

MINUTES

REGULAR MEETING

FAIRHAVEN HOUSING AUTHORITY

January 19, 2023

Chairperson Alfonso called the Fairhaven Housing Authority Regular Meeting of January 19th 2023 to order at 2:30 p.m.

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

ABSENT: No One

STAFF: Krisanne Sheedy, Janet Falone & Marianne Moore.

FAIRHAVEN TOWN CLERK
RCUD 2023 FEB 17 PM1:19

The minutes were recorded by Marianne Moore.

Acceptance of the Minutes of the Regular Meeting of December 15th, 2022.

Voted: Commissioner Francis made a motion to accept and place on file the Minutes of the Regular Meeting on December 15th, 2022. Motion seconded by Commissioner Silveira. Vote Unanimous.

Chairperson Alfonso tabled the minutes of the Executive Session held on December 15th 2022 until next meeting.

Tenant/Public Participation/ In Person or Remote

Chairperson Alfonso noted that there is access to the meeting in person and remotely via Zoom. There were two callers on zoom, neither identified themselves when asked.

Warrant & Operating Reports

Approval of the Warrant - Bills – December 16th, 2022 through January 13th, 2023

The Board reviewed the warrant for December 16th, 2022 through January 13th, 2023.

Voted: Commissioner Silveira made a motion to approve and place on file the warrant for bills from December 16th, 2022 through January 13th, 2023. Motion seconded by Commissioner Francis. Vote unanimous.

Approval of the Warrant - Bills – January 14th 2023 through January 19th, 2023.

The Board reviewed the warrant for January 14th, 2023 through January 19th, 2023.

Voted: Commissioner Francis made a motion to approve and place on file the warrant for bills from January 14th, 2023 through January 19th, 2023. Motion seconded by Commissioner Silveira. Vote unanimous.

December 2022 Tenant Aging and Credit Account Balance Reports

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

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

December 2022 Breakdown of Vacancy Numbers and Timing

The Board reviewed the Breakdown of Vacancy Numbers and Timing for December 2022. Director Sheedy advised that units that are not at Oxford Terrace are being rented.

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

Utility Usage and Expense Report - December 2022

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

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

Cash Forecast

The Board reviewed the Cash Forecast.

Voted: Commissioner Souza made a motion to accept and place on file the Cash Forecast. Motion seconded by Commissioner Manzone. Vote unanimous.

Solar Accounts
The Board reviewed the Solar Accounts.

Voted: Commissioner Souza made a motion to accept and place on file the Solar Accounts. Motion seconded by Commissioner Manzone. Vote unanimous.

Fenton, Ewald & Associates - December 2022 Financials
Director Sheedy advised that the December Financials are not fully completed but will be available for the February Board Meeting. Director Sheedy also informed the Board that signatures will be required for the top five wages and lead paint certification.

OLD BUSINESS:

Security @ Complexes
The Director informed the Board that everything has been relatively quiet.

Pest Control
Director Sheedy informed the Board the new gel bait that is being used for the ghost ant cases at Building 100 seem to be working. There has been a call or two from tenants at the Cottages about regular ants, however that is due to the weather. Waltham Pest has one more retreatment at Anthony Haven for bed bugs.

Maintenance Garage/Bicycle Storage
The Director informed the Board Rob Smith of J.M.B.A. will start the redesign of the project after the first of the year. The Board decided that Bicycle Storage would no longer be in the same discussion as the Maintenance Garage. If bike storage becomes an issue for a tenant, it may fall under a reasonable accommodation.

MassNAHRO Lawsuit-Update
Director Sheedy informed the Board there are no new updates.

Smoking – Fresh Air Sensors/Broadband Grant
The Director informed the Board the Broadband Incentive is making progress. Director Sheedy advised that although the program is not moving quickly it is happening, as the logistics are being worked out with Selectman Espindola.

ModPhase Project – Update
Director Sheedy informed the Board that Wing D is approximately ninety five percent completed. Director Sheedy advised that the original plan was to move the tenants who have been in temporary units back to their units in December, however there were delays on Fire Alarm bases that did not arrive. Director Sheedy stated that tomorrow (January 20th) is the weekly ModPhase meeting and she will have an update after the meeting. Director Sheedy stated that she estimates that the residents will start moving back into their units, or relocating to their temporary units the first of February, or the first Monday in February. Director Sheedy understands the tenant’s frustrations regarding the date changes, and H.O.U continues to keep the tenants informed and meet their relocation needs.

Another caller entered the meeting via Zoom, however did not want to identify themselves.

NEW BUSINESS:

Investment Account at Baycoast Bank- CD Rollover
The Board reviewed the email sent to Director Sheedy from Michael O’Leary at Baycoast Bank that listed the rates offered.

Voted: Commissioner Francis made a motion to approve money be placed in a 12 month, 4.15 percent CD at Baycoast Bank. Motion seconded by Commissioner Souza. Vote unanimous.

Change Order – Project # 094063 – MODPhase - Oxford Terrace
The Board reviewed Winslow Architects’ proposed change order number 004 in the amount of \$40,272.98.

Voted: Commissioner Silveira made a motion to approve Winslow Architects’ change order number 004 in the amount of \$40,272.98. Motion seconded by Commissioner Manzone. Vote unanimous.

Board Letter to Tenants-RE: Smoking
The Board reviewed the draft copy of the letter intended to go out to all tenants regarding the smoking issue and policies of the Fairhaven Housing Authority. Director Falone advised where it reads 2nd Violation will need to be clarified and rewritten. The Board discussed the intent to enter and willingness to have a monitoring device installed as part of the 2nd and 3rd violation. The Board then agreed the letter needs to be corrected and edited and sent to the tenants as soon as possible.

2022 Town Report Submission

The Board reviewed the Town Report. Director Sheedy advised that the 2022 Town Report was submitted to the town on January 7th, 2023

Voted: Commissioner Francis made a motion to accept and place on file the 2022 Town Report. Motion seconded by Commissioner Manzone. Vote unanimous.

D.H.C.D Formula Funding Award

The Board reviewed the award letter from D.H.C.D for Fiscal Year 2026 in the amount of \$368,076.00. Director Sheedy advised the amount is not as much as past amounts, however this is most likely due to our improved inventory.

Voted: Commissioner Souza made a motion to accept and place on file the D.H.C.D Formula Funding Award in the amount of \$368,076.00 dollars. Motion seconded by Commissioner Manzone. Vote unanimous.

MODPhase Consultant Proposal

Commissioner Souza stated the proposal looked reasonable, as well as the pay rate and time proposed. Commissioner Souza asked for Director Falone’s input, as he felt this would be helpful to her to have Director Sheedy continue with the MODPhase, as Director Falone transitions to her new role.

Voted: Commissioner Souza made a motion to accept the MOD Consultant Proposal as submitted. Motion seconded by Commissioner Manzone. Vote unanimous.

Tabled Items

None.

Communications/Correspondence - MassNAHRO & FHA Newsletters

MassNAHRO December 2022 Newsletter

The November/December MassNAHRO 2022 newsletter was made available for review.

FHA January 2023 Newsletter

The FHA January 2023 Newsletter was mailed to the Board for review.

Items/Documents/Forms Not Anticipated

None

Director’s Report – January 12th, 2023

The Board reviewed the Executive Director Update as of January 12th, 2023. Director Sheedy advised that trainings for the Language Access Plan, the Fair Housing Plan and Reasonable Accommodations have been set up for the staff with Attorney Mannette Donovan on January 27, 2023 via Zoom and in person training on February 8th, 2023. Director Sheedy advised the Zoom training will be a half day training and the in person will be an all-day training. Director Sheedy invited the Board to attend the trainings if they would like too. Commissioner Souza wanted to share that the Authority has also been approved for \$75,000.00 dollars for exterior brickwork thru C.P.A Funding. Commissioner Souza stated that he would like to see the Authority apply for additional funding next year.

Questions or Concerns of Commissioners

None

Future Agenda Items

None

Adjournment

Voted: Commissioner Manzone made a motion to adjourn at 3:28 p.m. Motion seconded by Commissioner Silveira. Vote unanimous.

Respectfully submitted,

Krisanne Sheedy

Krisanne Sheedy
Executive Director

