

MINUTES

REGULAR MEETING

FAIRHAVEN HOUSING AUTHORITY

September 15, 2022

Chairperson Alfonso called the Fairhaven Housing Authority Regular Meeting of September 15th, 2022 to order at 2:33 p.m.

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

ABSENT: None

STAFF: Krisanne Sheedy & Marianne Moore.

Tenants: Judith Wordell of McGann Terrace.

The minutes were recorded by Marianne Moore.

Chairperson Alfonso stated the Board meeting is available to the general public in person or via remote. There was no one present on Zoom.

Public Hearing-Annual Plan: The Board reviewed the Annual Plan. Chairperson Alfonso asked if there were any comments, changes or requests that should be added to the 2023 Annual Plan. Director Sheedy advised that this is the public hearing for the 2023 Annual Plan, and the opportunity for any participation whether in person or remotely should be done now before the Board votes and the regular meeting begins.

Voted: Commissioner Manzone made a motion to accept the Annual Plan. Motion seconded by Commissioner Francis. Vote unanimous.

Acceptance of the Minutes of the Regular Meeting of August 18th 2022.

Voted: Commissioner Manzone made a motion to accept and place on file the Minutes of the Regular Meeting of August 18th, 2022. Motion seconded by Commissioner Souza. Vote unanimous.

Tenant/Public Participation/ In Person or Remote

Tenant Judith Wordell of McGann Terrace expressed concerns of signage at McGann Terrace, Building 100. She asked if the Housing Authority would put up signage for emergency personnel to help them locate units quicker. Director Sheedy advised she would address the issue and order signs.

Warrant & Operating Reports

Approval of the Warrant - Bills - August 19th, 2022 through September 9th, 2022

The Board reviewed the warrant for August 19th, 2022 through September 9th, 2022. No questions or concerns.

Voted: Commissioner Manzone made a motion to approve and place on file the warrant for bills from August 19th, 2022 through September 9th, 2022. Motion seconded by Commissioner Francis. Vote unanimous.

Approval of the Warrant - Bills - September 10th, 2022 through September 15th, 2022

The Board reviewed the warrant for September 10th, 2022 through September 15th, 2022. No questions or concerns.

Voted: Commissioner Manzone made a motion to approve and place on file the warrant for bills from September 10th, 2022 through September 15th, 2022. Motion seconded by Commissioner Francis. Vote unanimous.

August 2022 Tenant Aging and Credit Account Balance Reports

The Board reviewed the Tenant Account Aging and Credit Account Balance Reports for August, 2022. No questions or concerns.

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

August 2022 Breakdown of Vacancy Numbers and Timing

The Breakdown of Vacancy Numbers and Timing report for August 2022 was reviewed by the Board. Director Sheedy advised that the Housing Authority is continuing to hold vacancies offline at Oxford Terrace due to the Mod Phase project. Director Sheedy stated that we had a couple of units at Dana Court and one unit at Anthony Haven open as well, and those units were being held for tenants who want to make permanent moves. Director Sheedy also advised that vacant units at the Cottages and Building 100 at McGann Terrace were being rented.

FAIRHAVEN TOWN CLERK
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Voted: Commissioner Silveira made a motion to accept and place on file the August Breakdown of Vacancy Numbers and Timing Report. Motion seconded by Commissioner Manzone. Vote unanimous.

Utility Usage and Expense – August 2022

The Director stated everything is as expected on the report.

Voted: Commissioner Silveira made a motion to accept and place on file the Utility Usage and Expense Reports for August 2022. Motion seconded by Commissioner Manzone. Vote unanimous.

Fenton Ewald & Associates – July and August 2022 Financials

The July and August 2022 financials from Fenton Ewald and Associates were reviewed by the Board. Director Sheedy advised that everything looks good and the reports do not reflect the money received for the Mod Phase project. Director Sheedy advised that money is in a separate account earning interest. Director Sheedy also advised that the accountant will do a separate ledger for the Mod Phase money.

Voted: Commissioner Francis made a motion to accept and place on the file the Fenton, Ewald & Associates July and August, 2022 Financials. Motion seconded by Commissioner Manzone. Vote unanimous.

OLD BUSINESS:

Security @ Complexes

The Director informed the Board there has been minimal concerns. Director Sheedy also advised that she would be meeting with Lieutenant Sabral regarding a past issue. Director Sheedy also has been trying to connect with another officer regarding a minor complaint that was filed.

Pest Control

Director Sheedy informed the board there is nothing to report.

Maintenance Garage/Bicycle Storage

The Director stated the garage revision plans was given a new project number, and the work order is being sent to the architect. Director Sheedy believes it will stay with the same architect, due to the time and effort put in on the original design and cost revisions. Commissioner Silveira asked what was done to cut costs. Director Sheedy stated that the number of bays were reduced, some of the second floor storage was also reduced. Director Sheedy stated that the garage is needed as there is very limited space for maintenance. Director Sheedy also advised the location of the garage would be up front, and estimated that this project would probably not start until late 2023 or early 2024. Director Sheedy stated that if and when the maintenance garage is built she would like to see it named after the Housing Authority's previous maintenance staff member and previous Chairman of the board Jean Rousseau.

Mass NAHRO Lawsuit-Update

The Director stated there are no updates.

Smoking

Director Sheedy advised that she sent an inquiry to our attorney with questions, concerns and legalities regarding the Fresh Air Censors. Director Sheedy also stated she has a call into the person handling the Broadband Grant for the Town. Director Sheedy stated that she is hoping to have more updates soon.

MOD Phase Project - Update

Director Sheedy informed the Board that wing D at Oxford Terrace is completely vacant and the contractors are approximately two thirds through the asbestos abatement. Director Sheedy advised that there were concerns from tenants regarding the asbestos. Director Sheedy advised that the wing had not been completely empty when demo started and residents saw warning signs for asbestos and the dust from the demo brought on more concern. Director Sheedy advised that the asbestos is very minimal and that all the testing and requirements are being followed through thoroughly. Director Sheedy stated that there is a hygienist on site that tests the air quality and all tests have been good. Director Sheedy also advised that the next wing to be done will be completely vacant before work is started. Director Sheedy stated that the construction work is underway and there is a potential issue with protruding pipes. The Director stated that the team is trying to find a way around the problem. If something needs to change it would require a change order with the state. Director Sheedy stated that Catherine from H.O.U handled the coordination of the move of the tenants with the help of the office and maintenance staff. Director Sheedy stated there were a few tenants upset over a one hundred dollar charge from Comcast for the transfer of their services. Director Sheedy stated that tenants will be reimbursed and H.O.U is working to get that issue resolved sooner. Director Sheedy advised that once the wing is completed, the tenants will move back into their units and the completed units will be used as "hotel" units.

OLD BUSINESS CONTINUED:**Director Search**

Chairperson Alfonso advised that the hiring sub-committee met last Tuesday along with Rick Leco. Chairperson Alfonso stated that there were eight resumes submitted and the sub-committee narrowed it down to the three most qualified candidates. Chairperson Alfonso stated that Mr. Leco would be reaching out to those candidates and would email her back if there were any concerns. Chairperson Alfonso stated interview dates have not been determined yet.

Gas Operations Master Meter System Operator- DHCD Guidance and Ext Request

Director Sheedy advised that the latest information from DHCD is in the board packets, regarding our designation as a Master Meter System Operator. Director Sheedy advised that DHCD and the Department of Public Utilities have been back and forth and decided that the consent form must be signed. Director Sheedy advised that the Housing Authority's form has been signed and sent in, and it acknowledges that we are Master Meter Operators and that within the next one hundred and eighty days we need to give the Department of Public Utilities our intentions of either keeping gas services or giving our designation to Eversource. Director Sheedy advised that if we were to stay on as Master Meter System Operators, there would be a lot of requirements, procedures and plans in place, and a civil engineer would be needed. Director Sheedy advised that if Eversource was to take our designation, they would need to take assessments and already advised that everything would need to be updated with new PVC piping. Director Sheedy stated that there are also 14 sites in New Bedford that have been affected and Eversource is overwhelmed by this entire thing and trying to work with all affected. Director Sheedy stated that the other option suggested by the state is the conversion from gas to electric which would require a Capital Improvement Plan in our Capital Improvement List. Director Sheedy stated that our Project Manager from the RCAT team is from Taunton. Director Sheedy stated that Kyle Moore who is from RCAT and has worked with us in the past put the plans in our Capital Improvement Plan. Director Sheedy stated that the State has funding and said they will work with us. Director Sheedy stated that Kyle, along with John Massey from Taunton came out to the sites and toured them with Tom, and extensive work will be needed. Director Sheedy stated that we do have to have the plan in place within the 180 days and will hopefully have a better direction on how to proceed soon and accurate idea of funding.

CPC Application

Director Sheedy stated that the Board received the draft copy and that it is about two thirds away from being completed and submitted by September 30, 2022. Director Sheedy advised that this is for the brick work needed at Dana Court, which is a two part project in the Capital Improvement Plan. Director Sheedy stated that the work involves the floors of the balconies, which is not a major concern, or the entire brick work and balconies. Director Sheedy stated that she is requesting \$75,000.00 on the CPC Application, and that CPC is only used for the exteriors of buildings. Director Sheedy stated that we did not submit an application last year, so there is a possibility of receiving the funding requested even though it is higher than what the Authority has asked for in the past.

Voted: Commissioner Souza made a motion to approve and submit the CPC Application. Motion seconded by Commissioner Francis. Vote unanimous.

NEW BUSINESS:**Meet and Greet with Angie/ Town Administrator- Discuss Home Rule Petition**

Director Sheedy advised that the Meet and Greet with Angie has been cancelled and she would like to reschedule for October. The Board said that October would be okay for her to come. Director Sheedy stated that she did put a placeholder in the Special Town Meeting regarding the Home Rule Petition which should start discussion amongst the selectman. Director Sheedy stated that she believes the Special Town Meeting is November 18th. Director Sheedy also read the placeholder regarding the Home Rule Petition she submitted to the Special Town Meeting.

Approve Low Bidder #094079-**Exterior Door Replacement Project @ Green Meadows 667-1**

Director Sheedy advised that the lowest bidder for the project was Nina Construction from Warwick, RI, and the bid was for \$518,000.00. Director Sheedy stated that it has been reviewed and approved by the State.

Voted: Commissioner Souza made a motion to accept and approve the bid from Nina Construction for \$518,000.00. Motion seconded by Commissioner Silveira. Vote unanimous.

Approve Certificate of Substantial Completion- Fire Alarm 667-1/094076

Director Sheedy advised that this is from the Fire Alarm upgrades that were done at the cottages, and the certificate states that the work has been completed.

Voted: Commissioner Souza made a motion to accept and place on file the Certificate of Substantial Completion. Motion seconded by Commissioner Francis. Vote unanimous.

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Tabled Items

None

Communications/Correspondence

MASSNAHRO Newsletter/ F.H.A August 2022 Newsletters

Director Sheedy noted that in the MASSNAHRO Newsletter the 2022 Fall Conference is being held on November 13th -15th at the Double Tree in Danvers, MA. If any Board Member would like to attend the conference or any other trainings let her know. Director Sheedy also advised that she has other training materials if anyone is interested.

Items/Documents/Forms Not Anticipated

None.

Directors Report – August 2022

The Board reviewed the Executive Director's report. No questions or concerns.

Questions or Concerns of Commissioners

Chairperson Alfonso stated that she spoke with Pam at the Commission of Disability who is available for assistance to our tenants. Chairperson Alfonso stated that Pam will be asking her board to approve something she has written up regarding assistance information and would submit this to our Board for approval to be placed in our newsletter. Chairperson Alfonso also stated that she met up with one of the Fairhaven Police Officers who trains the therapy dogs and they would like to come in and put on a presentation. Director Sheedy advised that Kendra would be the contact person to schedule this. Chairperson Alfonso stated that if any member of the board will not be in attendance for a meeting to please email her ahead of time. Commissioner Silveira asked about a dumpster issue at McGann. Director Sheedy stated that the company has already been contacted and it is being corrected.

Future Agenda Items

None.

Adjournment

Voted: Commissioner Manzone made a motion to adjourn at 3:45 p.m. Motion seconded by Commissioner Francis. Vote unanimous.

Respectfully submitted,

Kris Sheedy

Krisanne Sheedy
Executive Director

KS/mm