

## MINUTES

**REGULAR MEETING**

**FAIRHAVEN HOUSING AUTHORITY**

**September 21, 2023**

Chairperson Alfonso called the Fairhaven Housing Authority Regular Meeting of September 21<sup>st</sup>, 2023 to order at 2:34 p.m.

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

**ABSENT:** Commissioner Timothy Francis arrived at 2:38pm

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

The minutes were recorded by Kim Marie McArdell.

FAIRHAVEN TOWN CLERK  
RCUD 2023 OCT 20 AM 9:33

**Acceptance of the Minutes of the Regular Meeting of August 17<sup>th</sup>, 2023.**

**Voted: Commissioner Souza made a motion to accept and place on file the Minutes of the Regular Meeting on August 17<sup>th</sup>, 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 were no participants on remote zoom. Susan Kyle & Mary Staffon of Oxford Terrace, Jane Burnell & Karen McGee of Dana Court and Judi Wordell of Green Meadows participated in person.

### **Warrant & Operating Reports**

#### **Approval of the Warrant - Bills – August 18<sup>th</sup>, 2023 through September 15<sup>th</sup>, 2023**

The Board reviewed the warrant for August 18<sup>th</sup>, 2023 through September 15<sup>th</sup>, 2023.

**Voted: Commissioner Souza made a motion to approve and place on file the warrant for the bills from August 18<sup>th</sup>, 2023 through September 15<sup>th</sup>, 2023. Motion seconded by Commissioner Manzone. Vote unanimous.**

#### **Approval of the Warrant - Bills - September 16<sup>th</sup>, 2023 through September 21<sup>st</sup>, 2023.**

The Board reviewed the warrant for September 16<sup>th</sup>, 2023 through September 21<sup>st</sup>, 2023.

**Voted: Commissioner Souza made a motion to approve and place on file the warrant for the bills from September 16<sup>th</sup>, 2023 through September 21<sup>st</sup>, 2023. Motion seconded by Commissioner Manzone. Vote unanimous.**

### **August 2023 Tenant Aging Report**

The Board reviewed the Tenant Aging Report for August 2023.

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

### **August 2023 Breakdown of Vacancy Numbers and Timing**

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

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

### **Utility Usage and Expense Reports - August 2023**

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

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

**Public Hearing-Annual Plan: The Board reviewed the Fairhaven Housing Authority 2024 Annual Plan. Chairperson Alfonso asked if there were any comments, changes or requests that should be added to the 2024 Annual Plan. Director Falone advised that this is the public hearing for the 2024 Annual Plan, and the opportunity for any participation whether in person or remotely should be done now before the Board votes.**

Judi Wordell of McGann Terrace would like to know how the new hardwired smoke and carbon monoxide detectors will work. Director Falone explained the new detectors will not take batteries and cannot be removed. Also when they go off they will ring in all apartments and the fire department will be notified directly. Director Falone summarized all of the modernization projects in process, starting in 2023 & 2024, and slated for 2025 & 2026.

**Voted: Commissioner Manzone made a motion to accept the Fairhaven Housing Authority 2024 Annual Plan. Roll Call Vote: Chairperson Alfonso – Yes, Commissioner Silveira – Yes, Commissioner Manzone – Yes, Commissioner Souza – Yes, Commissioner Francis – Yes.**

### **OLD BUSINESS:**

#### **Security @ Complexes**

The Director informed the Board there were no incidents and nothing to report.

#### **Pest Control**

Tenants Jane Burnell and Karen McGee of Dana Court would like to know how bad the bed bug issue is at Dana Court. Director Falone informed the Board and the tenants there is one case/one apartment with an issue. The affected tenants are not using the community laundry room. The exterminator has completed the first of three treatments in the unit. Also treated were the perimeter baseboards in the four abutting apartments. The abutting units had no activity and were treated as a precaution.

#### **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 before the project can go out to bid.

#### **Smoking**

Director Falone informed the Board she received a written complaint from a tenant regarding a neighboring tenant smoking. The Director will be addressing the issue. Director Falone is also trying to get proof of a tenant smoking out her bedroom window. This tenant has a verbal warning, a written warning and has had a meeting with the Director. The next step is a notice from the attorney.

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

The Director informed the Board Kyle Moore, of Southeast RCAT, informed her EOHLC is not involved in the leak testing. Each Housing Authority is responsible for their own leak testing, it has to be only a leak test not a pressure test. Director Falone was given contacts from Eversource. One company responded and may be able to conduct the survey. The company is trying to locate the machine used to conduct the test. This equipment is very difficult to find. The Director is going to get the company to put in writing how difficult completing this test is so we can show EOHLC at the end of the year that we are trying to comply.

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

Director Falone informed the Board a company has been selected from the two bids received and we are waiting on a start date. The project cost is under \$10,000.00 so it does not have to go through EOHLC. Dig safe has already been on site and the project should be completed in the next few weeks.

#### **Spring Street Garage**

**Voted: Commissioner Francis made a motion to approve RGB Architects change order #1 in the amount of (\$7,355.70). Motion seconded by Commissioner Souza. Vote unanimous.**

**Change Order No. 012 – Project # 094069 – MODPhase - Oxford Terrace**

The Board reviewed Vareika Construction's proposed change order number 012 in the amount of (\$22,702.20), the work to be performed, as well as the individual costs. The total amount to date for change orders is \$376,422.65 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 012 in the amount of (\$22,702.20). Motion seconded by Commissioner Francis. Vote unanimous.**

**Personnel Policies**

The Director informed the Board there are two different personnel policies. One amended 7/15/2010, 1/14/2016, 8/26/2016 & 1/31/2017 which most of the current employees have signed. One amended 2/11/99, 8/14/2003 & 6/17/2021. The two policies are different and need to be merged. Director Falone will combine them and give the Board a draft at the next meeting for review. If the Commissioners have any questions, comments or additions please email or call the Director.

**Tabled Items**

Broadband Grant – Update:

Director Falone informed the Board there is a tentative Draft Memorandum of Understanding, an Agreement between the Town of Fairhaven, Massachusetts and the Fairhaven Public Housing Authority for the build out of the project. The Director will have our lawyer review the Draft Memorandum before the Board signs. After the build out a more specific Memorandum of Understanding will need to be drafted for the wiring and coaxials coming into the building.

**Communications/Correspondence**

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

The MassNAHRO News for July/August 2023 was given 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 Authority has a new Tenant Selection Coordinator. Her name is Nicole Reusch, she started September 11<sup>th</sup> with a great attitude. Most of The Director's time this past month has been actively working with Champ to fill two vacant units. Ninety-five names were pulled and packages sent out at a cost of almost \$200.00. Only ten responded, so eighty-five rejection letters were sent out, and we are now getting late responses. This is a time intensive project. Resident Service coordinators Kendra & Diane are putting together a craft fair for the holiday season. There is a dietician from Community Nurse Home Care doing monthly visits educating residents on affordable foods and programs. University of Massachusetts Dartmouth Nursing Department students will start blood pressure clinics monthly at each site. They are also busy completing MassHealth and Snap program renewals. The ModPHASE project is two weeks behind and resident moves will begin the beginning of November. The door replacement project at the Cottages is moving along in steps with the apartment doors secure at the end of the day. The tenants at the Cottages are not happy with the process. They are also very unhappy with the shrub removal that is part of the roof replacement project. The Authority will be replanting shrubs after the project completion.

**Questions or Concerns of Commissioners**

None.

**Future Agenda Items**

Home Rule Petition.

**Adjournment**