

MINUTES

REGULAR MEETING

FAIRHAVEN HOUSING AUTHORITY

August 17, 2023

Chairperson Alfonso called the Fairhaven Housing Authority Regular Meeting of August 17<sup>th</sup>, 2023 to order at 2:27 p.m.

**PRESENT:** Chairperson Carol Alfonso, Commissioner Ronnie Manzone, Commissioner Gary Souza, Commissioner Anne Silveira

**ABSENT:** Commissioner Timothy Francis.

**STAFF:** Janet Falone & Kim Marie McArdell.

FAIRHAVEN TOWN CLERK  
RCUD 2023 SEP 25 AM 9:23

The minutes were recorded by Kim Marie McArdell.

**Acceptance of the Minutes of the Regular Meeting of July 20<sup>th</sup>, 2023.**

**Voted: Commissioner Manzone made a motion to accept and place on file the Minutes of the Regular Meeting on July 20<sup>th</sup>, 2023. Motion seconded by Commissioner Silveira. 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 were no participants in person or on remote zoom.

**Warrant & Operating Reports**

**Approval of the Warrant - Bills – July 21<sup>st</sup>, 2023 through August 11<sup>th</sup>, 2023**

The Board reviewed the warrant for July 21<sup>st</sup>, 2023 through August 11<sup>th</sup>, 2023.

**Voted: Commissioner Silveira made a motion to approve and place on file the warrant for the bills from July 21<sup>st</sup>, 2023 through August 11<sup>th</sup>, 2023. Motion seconded by Commissioner Manzone. Vote unanimous.**

**Approval of the Warrant - Bills - August 12<sup>th</sup>, 2023 through August 17<sup>th</sup>, 2023.**

The Board reviewed the warrant for August 12<sup>th</sup>, 2023 through August 17<sup>th</sup>, 2023.

**Voted: Commissioner Manzone made a motion to approve and place on file the warrant for the bills from August 12<sup>th</sup>, 2023 through August 17<sup>th</sup>, 2023. Motion seconded by Commissioner Souza. Vote unanimous.**

**July 2023 Tenant Aging Report**

The Board reviewed the Tenant Aging Report for July 2023.

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

**July 2023 Breakdown of Vacancy Numbers and Timing**

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

**Voted: Commissioner Silveira made a motion to accept and place on file the Breakdown of Vacancy Numbers and Timing Report for July 2023. Motion seconded by Commissioner Manzone.**

**Vote unanimous.**

**Utility Usage and Expense Reports - July 2023**

The Board reviewed the Utility Usage and Expense Reports for July 2023.

**Voted: Commissioner Souza made a motion to accept and place on file the Utility Usage and Expense Reports for June 2023. Motion seconded by Commissioner Silveira. Vote unanimous.**

**Fenton, Ewald & Associates - June Quarterly 2023 Financials**

The Board reviewed the June Quarterly 2023 Financials. Commissioner Souza would like Director Falone to look into the last paragraph of the cover letter from Fenton, Ewald & Associates.

**Voted: Commissioner Silveira made a motion to approve and place on the file the Fenton, Ewald & Associates June Quarterly 2023 Financials. Motion seconded by Commissioner Souza. Vote unanimous.**

**Fenton, Ewald & Associates - July 2023 Financials**

The Board reviewed the July 2023 Financials.

**Voted: Commissioner Manzone made a motion to approve and place on the file the Fenton, Ewald & Associates July 2023 Financials. Motion seconded by Commissioner Souza. Vote unanimous.**

**OLD BUSINESS:****Security @ Complexes**

The Director informed the Board there was a homeless man sleeping between the construction storage containers in front of Oxford Terrace. The police were called and he was arrested for an outstanding warrant.

**Pest Control**

Director Falone informed the Board there are no complaints or issues and everything seems to be quiet. The Director asked the Board if they would like the topic of pest control left on the agenda or remove it and only put on the agenda if there is an issue.

**Voted: Commissioner Silveira made a motion to keep Pest Control on the Board Meeting Agenda. Motion seconded by Commissioner Souza. Vote unanimous.**

**Maintenance Garage Update**

The Director informed the Board Rob Smith of JMBA Architects submitted the approved schematics to the Executive Office of Housing & Livable Communities. Director Falone is waiting on the State approval.

**Smoking**

Director Falone informed the Board the smoking gazebo at Dana Court will be ordered with Home Depot Perks as soon as they are available. An air purifier will be placed on the second floor of Dana Court as the one on the first floor seems to be helping.

**Gas Company Replacing Piping/Electrification 667-1 & 667-2**

The Director informed the Board John Massey, the Director of Southeast RCAT, is out on paternity leave and will be back in September. Director Falone will reach out to him then for more information and hopefully some answers.

**Dumpster Enclosures – Project #094086 – Fencing**

Director Falone informed the Board the scope of work package is out to bid and due by August, 30<sup>th</sup> 2023.

**Spring Street Garage**

The Director informed the Board she spoke with Huw Nierenberg, Real Estate, Redevelopment, and Special Projects Specialist Division of Public Housing, Executive Office of Housing and Livable Communities. Mr. Nierenberg explained there must be an immediate and specific need in order to skip an RFP process. Since the Housing Authority has no immediate need an RFP would have to be created to purchase the property. The Housing Authority will have to prove to EOHLHC that we have the funds to purchase the property.

**NEW BUSINESS:****Oxford Terrace Land 2.2 Acres**

Director Falone spoke with Mr. Nierenberg regarding the 2.2 acres of land next to Oxford Terrace. He suggested the Housing Authority talk with a private developer or partner with Margaret Moran of Cambridge Housing Authority. The Cambridge Housing Authority has done several of these projects. Also Massachusetts Housing Partnership gave a grant to the Fairhaven Housing Authority in 2019 to determine site feasibility. If Bohler Engineering determined the land was feasible MHP will assist the Fairhaven Housing Authority in creating an RFP for a developer. The Director needs to do some more research to find out what was done and/or determined.

**Project #094085 – Roof Replacements at Green Meadows**

The Director informed the Board the only bid came back \$500,000.00 over estimate.

**Voted: Commissioner Manzone made a motion to reject the bid for the roof replacement project at Green Meadows. Motion seconded by Commissioner Souza. Vote unanimous.**

**Project # 094085 – Roof Replacement at Green Meadows**

Director Falone informed the Board the engineer of project # 094085 suggested the project be split into two projects. # 094085 will be used for 667-1 and a new # will be given to 667-2.

**Voted: Commissioner Manzone made a motion to split # 094085 the roof replacement project at Green Meadows into two separate projects and to request a new FISH # for the 667-2 project. Motion seconded by Commissioner Souza. Vote unanimous.**

**HILAPP Award for project # 094085 – Roof Replacement at Green Meadows**

The Director informed the Board the Housing Authority was awarded \$162,500.00 in High Leverage Asset Preservation Program funds to assist with paying construction costs for project # 094085 Roof Replacement at Green Meadows.

**Voted: Commissioner Manzone made a motion to accept the \$162,500.00 from HILAPP for project # 094085. Motion seconded by Commissioner Souza. Vote unanimous.**

**Change Order No. 011 – Project # 094069 – MODPhase - Oxford Terrace**

The Board reviewed Vareika Construction's proposed change order number 011 in the amount of (\$50,552.13), the work to be performed, as well as the individual costs. The total amount to date for the change orders is \$354,099.07 out of the \$850,000.00 change order contingency included in the State money received.

**Voted: Commissioner Souza made a motion to approve Vareika Constructions' change order number 010 in the amount of (\$50,552.13). Motion seconded by Commissioner Manzone. Vote unanimous.**

**Tabled Items**

Broadband Grant – Update:

Director Falone informed the Board there is still no update, management agreement or procurement. The grant was for a September start so an extension will be needed.

**FHA August 2023 Newsletter**

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

**Items/Documents/Forms Not Anticipated**

None.

**Director's Update – July 20<sup>th</sup>, 2023**

Director Falone gave the Board an update on what has been going on at Fairhaven Housing Authority. The Director has been interviewing for the Tenant Selector position. There are three good candidates and she will be making an offer this week for a September start. Director Falone will be attending courses this month towards her MMS Procurement. Kim & the new hire will be taking CHAMP training classes. Kendra has been an immense help in the office helping to fill the void until the new hire can start. She is putting together a craft fair for the residents, starting bingo again in the fall along with her monthly luncheon, she has UMASS Dartmouth Nursing Department students holding blood pressure clinics, and also Community Nurse and Hospice Care's Nutritionist Barbara Canuel starting monthly presentations. The ModPHASE Project at Oxford Terrace is on track to move forward to Wing C in the middle of October. We will be getting quotes to restripe all the complexes parking areas. The Director will be filling out a HILLAP Application to help with the costs for the Dana Court brick pointing project. The exterior door project at the Cottages along with the insulation project started this past Monday. Director Falone asked Commissioner Souza to find out how we can get a sign from the CPC to say they helped fund the project.

**Questions or Concerns of Commissioners**

None.

**Future Agenda Items**

Home Rule Petition. Director Falone found all of the previous Director's notes on the petition. The Director would like to consult with attorney Michelle Randazzo, who had consulted on the Home Rule Petition with the previous Director, before giving the Board an update.

**Adjournment**

**Voted: Commissioner Souza made a motion to adjourn at 3:27 p.m. Motion seconded by Commissioner Manzone. Vote unanimous.**

Respectfully submitted,

*Janet Falone*

Janet Falone  
Executive Director