

MINUTES

REGULAR MEETING

FAIRHAVEN HOUSING AUTHORITY

May 16, 2024

Chairperson Alfonso called the Fairhaven Housing Authority Regular Meeting of May 16th, 2024 to order at 2:30 p.m.

On March 24th, 2023, the bill to extend Open Meeting Law regulations governing remote participation has passed Massachusetts legislation and been signed by the Governor. This bill will allow remote and hybrid meeting options for public bodies through March 31st, 2025. Pursuant to an amendment to Town By-Law Chapter 50-13, all government meetings are available through web/video conference and are recorded.

PRESENT: Chairperson Carol Alfonso, Commissioner Gary Souza, Commissioner Ronnie Manzone, Commissioner Timothy Francis, Commissioner Jay Simmons arrived at 2:40pm

ABSENT: No one.

STAFF: Janet Falone & Kim Marie McArdell.

The minutes were recorded by Kim Marie McArdell.

Acceptance of the Minutes of the Regular Meeting of April 18th, 2024.

Voted: Commissioner Francis made a motion to accept and place on file the Minutes of the Regular Meeting on April 18th, 2024. Motion seconded by Commissioner Manzone. Vote: Chairperson Alfonso Yes, Commissioner Manzone Yes, Commissioner Souza Yes, Commissioner Francis Yes. Commissioner Simmons not present.

Tenant/Public Participation/ In Person or Remote

Chairperson Alfonso noted that there is access to the meeting in person and remotely via Zoom. Mary Staffon of Oxford Terrace participated in person. There were no participants on remote zoom.

Warrant & Operating Reports

Approval of the Warrant - Bills – April 19th, 2024, through May 10th, 2024

The Board reviewed the warrant for April 19th, 2024, through May 10th, 2024.

Voted: Commissioner Souza made a motion to approve and place on file the warrant for the bills from April 19th, 2024, through May 10th, 2024. Motion seconded by Commissioner Manzone. Vote unanimous.

Approval of the Warrant - Bills – May 11th, 2024, through May 16th, 2024.

The Board reviewed the warrant for May 11th, 2024, through May 16th, 2024.

Voted: Commissioner Manzone made a motion to approve and place on file the warrant for the bills from May 11th, 2024, through May 16th, 2024. Motion seconded by Commissioner Souza. Vote unanimous.

April 2024 Tenant Aging Report

The Board reviewed the Tenant Aging Report for April 2024.

Voted: Commissioner Francis made a motion to accept and place on file the Tenant Aging Report for April 2024. Motion seconded by Commissioner Souza. Vote unanimous.

April 2024 Breakdown of Vacancy Numbers and Timing

The Board reviewed the Breakdown of Vacancy Numbers and Timing for April 2024.

Voted: Commissioner Francis made a motion to accept and place on file the Breakdown of Vacancy Numbers and Timing Report for April 2024. Motion seconded by Commissioner Manzone. Vote unanimous.

Utility Usage and Expense Reports – April 2024

The Board reviewed the Utility Usage and Expense Reports for April 2024.

Voted: Commissioner Manzone made a motion to accept and place on file the Utility Usage and Expense Reports for April 2024. Motion seconded by Commissioner Francis. Vote unanimous.

ModPhase General Ledger Warrant Through May 16th, 2024

The Board reviewed the ModPHASE General Ledger Warrant through May 16th, 2024.

Director Falone informed the Board that the ModPhase project at Oxford Terrace was nearing the end and the upfronted funds from EOHLIC were getting low. As voted and approved earlier by the FHA Board the Housing Authority is responsible for the Housing Opportunities Unlimited invoices as well as \$300,000.00 from the Housing Authority's reserves. Having to use Housing Authority funds for this project will begin next month.

Voted: Commissioner Francis made a motion to approve and place on file the ModPHASE General Ledger Warrant through May 16th, 2024. Motion seconded by Commissioner Manzone. Vote unanimous.

Fenton, Ewald & Associates – March 2024 Financials

The Board reviewed the Fenton, Ewald & Associates March 2024 Financials.

Voted: Commissioner Souza made a motion to approve and place on file the Fenton, Ewald & Associates March 2024 Financials. Motion seconded by Commissioner Manzone. Vote unanimous.

Fenton, Ewald & Associates – Quarterly Operating Financials

The Board reviewed the Quarterly Operating Financials.

Commissioner Simmons questioned if there were any shortfalls in any of the categories. Director Falone informed the Board that the accountant has not had to make any adjustments.

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

OLD BUSINESS:

Security @ Complexes

The Director informed the Board that everything has been relatively quiet and no issues have been brought to her attention. Director Falone spoke with Lieutenant Sabral of the Fairhaven Police Department regarding reports for incidents or disturbances at the Housing Authority. He explained that the Director will have to call or go online to request a specific report when she becomes aware of an incident or disturbance. If there is an arrest no report will be given. Director Falone hopes that residents will call the office to report any issues or concerns.

Pest Control

Director Falone informed the Board there have been no complaints or issues.

Smoking

The Director informed the Board there have been no new complaints. With the pergolas completed and being used by grateful residents at Dana Court and Oxford Terrace it seems the indoor smoking issues are better. Commissioner Alfonso agrees.

Oxford Terrace Land 2.2 Acres

Director Falone will call the Town Planning Department for the Master Plan regarding affordable housing in the town.

NEW BUSINESS:

None.

Tabled Items

None.

Communications/Correspondence

The FHA May 2024 Newsletter was mailed to the Board on May 1st, 2024. Also the MassNAHRO March/April 2024 Newsletter was given to the Board for review. Commissioner Simmons questioned when and where the Fall MassNAHRO conference will be. The conference will be held at the Seacrest in Falmouth, September 8th through the 11th.

Director's Update – March 21st, 2024

Director Falone gave the Board an update on what has been going on at Fairhaven Housing Authority. Director Falone and Kim have attended multiple trainings through MassNAHRO this past month in order to keep up with their MPHA Certification. Included were Personnel Management, Procurement, Finance and Personnel Relationships. The Fairhaven Housing Authority has completed the yearly Performance Management Review. This year is a non-published year. There was one finding regarding Champ applications not being entered into the system within the allotted fifteen days. This happened at the beginning of the year while MassNAHRO was entering the applications.

There were three applications that could not be found. Generally they are scanned and then uploaded to the applicant file. The Housing Authority has taken over entering the applications and a policy that they must be entered in seven days has been implemented to avoid this issue in the future. There are three applicants for the open Housing Coordinator position. Interviews will be held the last week of May. In Resident Service coordinators news the RSC's are busy getting the garden club together. This includes making sure there are enough garden beds, plants and involved residents. The RSC's had health fairs at Oxford Terrace and McGann Terrace. The health fairs were well attended with the vendors being generous with prizes and giveaways. Quite a few of the residents learned about services that they will benefit from and how to access those services. There was a resident pizza party that was very well attended. The monthly dietician presentation is a big hit drawing more residents each month. In Maintenance & Project news Wing E (The last phase!) of the ModPHASE project at Oxford Terrace should be completed in June with resident moves June 24th-26th. The Oxford Terrace Fire Alarm Upgrade Project #094091 (To be done after the ModPhase Project is completed) is out for a designer. Kyle from RCAT has put together a scope of work for pull stations in all of the common areas. The Maintenance Utility Building at Oxford Terrace design has been updated to \$610,697.00. EOHLIC is waiting for the construction documents to be submitted. Also an architect is needed. J&J has returned to the Roof Project at the Cottages and has started replacing the rock beds with new stone and edging. This should be completed this week. The Exterior brick work, balcony repair & repointing at Dana Court design was submitted to EOHLIC and accepted. The next step is for the project to go out to bid. Also an architect is needed. The design for the Master Meter Designation Project at the Cottages has been submitted to EOHLIC. No update yet. The Roof Project at Building 100 has started and should take approximately six weeks. The Director gave the contractors permission to work on Saturday, not before 8:00am, to make up time. RCAT visited Anthony Haven last week and is in the process of putting together the scope of work to go out to bid for the Bathroom Exhaust Fans Project # 094093. The window replacement project at Anthony Haven #094094 is waiting for a LEAN representative response. The air source heat pump bids for Anthony Haven were closed on April 26th, 2024. We are waiting for the results. The Green Meadows Building 100 Hardwire Smokes & CO2s Project #094095 designer met with Tom and visited apartments. The project will be going out for design.

Questions or Concerns of Commissioners

None.

Future Agenda Items

ModPHASE Projects.

Adjournment

Voted: Commissioner Manzone made a motion to adjourn at 2:57 p.m. Motion seconded by Commissioner Francis. Vote unanimous.

Respectfully submitted,

Janet Falone

Janet Falone
Executive Director

JEF/kmm