

MINUTES

REGULAR MEETING

FAIRHAVEN HOUSING AUTHORITY

March 16, 2023

Chairperson Alfonso called the Fairhaven Housing Authority Regular Meeting of March 16th, 2023 to order at 2:31 p.m.

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

ABSENT: No One

STAFF: Janet Falone & Marianne Moore.

The minutes were recorded by Marianne Moore.

Executive Session:

At 2:35 pm Chairperson Alfonso announced that the Board would be going into Executive Session to discuss Reason #2 - Strategy regarding non-union personnel. Chairperson Alfonso noted that the Board would reconvene in open session upon conclusion of the Executive Session and upon roll call vote: Chairperson Alfonso – Aye, Commissioner Silveira – Aye, Commissioner Manzone – Aye, Commissioner Souza – Aye, Commissioner Francis – Aye, and the Board voted in favor to enter into Executive Session. Also present were Janet Falone, Executive Director and Marianne Moore, F.H.A. Staff.

At 3:06 pm, Chairperson Alfonso announced that the Board would come out of Executive session and re-convene in Open session and upon roll call vote, Chairperson Alfonso – Aye, Commissioner Silveira – Aye, Commissioner Manzone – Aye, Commissioner Souza – Aye, Commissioner Francis – Aye, the Board voted in favor to exit Executive Session and re-convene Open session.

The Board entered the Regular Meeting of March 16th, 2023 at 3:07 p.m.

Acceptance of the Minutes of the Regular Meeting of February 16th, 2023.

Voted: Commissioner Francis made a motion to accept and place on file the Minutes of the Regular Meeting on February 16th, 2023. Motion seconded by Commissioner Manzone. Vote Unanimous.

Tenant/Public Participation/ In Person or Remote

Chairperson Alfonso noted that there is access to the meeting in person and remotely via Zoom. There was one caller who did not identify themselves.

Warrant & Operating Reports

Approval of the Warrant - Bills – February 17th, 2023 through March 10th, 2023

The Board reviewed the warrant for February 17th, 2023 through March 10th, 2023.

Voted: Commissioner Manzone made a motion to approve and place on file the warrant for bills from February 17th, 2023 through March 10th, 2023. Motion seconded by Commissioner Silveira. Vote unanimous.

Approval of the Warrant - Bills - March 11th, 2023 through March 16th, 2023.

The Board reviewed the warrant for March 11th, 2023 through March 16th, 2023.

Voted: Commissioner Silveira made a motion to approve and place on file the warrant for bills from March 11th, 2023 through March 16th, 2023. Motion seconded by Commissioner Manzone. Vote unanimous.

February 2023 Tenant Aging and Credit Account Balance Reports

The Board reviewed the Credit Account Balance Report for February 2023.

Voted: Commissioner Souza made a motion to remove the Credit Account Balance Report from the agenda. Motion seconded by Commissioner Francis. Vote unanimous.

The Board reviewed the Tenant Aging Report for February 2023.

Voted: Commissioner Silveira made a motion to accept and place on file the Tenant Aging Report for February, 2023. Motion seconded by Commissioner Francis. Vote unanimous.

February 2023 Breakdown of Vacancy Numbers and Timing

The Board reviewed the Breakdown of Vacancy Numbers and Timing for February 2023.

FAIRHAVEN TOWN CLERK
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Voted: Commissioner Francis made a motion to accept and place on file the Breakdown of Vacancy Numbers and Timing Report for February 2023. Motion seconded by Commissioner Souza. Vote unanimous.

Utility Usage and Expense Report - February 2023

The Board reviewed the Utility Usage and Expense Report for February 2023.

Voted: Commissioner Silveira made a motion to accept and place on file the Utility Usage and Expense Report for February 2023. Motion seconded by Commissioner Francis. Vote unanimous.

Fenton, Ewald & Associates - Financials

The Board reviewed the financials as of January 31, 2023. Director Falone advised that a new accountant is assigned to our account and will be coming in to meet and go over the financials.

Voted: Commissioner Silveira made a motion to approve and place on the file the Fenton, Ewald & Associates Financials as of January 31, 2023. Motion seconded by Commissioner Manzone. Vote unanimous.

OLD BUSINESS:

Security @ Complexes

The Director informed the Board there is nothing new and no problems have been reported.

Pest Control

Director Falone informed the Board has requested quotes from five companies for quotes.

Maintenance Garage Update

Director Falone advised that the update is also under Docs Not Anticipated. The design has been submitted and approved by DHCD. Director Falone stated that the next step is it will go out for bid.

Voted: Commissioner Souza made a motion to approve the work order and place on the file the scope of services. Motion seconded by Commissioner Francis. Vote unanimous.

Smoking

The Director informed the Board that both she and Chairperson Alfonso will be attending the MA NAHRO Spring Conference and there is a topic about smoking that they will both be attending. Director Falone also advised that she has knocked on a few doors of tenants that there has been complaints made against.

ModPhase Project Update

The Board reviewed the ModPHASE project update prepared by Consultant Krisanne Sheedy. There were no questions.

Dumpster Enclosures Project #094086-

The Board reviewed and discussed the options presented by Director Falone to finish the project. The options are either fencing or arborvitaes.

Voted: Commissioner Francis made a motion to approve fencing for Project #094086. Motion seconded by Commissioner Silveira. Vote unanimous.

NEW BUSINESS:

Cell Phone Policy

The Board reviewed the new cell phone policy drafted by Executive Director Falone, The board also reviewed the current employee stipend of \$20.00 per month.

Voted: Commissioner Souza made a motion to accept the new Cell Phone Policy with the condition that internet not be used on any Housing Authority's phone, unless it is Housing Authority business and also to change the employee stipend from \$20.00 per month to \$30.00 per month. Motion seconded by Commissioner Manzone. Vote unanimous.

Change Order- Project # 094069 – MODPhase - Oxford Terrace

The Board reviewed Vareika Construction's proposed change order number 006 in the amount of \$16,780.66, the work to be performed, as well as the individual costs.

Voted: Commissioner Manzone made a motion to approve Vareika Constructions' change order number 006 in the amount of \$16,780.66. Motion seconded by Commissioner Francis. Vote unanimous.

Gas Company Replacing Piping/ Electrification

Director Falone advised that this is in regards to the letter from the DPU presented to the Board from former Director Sheedy in January 2023 regarding the conversion from gas to electric at McGann Terrace, both Building 100 and the Cottages. Director Falone stated that according to the memo, because we chose option #2 we are required to have a safety master meter system and a leak survey would need to be done of our existing underground piping, and our staff would not have the capability to perform it. Director Falone advised that she sent the memo to Kyle from RCAT who agreed this is big project. The memo has been forwarded to 2 people from DPU and 2 people from DHCD for guidance. Director Falone stated that the electrification will be done, but cannot be done before December 2023.

Share the Board Zoom Link with the Town-

The Board discussed sharing the link.

Voted: Commissioner Souza made a motion to approve sharing the zoom link with the town. Motion seconded by Commissioner Manzone. Vote unanimous.

Tabled Items**Broadband Grant-**

Director Falone advised that the people handling the grant have been in touch. They were looking at sites for the hut, however where it was proposed would not work. Tom picked an area that would work, as far as noise. Director Falone stated that we have not signed the management agreement to date.

Communications/Correspondence - MassNAHRO & FHA Newsletters**MassNAHRO January/February 2023 Newsletter**

The Board received a copy of the newsletter in the handouts.

FHA February 2023 Newsletter

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

Items/Documents/Forms Not Anticipated

Garage Design Plans

Director's Report – March 16th, 2023

The Board reviewed the Executive Director Update as of March 16th, 2023. Director Falone stated that today's event, St. Patty's Day Luncheon, put on by the RSC's was very successful. Anthony Haven's new light poles have been received and the project is set to be completed. Director Falone also advised that Stove Top Fire Stoppers have been ordered for all with electric stovetops.

Questions or Concerns of Commissioners

None

Future Agenda Items

Spring Street Garage

Adjournment

Voted: Commissioner Francis made a motion to adjourn at 3:42 p.m. Motion seconded by Commissioner Silveira. Vote unanimous.

Respectfully submitted,

Janet Falone

Janet Falone
Executive Director

JEF/mm

