

MINUTES

FAIRHAVEN TOWN CLERK  
RCUD 2024 AUG 21 AM 10:07  
July 18, 2024

REGULAR MEETING

FAIRHAVEN HOUSING AUTHORITY

Chairperson Alfonso called the Fairhaven Housing Authority Regular Meeting of July 18<sup>th</sup>, 2024 to order at 2:30 p.m.

On March 24<sup>th</sup>, 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 31<sup>st</sup>, 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 Timothy Francis & Commissioner Ronnie Manzone.

**ABSENT:** Commissioner Jay Simmons.

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

The minutes were recorded by Kim Marie McArdell.

**Acceptance of the Minutes of the Regular Meeting of June 20<sup>th</sup>, 2024.**

**Voted: Commissioner Manzone made a motion to accept and place on file the Minutes of the Regular Meeting on June 20<sup>th</sup>, 2024. Motion seconded by Commissioner Francis. 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. Alex Ramos of Dana Court participated in person. There were no participants on remote zoom.

**Warrant & Operating Reports**

**Approval of the Warrant - Bills – June 21<sup>st</sup>, 2024, through July 12<sup>th</sup>, 2024**

The Board reviewed the warrant for June 21<sup>st</sup>, 2024, through July 12<sup>th</sup>, 2024.

**Voted: Commissioner Souza made a motion to approve and place on file the warrant for the bills from June 21<sup>st</sup>, 2024, through July 12<sup>th</sup>, 2024. Motion seconded by Commissioner Manzone. Vote unanimous.**

**Approval of the Warrant - Bills – July 13<sup>th</sup>, 2024, through July 18<sup>th</sup>, 2024.**

The Board reviewed the warrant for July 13<sup>th</sup>, 2024, through July 18<sup>th</sup>, 2024.

**Voted: Commissioner Francis made a motion to approve and place on file the warrant for the bills from July 13<sup>th</sup>, 2024, through July 18<sup>th</sup>, 2024. Motion seconded by Commissioner Souza. Vote unanimous.**

**June 2024 Tenant Aging Report**

The Board reviewed the Tenant Aging Report for June 2024.

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

**June 2024 Breakdown of Vacancy Numbers and Timing**

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

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

**Utility Usage and Expense Reports – June 2024**

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

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

**ModPhase General Ledger Warrant Through July 18<sup>th</sup>, 2024**

There was no ModPIIASE General Ledger Warrant through July 18<sup>th</sup>, 2024. No Invoices were received.

**Solar Income Report**

The Board reviewed the Solar Income Report

**Voted: Commissioner Manzone made a motion to approve and place on file the Solar Income Report. Motion seconded by Commissioner Francis. Vote Unanimous**

**Current Cash Summary Report - April 1<sup>st</sup>, 2024, through June 30<sup>th</sup>, 2024**

The Board reviewed the Current Cash Summary Report from April 1<sup>st</sup>, 2024, through June 30<sup>th</sup>, 2024.

**Voted: Commissioner Manzone made a motion to approve and place on file the Current Cash Summary Report from April 1<sup>st</sup>, 2024, through June 30<sup>th</sup>, 2024. Motion seconded by Commissioner Francis. Vote unanimous.**

**Fenton, Ewald & Associates – May 2024 Financials**

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

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

**Pest Control**

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

**Smoking**

The Director informed the Board our attorney is trying to schedule a grievance hearing with the resident who requested a hearing due to the incident at Oxford Terrace. Grievance Officer Charlie Murphy has been on vacation. The pad and sidewalk cutout for the smoking area at Anthony Haven has been completed. The pergola and furniture needs to be assembled. The pad and sidewalk work at McGann Terrace will be done in August.

**Oxford Terrace Land 2.2 Acres**

Director Falone has calls and emails into Laura Shufelt of MHP regarding the completed feasibility study. She has not heard back. Director Falone's next step is to reach out to the Director of Mashpee Housing for assistance in reaching Ms. Shufelt.

**Roof Project@ The Cottages McGann Terrace #094085**

The project is complete and the Certification of Final Completion for \$16,680.67 was given to the Board for review.

**Voted: Commissioner Francis made a motion to approve and place on file the Certification of Final Completion for Project #094085 in the amount of \$16,680.67. Motion seconded by Commissioner Souza. Vote unanimous.**

**Roof Project @ Building 100 McGann Terrace #094092**

The roof leaked during last weekend's storm. Tom from maintenance and the foreman from Triumph Roofing came in to fix the issue. The roof is expected to be completed by the end of July with the rock beds being completed in August.

**ModPHASE Oxford Terrace #094069**

**Change Order No. 019**

The Board reviewed Vareika Construction's proposed change order number 019 in the amount of \$1,391.36, the work to be performed, as well as the individual costs. The total amount to date for change orders is \$709,471.35 out of the \$850,000.00 change order contingency included in the State money received. The Wing E moves are completed. Under warranty work is still to be done on two counter tops and six backsplashes. Director Falone is waiting for a work schedule from Vareika Construction.

**Voted: Commissioner Manzone made a motion to approve Vareika Construction's change order number 019 in the amount of \$1,391.36. Motion seconded by Commissioner Francis. Vote unanimous.**

**Hardwire Smoke Detectors/CO2 Detectors Green Meadows II # 094095**

The project is under design.

**Master Meter Designation The Cottages McGann Terrace #094089**

The proposal is set to go out to bid today, July 18<sup>th</sup>, 2024, with the electrical walk through next Wednesday, July 24<sup>th</sup>, 2024. The bids are due by August 7<sup>th</sup>, 2024.

**Bathroom Exhaust Fans Anthony Haven #094093**

The Director and Tom met with Kyle from RCAT and the designer on the project to see how to break out the project. We are now waiting on a design and cost.

**NEW BUSINESS:****Agreed Upon Procedures Independent Audit 2023**

Director Falone presented the Board with the Agreed Upon Procedures Independent Audit 2023 for review. There was one finding in the Executive Director Salary. The amount was 3% over the budgeted amount. The reason was Director Falone and the previous Director were both working during the transition period. EOHLIC needed an explanation. In the future if there is an overlap in pay a Budget Revision will need to be done.

**Voted: Commissioner Francis made a motion to accept and place on file the Agreed Upon Procedures Independent Audit for 2023. Motion seconded by Commissioner Manzone. Vote unanimous.**

**Tabled Items**

None.

**Communications/Correspondence**

The FHA July 2024 Newsletter was mailed to the Board on July 1<sup>st</sup>, 2024.

**Director's Update – July 2024**

Director Falone gave the Board an update on what has been going on at Fairhaven Housing Authority. The new Housing Specialist Michelle Jones started on June 24<sup>th</sup>, 2024 and is acclimating to her new environment. We find her a delight to have in the office and she is getting along with the staff and meeting a lot of the residents. All residents that were relocated during the ModPHASE renovations at Oxford Terrace have all been settled in their forever homes. The vacant units at Oxford Terrace are being filled on a rotating basis so that there is not an overload in one month for the annual recertifications. In RSC news the residents have enjoyed a cookout and the ongoing garden clubs. Kendra is busy assisting residents with their MassHealth/SNAP renewals. She has been an asset to the office by collecting annual recertification packets from all of the developments. Also she is working on the August calendar/newsletter. The second cookout is scheduled for August 21<sup>st</sup>. Outreach and dieticians have monthly events scheduled. She is working with Stop & Shop to schedule FHA's annual Flu/Covid shot clinic for October. Diane has been helping the office by delivering recertification packets, putting together emergency preparedness bags, putting together a food pantry for our residents that are suffering with food insecurities and helping a few residents to declutter their apartments. In Maintenance news we have some vacant units at Building 100 that required new countertops which have been delayed by the manufacturer. Unfortunately our glass budget has gone over due to grass cutting and weed whacking this summer. The design has been submitted for the exterior brick work, balcony repair & repointing at Dana Court project # 094088. The fire alarm upgrade at Oxford Terrace project # 094091 is out for a designer. The window Replacement @ Anthony Haven # 094094 is waiting on a response from Olivia of LEAN regarding the windows, insulation and air source heat pumps. If the windows are included the Housing Authority will not apply for the funds that were awarded for this project from CPC. The Annual Plan has been organized and posted on our website. There will be a meeting in August for any tenant input and the Plan will be on the September Agenda for Board approval.

**Questions or Concerns of Commissioners**

Chairperson Alfonso noted that Commissioner Simmons was absent.

**Future Agenda Items**

None.

**Adjournment**

**Voted: Commissioner Souza 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