fenton, Ewald & Associates January and February Financials. Motion seconded by Commissioner Manzone.
Vote unanimous.

Old Business

Security @ Complexes

The Director informed the Board security issues have been relatively quiet. Commissioner Alfonso asked if we could get bigger signs for the parking lots. Director Sheedy informed the Board that some signs have been ordered and received.

Old Business

Pest Control

Director Sheedy stated we have placed the Ultrasonic Animal Repeller for the turkeys at Building 100 and the Cottages. Building 100 was baited for rats as there was evidence they were present. The Director stated that the Housing Authority also has a problem with ghost ants at Building 100 and the exterminator has been to the site treating the infected units.

Old Business

Maintenance Garage and Bicycle Storage.

The Director informed the Board that she will be sitting with an architect this Thursday to redesign the Maintenance Garage Project at Oxford Terrace to see what can be changed or eliminated to bring costs down. She also stated that once we tell the State how we will cut back on the costs, the State will issue a work order to an architect, who will put the specs together so it can go out to bid. Vice Chairman Silveira asked if it will be smaller. Director Sheedy stated that it will most likely not be four bays, and will possibly have one big door. Commissioner Alfonso asked if there was any way the garage could go on the land the Housing Authority owns. Director Sheedy stated that the land is designated specially for affordable housing. Vice Chairman Silveira asked how it could be developed. Director Sheedy stated that the Housing Authority would need to apply for subsidies, such as low income tax credits or project based Section 8 to cover the costs of developing and subsidizing the project.

Old Business

MassNAHRO Lawsuit-Update

Director Sheedy stated there is no update on the MassNAHRO Lawsuit.

Old Business

Smoking

The Board discussed this topic earlier in the meeting during tenant participation.

Old Business

ModPhase Project - Update

The Director informed the Board that the architect plans on submitting the project plans on March 23rd, 2022. Once submitted they will be reviewed and up for approval. Once approved it will go out on a formal bid. Director Sheedy also stated that Housing Solutions is onsite at Oxford Terrace meeting with tenants individually regarding relocation plans and handling any concerns.

New Business

Dept. of Labor Standards- April 1, 2022 Maintenance Wage Rates

The Board reviewed the Department of Labor Standards correspondence. Vice Chairman Silveira asked if this is the minimum or if this is what the Maintenance staff pay will be. Director Sheedy stated this is what the State provides every year as to what the Housing Authority has to minimally pay the maintenance staff. She stated the Housing Authority could pay them more, but DHCD is usually not in favor of higher pay, unless it is a supervisor position. Vice Chairman Silveira stated that it seemed low on the Maintenance Mechanic II salary.

Director Sheedy stated that the Housing Authority does not have any Maintenance Mechanic II's just Maintenance Mechanic I's and Maintenance Laborers.

Commissioner Manzone made a motion to accept and place on file the Department Of Labor Standards April 1, 2022 Maintenance Wage Rates. Motion seconded by Commissioner Alfonso. Vote unanimous.

New Business

Time Clocks

The Board discussed possibly getting a time clock for the Maintenance Department but not for office staff as they are salaried employees. Director Sheedy informed the Board that she has spoken to the Town, and they also use Harper's Payroll. She stated that the service is expensive. Commissioner Manzone stated that she feels it safeguards employees and that her employer has always used a time clock. Director Sheedy stated that we do use time sheets for accountability. Commissioner Alfonso and Vice Chairman Silveira both stated that they never used a time clock at their places of employment and do not feel the need for the added expense.

Commissioner Alfonso made a motion not to approve the maintenance department time clock at this time. Motion seconded by Vice Chairman Silveira. Vice Chairman Silveira voted not to approve a maintenance department time clock. Commissioner Alfonso voted not to approve a maintenance department time clock. Commissioner Manzone voted to approve a maintenance department time clock.

Tabled Items

None.

Communications/Correspondence

MassNAHRO Newsletter

Director Sheedy informed the Board about Legislation Day that was earlier today by Zoom. The Director did sit in on Zoom and a number of Legislators did speak all in support of housing authorities. There is a request for ninety-two million dollars in subsidies across the state. It is not always approved by the Governor and sometimes overruled by the State Representatives due to the advocacy of Housing Authorities. Director Sheedy said the need for Residence Service Coordinators are just starting to be met, and the Fairhaven Housing Authority is fortunate to have received a grant a couple of years ago. The Director stressed the importance that people continue speaking to local State Representatives about issues such as CHAMP placements and priorities, especially where local residents are waiting years for housing. Director Sheedy did provide information to Mike Moynihan regarding local placements on waitlists.

FHA Newsletter

The February FHA newsletter was given to the Board for review.

Items/Documents/Forms Not Anticipated

None.

Director's Report – March 17th, 2022

Commissioner Alfonso asked that since we will be incorporating car charging stations in the Anthony Haven parking lot project have we looked into incentives, and would the charging stations be open to the public. Director Sheedy stated that this is all somewhat new and that the Housing Authority would need guidance from DHCD and the State. The parking lot design has already been approved by the State and if there were going to be any changes they would have had to be done before State approval.

Questions or Concerns of Commissioners

None.

Future Agenda Items

None.

Adjournment

Voted: Commissioner Alfonso made a motion to adjourn at 4:46 p.m. Motion seconded by Commissioner Manzone. Vote unanimous.

Respectfully submitted,

Krisanne Sheedy

Krisanne Sheedy
Executive Director

