

MINUTES

FAIRHAVEN TOWN CLERK
RCUD 2024 NOV 22 AM 9:44

REGULAR MEETING

FAIRHAVEN HOUSING AUTHORITY

October 17, 2024

Chairperson Alfonso called the Fairhaven Housing Authority Regular Meeting of October 17th, 2024 to order at 2:39 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

ABSENT: Commissioner Manzone & Commissioner Simmons

STAFF: Janet Falone & Kim Marie McArdell.

The minutes were recorded by Kim Marie McArdell.

Acceptance of the Minutes of the Regular Meeting of September 19th, 2024.

Voted: Commissioner Francis made a motion to accept and place on file the Minutes of the Regular Meeting on September 19th, 2024. Motion seconded by Commissioner Souza. 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. Mary Staffon of Oxford Terrace participated in person. Fairhaven resident John Medeiros participated in person. There were no participants on remote zoom.

Warrant & Operating Reports

Approval of the Warrant - Bills – September 20th, 2024, through October 11th, 2024

The Board reviewed the warrant for September 20th, 2024, through October 11th, 2024.

Voted: Commissioner Francis made a motion to approve and place on file the warrant for the bills from September 20th, 2024, through October 11th, 2024. Motion seconded by Commissioner Souza. Vote unanimous.

Approval of the Warrant - Bills – October 12th, 2024, through October 17th, 2024.

The Board reviewed the warrant for October 12th, 2024, through October 17th, 2024.

Voted: Commissioner Souza made a motion to approve and place on file the warrant for the bills from October 12th, 2024, through October 17th, 2024. Motion seconded by Commissioner Francis. Vote unanimous.

September 2024 Tenant Aging Report

The Board reviewed the Tenant Aging Report for September 2024.

Director Falone informed the Board court dates have been set for the 705 Ash Street resident with the balance of \$2,568.00 and the 667-2 resident with a balance of \$475.00. Both court dates are in November.

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

September 2024 Breakdown of Vacancy Numbers and Timing

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

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

Utility Usage and Expense Reports – September 2024

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

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

ModPHASE General Ledger Warrant Through October 17th, 2024

The Board reviewed the ModPHASE General Ledger Warrant through October 17th, 2024.

Voted: Commissioner Souza made a motion to approve and place on file the ModPHASE General Ledger Warrant through October 17th, 2024. Motion seconded by Commissioner Francis. Vote Unanimous.

Current Cash Summary Report - July 1st, 2024, through September 30th, 2024

The Board reviewed the Current Cash Summary Report from July 1st, 2024, through September 30th, 2024.

Voted: Commissioner Francis made a motion to approve and place on file the Current Cash Summary Report from July 1st, 2024, through September 30th, 2024. Motion seconded by Commissioner Souza. Vote unanimous.

Solar Income Report

The Board reviewed the Solar Income Report

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

Fenton, Ewald & Associates – August 2024 Financials

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

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

NEW BUSINESS:

Board Training

Director Falone placed the topic on the agenda as to make a note on file. It is required by the state of Massachusetts that every Board member and state employee must complete the State Ethics Conflict of Interest Training. The Director has spoken to the Attorney General's office and there can be a fine of up to \$1,000.00 for anyone who has not completed the training. Director Falone informed the Board that one Board member has not met the qualification. The Director will send written notification to the Board member but would like to have an end date as to when the training is to be completed.

Voted: Commissioner Francis made a motion to give the noncompliant Board member until November 21st, 2024 to complete the State Ethics Conflict of Interest Training. Motion seconded by Commissioner Souza. Vote unanimous.

OLD BUSINESS:

Review of the Bus Stop Relocation Survey

Director Falone informed the Board one hundred & two surveys were sent to the residents of Oxford Terrace. Fourteen Surveys were returned. Seven residents do not use transportation, five residents want a shelter at the existing bus stop and two residents would like the bus stop moved to the Oxford Terrace crosswalk. After a discussion the Board would like the Director and Chairperson Alfonso to speak with the Town Safety Officer. The Board would like the topic on next month's agenda.

Security @ Complexes

The Director informed the Board that everything has been relatively quiet. There was a car stolen from the parking lot of Dana Court. The car was found the next day with minimal damage. No other complaints or issues have been brought to her attention.

Pest Control

Director Falone informed the Board there was a squirrel loose in Oxford Terrace. 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 for the smoking area at McGann Terrace has been completed. Maintenance is working on assembling the furniture.

CPC Update

Director Falone will present the application at the next meeting on November 20th, 2024 at 8:00pm. After the CPC reviewed the application they came back with two questions. Is the project energy efficient? Yes, we are requesting double pane energy efficient windows. Has solar been considered for the roofs on the family units? When the solar company comes down to assess Building 100 the Director will have them look at all of the complexes for the feasibility of additional solar panels.

Oxford Terrace Land 2.2 Acres

The Director is waiting for Ms. Laura Shufelt of MHP to send the grant letter for the \$21,000.00 to proceed with the feasibility of the project.

ModPHASE Oxford Terrace #094069

The project is substantially completed. Vareika Construction, Incorporated has been out of the building since June 24th, 2024. There is some backslash repairs that need to be done and this certificate will not release the retainage.

Voted: Commissioner Souza made a motion to approve and place on file the Certification of Substantial Completion for Project #094069. Motion seconded by Commissioner Francis. Vote unanimous.

Brick Repointing @ Dana Court #094088

The project is out to bid.

Master Meter Designation The Cottages McGann Terrace #094089

Fall River Electrical has been accepted as the contractor on the project. There was a kickoff meeting yesterday, October 16th, 2024 with the contractors, the engineer and Eversource. Director Falone will meet with the residents before the start of the project.

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 are completed. The snow guards are 90% completed. Director Falone gave the Board Change Order #2 for review. Gutters need to be added to the building above the porches to rectify the rainwater splashing over onto the porches.

Voted: Commissioner Souza made a motion to approve Triumph Roofings' Change Order #2 in the amount of \$5,167.41. Motion seconded by Commissioner Francis. Vote unanimous.

Bathroom Exhaust Fans @ Anthony Haven #094093

The project is with EOHLC.

Window Replacement @ Anthony Haven # 094094

LEAN has submitted the request to Eversource to replace the windows and install air source heat pumps.

Hardwire Smoke Detectors/CO2 Detectors Green Meadows II # 094095

The project is under design.

Tabled Items

None.

Communications/Correspondence

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

The Director informed the Board she has been working with Emma Benkert of Tradition Energy for fixed rates for the Housing Authority's gas and electric services to begin November 2025. The Board reviewed the Supplier Fixed Price Comparison / Savings and Budget Analysis. After a discussion the Board agreed to allow the Executive Director to make the decision on which rates to accept and to have her sign the contract.

Voted: Commissioner Souza made a motion to allow Director Falone to make the decision on which energy rates to accept and to sign the contract . Motion seconded by Commissioner Francis. Vote unanimous.

Director's Update – October 2024

Director Falone gave the Board an update on what has been going on at Fairhaven Housing Authority. Kim and I will be attending the MAHAMS conference for one day, Monday October 21st, 2024. The maintenance staff is signed up for Tuesday and Wednesday, October 22nd & 23rd. The new waste disposal company Harvey Industries will be on board as of November 1st, 2024. In RSC news Kendra has given her notice and her last day was Friday, October 11th, 2024. She has taken another job that has less hours so she can spend more time with her husband and granddaughter. The ad has been placed on MassNAHRO and in the Fairhaven News for two weeks. It has also been placed in the weekly papers for Dartmouth, Wareham and Mattapoisett. If this does not result in a good candidate we will try an online avenue like indeed. Part time RSC Diane has been helping out more. The Halloween party will go on with the help of the administrative and maintenance staff. Fairhaven Housing Authority is partnering with Coastal Food Shed to bring the farmers

market to the residents who have SNAP benefits. This will help them to use their HIP benefits. So far forty five residents have signed up and are excited to see what fresh fruit and produce they will receive. In Maintenance news the pergola is up at McGan Terrace and the furniture will be in place by next week. This will conclude all of the smoking pergolas. There is one vacant family unit and the maintenance staff is working to get it ready for a new tenant after twenty tears. We need to paint the whole unit and replace all of the flooring. The kitchen and bathroom will also be completely upgraded. We have asked EOHLC for an additional three month waiver to complete all of the rehab. Maintenance wanted to do the work instead of making it a project and going out to bid. (Much quicker turnover timeframe).

Questions or Concerns of Commissioners

None.

Future Agenda Items

Bus Stop.

Adjournment

Voted: Commissioner Francis made a motion to adjourn at 3:26 p.m. Motion seconded by Commissioner Souza. Vote unanimous.

Respectfully submitted,

Janet Falone

Janet Falone
Executive Director

JEF/kmm