

MINUTES

REGULAR MEETING

FAIRHAVEN HOUSING AUTHORITY

FAIRHAVEN TOWN CLERK
RCUD 2024 SEP 25 AM 11:15
August 15, 2024

Chairperson Alfonso called the Fairhaven Housing Authority Regular Meeting of August 15th, 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 Timothy Francis, Commissioner Ronnie Manzone & Commissioner Jay Simmons

ABSENT: None.

STAFF: Janet Falone, Michelle Jones & Kim Marie McArdell.

The minutes were recorded by Kim Marie McArdell.

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

Voted: Commissioner Francis made a motion to accept and place on file the Minutes of the Regular Meeting on July 18th, 2024. Motion seconded by Commissioner Souza. Vote: Chairperson Alfonso Yes, Commissioner Manzone Yes, Commissioner Souza Yes, Commissioner Francis Yes. Commissioner Simmons Abstained.

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 & Bernard Brault of Oxford Terrace participated in person. Fairhaven resident John Medeiros participated in person. Josh Crabb Fairhaven Highway Superintendent & Andrew Ramano North Fairhaven Improvement Association Representative participated on remote zoom.

NEW BUSINESS:

North Fairhaven Improvement Association & Fairhaven Highway Department – Discussion Regarding Future Crosswalks, Bus Stops & Shelters.

Mr. John Medeiros, a neighbor of the Fairhaven Housing Authority, addressed the Board regarding the area crosswalks, bus shelters and bus stops. He is here on his own and is not representing any association. He would like to see the bus stop and shelter moved to the new crosswalk in front of the South entrance of Oxford Terrace. The location Mr. Medeiros would like will conflict with the entrance for the new maintenance utility building. After a discussion Director Falone suggested a survey to the residents of Oxford Terrace as this decision will directly affect them. Everyone at the meeting agreed with the survey.

Commissioner Simmons made a motion to have Director Falone provide a survey to the Oxford Terrace residents regarding the bus stop/crosswalk and to have the results of the survey at the October 2024 Board meeting. Motion seconded by Commissioner Francis. Vote unanimous.

Commissioner Simmons made a motion to table Tenant Participation. Motion seconded by Commissioner Francis. Vote unanimous.

Warrant & Operating Reports

Approval of the Warrant - Bills – July 19th, 2024, through August 9th, 2024

The Board reviewed the warrant for July 19th, 2024, through August 9th, 2024.

Voted: Commissioner Francis made a motion to approve and place on file the warrant for the bills from July 19th, 2024, through August 9th, 2024. Motion seconded by Commissioner Souza. Vote unanimous.

Approval of the Warrant - Bills – August 10th, 2024, through August 15th, 2024.

The Board reviewed the warrant for August 10th, 2024, through August 15th, 2024.

Voted: Commissioner Manzone made a motion to approve and place on file the warrant for the bills from August 10th, 2024, through August 15th, 2024. Motion seconded by Commissioner Simmons. Vote unanimous.

July 2024 Tenant Aging Report

The Board reviewed the Tenant Aging Report for July 2024

Director Falone informed the Board a 30 Day Notice to Quit was sent on August 13th, 2024 to the 705 Ash Street resident with the balance of \$2,798.00. Waiting on a court date.

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

July 2024 Breakdown of Vacancy Numbers and Timing

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

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

Utility Usage and Expense Reports – July 2024

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

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

ModPHASE General Ledger Warrant Through August 15th, 2024

The Board reviewed the ModPHASE General Ledger Warrant through August 15th, 2024.

Voted: Commissioner Manzone made a motion to approve and place on file the ModPHASE General Ledger Warrant through August 15th, 2024. Motion seconded by Commissioner Souza. Vote Unanimous

Fenton, Ewald & Associates – June 2024 Financials

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

Commissioner Simmons questioned if any of the Operating Expenditures Accounts look to be over their budgeted amount. The Legal and the Glass Work & Slider Repair Accounts may need to be revised before year end.

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

OLD BUSINESS:**Security @ Complexes**

The Director informed the Board that everything has been relatively quiet. There was a young adult/child of a resident hanging around the parking lot of Oxford Terrace and the resident was not home. Director Falone spoke with the resident explaining guests could not be here if the resident was not. The situation was resolved. No other complaints or issues have been brought to her attention.

Pest Control

Director Falone informed the Board there was a skunk living under a patio. Maintenance took care of the situation. No other complaints or issues have been brought to her attention.

Smoking

The Director informed the Board the pergola and furniture for the smoking area at Anthony Haven has been completed. The tenants are excited. Residents of Oxford Terrace and Dana Court have given the social aspect and the pergolas great reviews. A question regarding setting a time limit/time frame was brought to Director Falone's attention. There have been no concerns or complaints from the residents living closest to the pergola. The pad and sidewalk work at McGann Terrace will be done in the next month.

Oxford Terrace Land 2.2 Acres

Director Falone reached out to the Director of Mashpee Housing for assistance in reaching Ms. Laura Shufelt of MHP regarding the completed feasibility study. Ms. Shufelt has not responded.

ModPHASE Oxford Terrace #094069

The under warranty work is still being done on two counter tops and six backsplashes. The Director has asked Vareika Construction for a timeline/schedule. New residents are given instructions on how to clean the countertops, cabinets & flooring.

Brick Repointing @ Dana Court #094088

The project is under EOHLHC review and should go out to bid in January with a start date in April. Commissioner Simmons would like the project to go out to bid in October for an earlier spring start date.

Master Meter Designation The Cottages McGann Terrace #094089

The bids have been submitted and the designer has the three lowest bids. The lowest bid came in at \$1,200,000.00. References are being checked on the lowest bidder.

Oxford Terrace Fire Alarm Upgrade # 094091

The project is with RCAT and is out for a designer.

Roof Project @ Building 100 McGann Terrace #094092

The roof is complete but needs the final inspection. The rock beds will be completed by the end of the month. The residents on the second floor are complaining that when it rains the rain is hitting their bannisters and splashing back onto their sliding doors. The Director and Tom will be meeting with the Architect next week to see what can be done to resolve this. Director Falone gave the Board Change orders 1 & 2 for review. The scupper drains and electrical line need to be modified.

Voted: Commissioner Souza made a motion to approve Triumph Roofings' change order numbers 1 & 2 in the amount of \$3,211.06. Motion seconded by Commissioner Manzone. Vote unanimous.

Bathroom Exhaust Fans @ Anthony Haven #094093

The project has become an EOHLHC project because the Architect design came back at \$160,000.00 which is over the RCAT cap of \$100,000.00. The project will include kitchen exhaust fans as they were disconnected years ago. There will be a team meeting to make sure of funding to continue the project.

Window Replacement @ Anthony Haven # 094094

LEAN is taking over the project. Waiting on confirmation.

Hardwire Smoke Detectors/CO2 Detectors Green Meadows II # 094095

The architect completed a site visit and the project is under design.

Tabled Items

Commissioner Simmons made a motion to allow Tenant Participation. Motion seconded by Commissioner Francis. Vote unanimous.

The residents participating in person did not have anything they wanted to discuss. There was no one on remote zoom.

Communications/Correspondence

The FHA August 2024 Newsletter was mailed to the Board on August 1st, 2024.

Director's Update – July 2024

Director Falone gave the Board an update on what has been going on at Fairhaven Housing Authority. 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. There were eighteen available units with now approximately seven left to fill from the CHAMP lists. Three lists were pulled. Tenants were selected from each list. A minority, a non-elderly disabled and an elderly list. The Director will be inspecting the three units that failed their reinspection's from the annual inspection. Also being inspected is the unit that is court ordered to be inspected monthly. The Annual Plan meeting with the residents was held on Tuesday, August 13th, 2024 for any tenant comments. Only one tenant participated. She wanted to see what the future projects were and had no comments. A Thirty day notice was given to WinWaste for the disposal contract which expired after two years in November 2023. WinWaste when contacted stated that the contract automatically renewed in November for another five years. Director Falone read the contract and disagrees. She believes a ninety day notice to terminate is sufficient. WinWaste also raised all of the rates & fees in July with no notice for the increases. Harvey should take over on November 1st, 2024. In RSC news the residents have enjoyed the summer cookouts, ice cream socials, movie matinees and ongoing garden clubs. Diane has put together an impressive food pantry for residents in need and is working with the Fairhaven Council on Aging who is donating Boston Food Bank items monthly along with RSC grant money contributions. Kendra is collaborating with Physical Therapist Maria Pine from Community Nurse and Home Care to start a monthly balance/strength training workshop for our residents. Blue the comfort dog from Fairhaven Police Department will be at FHA on September 11th to give a presentation. Stop & Shop will be here on October 1st for the annual Flu/Covid clinic. The last cook out for the season is scheduled for August 21st with fifty people already signed up. In Maintenance news two of the vacant units at Building 100 required new countertops which have been delayed by the manufacturer.

Maintenance is trying a new stay and stick tile backsplash as standard tiles do not adhere to Formica. This may be a solution for the cracked kitchen backsplashes at Oxford Terrace. We will be going out for quotes to clean the outside of the windows and the hallway/common area rugs in all of the buildings. Also the Sheriff's crew will be contacted for some indoor common area painting.

Questions or Concerns of Commissioners

Commissioner Simmons would like Director Falone to reach out to Anne Richards regarding the new CPC application changes. This year's application submission is due in September. The Director will meet with Tom to see what projects in the near future will qualify.

Future Agenda Items

Bus Stop
CPC Projects

Adjournment

Voted: Commissioner Francis made a motion to adjourn at 3:35 p.m. Motion seconded by Commissioner Simmons. Vote unanimous.

Respectfully submitted,

Janet Falone

Janet Falone
Executive Director

JEF/kmm