

MINUTES

REGULAR MEETING

FAIRHAVEN HOUSING AUTHORITY

June 16, 2022

Chairperson Alfonso called the Fairhaven Housing Authority Regular Meeting of June 16th, 2022 to order at 2:30 p.m.

PRESENT: Chairperson Carol Alfonso, Commissioner Anne Silveira, Commissioner Gary Souza, Commissioner Timothy Francis.

ABSENT: Commissioner Ronnie Manzone.

STAFF: Krisanne Sheedy & Kim Marie McArdell.

The minutes were recorded by Kim Marie McArdell.

Voted: Commissioner Souza made a motion to pass over agenda item number three - D&V Mainsail/Rick Leco Executive Director Search until Mr. Leco arrives. Motion seconded by Commissioner Silveira. Vote unanimous.

D&V Mainsail/Rick Leco – Executive Director Search

Rick Leco of D&V Mainsail addressed the Board. He explained that his company has done dozens of Executive Director searches. It has become very difficult as D.H.C.D. has set forth many guidelines that must be followed. D&V Mainsail will draft an advertisement which will follow D.H.C.D. guidelines. It will need to include the number of units, the breakdown of programs, a salary schedule from Fenton, Ewald & Associates, the minimum qualifications required, also if there is some qualification the Board would like the candidates to have that is not in the D.H.C.D. guidelines it can be put in as not required but preferred. The draft will be sent to a housing specialist at D.H.C.D. for approval. The advertisement, with a deadline to apply by, will be placed in a local newspaper, a minority newspaper, the MassNAHRO Website, the N.E. NAHRO Website, the Connecticut NAHRO Website and the Rhode Island Directors Association. D&V Mainsail will provide the subcommittee with a spreadsheet of reviewed and screened candidates. The subcommittee of no more than two members of the Board and one tenant representative will narrow down the candidates. D&V Mainsail will then call to confirm qualifications and references of the candidates selected. Interviews will then be appointed. D&V Mainsail will setup questions for the candidates, will attend the interviews and can even run the interviews if the Board chooses. The final candidates will appear before the full Board in open session for a final interview. The Board will vote on a candidate to enter into negotiations with Chairperson Alfonso to sign a contract. D.H.C.D. will want to see the final candidate's resume and the minutes taken of the final interview before the full Board before giving approval. The contract allowed by D.H.C.D. is a one year contract. The possibility of a managing agent was questioned. Mr. Leco explained that D&V Mainsail would screen any applying managing agent as well and the process is the same as an individual candidate. Some additional questions for a managing agent could be; what type of savings could be expected, who will be staffing the office, would it be a rotating staff, the skill level of staff, the hours to be worked, the office hours. After a discussion the Board decided to have D&V Mainsail conduct the Executive Director search.

Voted: Commissioner Souza made a motion to accept the proposal and approve D&V Mainsail to conduct the Executive Director Search. Motion seconded by Commissioner Silveira. Vote unanimous.

Acceptance of the Minutes of the Regular Meeting of May 19th, 2022.

Voted: Commissioner Silveira made a motion to accept and place on file the Minutes of the Regular Meeting of May 19th, 2022. Motion seconded by Commissioner Souza. Vote Unanimous.

Tenant/Public Participation/ In Person or Remote

Chairperson Alfonso noted that there is access to the meeting in person or remotely via Go To Meeting. Tenant Rod Lopez from Anthony Haven would like the worn flag at Anthony Haven replaced. He also wanted to know if having the water shut offs moved up higher from under the sinks, as they are too low for elderly people to reach, is a possibility. Commissioner Souza recommended calling either the Police or Fire Department(s), in an emergency, to help until maintenance arrives. Commissioner Francis believes they are below the sinks due to building codes.

Warrant & Operating Reports

Approval of the Warrant - Bills – May 20th, 2022 through June 10th, 2022

The Board reviewed the warrant for May 20th, 2022 through June 10th, 2022.

Approval of the Warrant - Bills - June 11th, 2022 through June 16th, 2022.

The Board reviewed the warrant for June 11th, 2022 through June 16th, 2022.

Voted: Commissioner Silveira made a motion to approve and place on file the warrant for bills from May 20th, 2022 through June 10th, 2022 and bills from June 11th, 2022 through June 16th, 2022. Motion seconded by Commissioner Francis. Vote unanimous.

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May 2022 Tenant Aging and Credit Account Balance Reports

The Board reviewed the Tenant Aging and Credit Account Balance Reports for May, 2022. Director Sheedy informed the Board that the Housing Authority is working to resolve the 667-1 balance of \$310.00. The 667-2 balance of \$316.00 is a damages charge being paid on monthly. The 667-4 balance of \$3,234.00 tenants will be paying an additional \$500.00 per month. The Director informed the Board all other balances are paid. Director Sheedy stated everything is normal regarding the May 2022 Accounts Receivable Credit Balances.

Voted: Commissioner Silveira made a motion to accept and place on file the Tenant Aging Report for May, 2022 and the Credit Account Balance Report for May, 2022. Motion seconded by Commissioner Souza. Vote unanimous.

May 2022 Breakdown of Vacancy Numbers and Timing

The Board reviewed the Breakdown of Vacancy Numbers and Timing for May 2022. The Director informed the Board that Housing Opportunities Unlimited (HOU) will be asking Oxford Terrace tenants if they would like to permanently relocate to a different complex. The tenant's relocation during the ModPhase project including moving, services, cable, and phone will all be handled by HOU.

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

Utility Usage and Expense Report - May 2022

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

Voted: Commissioner Souza made a motion to accept and place on file the Utility Usage and Expense Report for May 2022. Motion seconded by Commissioner Francis. Vote unanimous.

Voted: Commissioner Silveira made a motion to open up agenda item number three - D&V Mainsail/Rick Leco Executive Director Search. Motion seconded by Commissioner Francis. Vote unanimous.

Fenton, Ewald & Associates - May 2022 Financials

The Board reviewed the May 2022 Financials. The Director informed the Board that the reserves are very good coming in at 157.59%. The reserves are slightly lower due to the vacant units being held for the ModPhase project at Oxford Terrace.

Voted: Commissioner Silveira made a motion to approve and place on the file the Fenton, Ewald & Associates May 2022 Financials. Motion seconded by Commissioner Francis. Vote unanimous.

Old Business**Security @ Complexes**

Director Sheedy informed the Board that security issues have been relatively quiet. There has been a minor tenant to tenant dispute (More of an argument). The Director consulted with Lieutenant Sabral of the Fairhaven Police Department. There was nothing assaultive or threatening during the dispute. Director Sheedy also met with a new tenant regarding some curious behaviors early morning on the property at the cottages. What is acceptable and what is not acceptable was explained to the tenant.

Old Business**Pest Control**

The Director informed the Board that there is lots of ant activity. Regular ants in several units and carpenter ants at one of the family units. Waltham Pest has been very quick to respond with several treatments being completed. The ghost ants at McGann Terrace are quiet. Director Sheedy will be looking into changing the monthly pest control company to Waltham Pest from New Bedford Pest Control. Chairperson Alfonso and Commissioner Souza agree.

Old Business**Maintenance Garage/Bicycle Storage.**

Director Sheedy informed the Board that she and Tom met with Rob Smith from JMBA Architects. They all came to an agreement on the redesigned reduced scope of the new maintenance garage. The revised scope was sent to the State for a new work order that will engage JMBA to work on the revised specs. No information has been received from the State. The Director will call the local architect to see what progress the State has made with the new work order being issued.

Old Business**MassNAHRO Lawsuit-Update**

The Director informed the Board that the MassNAHRO Board will be appealing the Judge's decision and will be covering all costs. The new Executive Director will be required by the State to sign the contract in question.

Old Business**Smoking**

Director Sheedy informed the Board that letters have been sent to several tenants, in reference to complaints received of smoking taking place in their apartments. The Director is working with Comcast to determine how many WIFI routers will need to be in place in each building before setting up the FreshAir Sensors. Director Sheedy also informed the Board about the \$250,000.00 broadband initiative grant, which came through Selectman Espindola, and was awarded to the Town and Housing Authority. The Director is waiting to hear when the initiative starts, how it will work, and what is actually included.

Old Business**ModPhase Project - Update**

The Director informed the Board that D.H.C.D. agreed to fund a full time relocation specialist and a full time clerk of the works for the ModPhase project. Director Sheedy stated that the architect will be running an ad to hire a full time clerk of the works. Commissioner Francis suggested Peter Koczera, who runs a clerk of the works business and has worked on local projects. Once all of the contracts and documents are finalized to D.H.C.D.'s satisfaction they will allow the kick off meeting to be scheduled. Finishes will need to be finalized so orders can be placed with an August or September start. A mock up unit may be done first.

New Business**Approve CFA #094069 Oxford Terrace Renovation**

Director Sheedy gave the Board the Amendment #14 to the Contract for Financial Assistance (CFA) 5001 in the amount of \$5,496,520.00 to review.

Voted: Commissioner Souza made a motion to accept the revised CFA #094069 in the amount of \$15,236,448.09, with a change of \$5,496,520.00 as promulgated by DHCD. Motion seconded by Commissioner Silveira. Vote unanimous.

New Business**Summer Meeting Schedule**

The Director asked the Board if they would be holding both summer board meetings. After a discussion the Board decided on having both July and August meetings due to the ongoing projects and Executive Director search. Director Sheedy asked if the Board would allow the staff to have an additional day off for the 4th of July. The Board was in favor and left the decision of Friday, July 1st or Tuesday, July 5th up to the Director, who will poll the staff to see which day is preferred.

New Business**Regional Attorney Program – Participation Agreement**

Director Sheedy provided the Board with the D.H.C.D. Regional Legal Services Program for State-Aided Housing documents to review. If the Housing Authority does not use one of the three approved firms listed the \$7,000.00 budget exemption granted by DHCD will not be allowed. After a discussion the Board made a decision on Hassett & Donnelly, PC.

Voted: Commissioner Souza made a motion to sign a participation agreement with Hassett & Donnelly, PC. Motion seconded by Commissioner Francis. Vote unanimous.

Tabled Items

None.

Communications/Correspondence - MassNAHRO & FHA April Newsletters**MassNAHRO June 2022 Newsletter**

There is no MassNAHRO June 2022 Newsletter.

FHA June 2022 Newsletter

The FHA June 2022 Newsletter was given to the Board to review.

Items/Documents/Forms Not Anticipated

The Director gave the Board the Department of Housing & Community Development letter announcing that Timothy Francis has been appointed to the State seat on the Fairhaven Housing Authority's Board for the term of office which will expire February 14th, 2025.

Director's Report – June 10th, 2022

The Board reviewed the Executive Director Update as of June 10th, 2022.

Questions or Concerns of Commissioners

Chairperson Alfonso will be meeting with Pamela Whynot of the Commission on Disability. The Commission would like to help the tenants of Fairhaven Housing Authority. Chairperson Alfonso will have more information after the meeting. Chairperson Alfonso also requested job descriptions for the maintenance laborer and maintenance mechanic positions. Commissioner Souza had questions about an email from DHCD regarding some upcoming webinars. Director Sheedy informed the Board that they are optional and not the required Board member training. If anyone would like to join the webinars they are welcome. Each Board member will be receiving individual emails for the required Board Member training modules.

Future Agenda Items

None.

Adjournment

Voted: Commissioner Silveira made a motion to adjourn at 4:22 p.m. Motion seconded by Commissioner Francis. Vote unanimous.

Respectfully submitted,

Krisanne Sheedy

Krisanne Sheedy
Executive Director

KS/kmm