

MINUTES

REGULAR MEETING

FAIRHAVEN HOUSING AUTHORITY

November 21, 2024

Chairperson Alfonso called the Fairhaven Housing Authority Regular Meeting of November 21st, 2024, to order at 2:30 p.m.

On March 24th, 2023, the bill to extend Open Meeting Law regulations governing remote participation 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 Jay Simmons, Commissioner Ronnie Manzone

ABSENT: Commissioner Timothy Francis.

STAFF: Janet Falone & Michelle Jones.

The minutes were recorded by Michelle Jones.

Acceptance of the Minutes of the Regular Meeting of October 17th, 2024.

Voted: Commissioner Souza made a motion to accept and place on file the Minutes of the Regular Meeting on October 17th, 2024. Motion seconded by Commissioner Simmons. 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, Peter Baptista, Pamela Lajoie & Donna Lang 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 – October 18th, 2024, through November 15th, 2024

The Board reviewed the warrant for October 18th, 2024, through November 15th, 2024.

Voted: Commissioner Souza made a motion to approve and place on file the warrant for the bills from October 18th, 2024, through November 15th, 2024. Motion seconded by Commissioner Simmons. Vote: unanimous.

Approval of the Warrant - Bills – November 16th, 2024, through November 21st, 2024.

The Board reviewed the warrant for November 16th, 2024, through November 21st, 2024.

Voted: Commissioner Simmons made a motion to approve and place on file the warrant for the bills from November 16th, 2024, through November 21st, 2024. Motion seconded by Commissioner Manzone. Vote: unanimous.

October 2024 Tenant Aging Report

The Board reviewed the Tenant Aging Report for October 2024.

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

October 2024 Breakdown of Vacancy Numbers and Timing

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

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

Utility Usage and Expense Reports – October 2024

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

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

Fenton, Ewald & Associates – September 2024 Financials

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

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

NEW BUSINESS:

None.

OLD BUSINESS:

Smoking

Peter Baptista an Oxford Terrace resident made a presentation for his proposal to put a screen on the smoking pergolas. (Enclosure #7) He is making this request on behalf of himself and the smokers of Oxford Terrace. Reasons for this request is as follows: Winter is coming a screen would help reduce the amount of snow and reduce the amount of rainwater on the chairs. Screens would allow air flow in the Spring and Summer. Screens would also make residents feel safer with the wildlife that is around the area. Executive Director Janet Falone put together an estimate for the materials for all of the pergolas and gazebos on all properties. She stated she could not put it on just one. It would have to be put on all of them for fairness. Estimated cost is \$2,015 for each Pergola/Gazebo, \$22,000 for all. Areas of concern is the line of site for safety along with vagrants who might see that they are enclosed. Maintenance cannot be responsible for moving the screens up and down at all the properties. After a discussion the board decided to review all the information from today and discuss it at the December 2024 board meeting.

Voted: Commissioner Simmons made a motion to place Mr. Baptista's proposal under old business for the December Board meeting. Motion seconded by Commissioner Souza. Vote: unanimous

Security @ Complexes

The Director informed the Board that everything is relatively quiet. A resident came in regarding a disturbance between him and another resident. When Director Falone called the police to receive a report there was no public record. Chairperson Alfonso inquired on how often the cameras are checked to see if they are in working order. The Director stated they are checked if there is a specific issue. With a date and time she is able to access them. Director Falone will check with maintenance to make a preventative maintenance schedule with a check list for each camera.

Pest Control

Chairperson Alfonso inquired if Proficient also treated inside issues. Director Falone said they deal with a list of insects and pests, there are things that they don't treat, like bedbugs, there is a separate company for that. Proficient comes once a month and checks the boxes outside and the perimeter of the buildings. They only go inside if needed.

Review of the Bus Stop Relocation Survey

Director Falone Spoke with the safety officer Scott Coelho on 10/29. He stated that the crosswalk was planned with Mass DOT and the town of Fairhaven. The crosswalk is staying where it is. He said if we wanted to talk about relocating the bus stop Director Falone would need to speak with Josh Crab from SRTA. Director Falone spoke with Josh on 10/30. At this time the flashing lights are not working at the crosswalk, Director Falone spoke with Josh, where he stated that Mass DOT is responsible for the light because they were still under warranty, not SRTA. Josh will reach out to Mass DOT. She is waiting for a return call from Josh to set up a date/time for a zoom meeting. As of 11/15 she has not heard back. She will reach back out via e-mail. She will also add Chairperson Alfonso to that e-mail. Chairperson Alfonso will notify the other board members and Fairhaven resident John Mederios when the zoom will take place. Fairhaven resident John Mederios stated that he would like the crosswalk changed due to the safety of everyone crossing Main Street, due to how busy it is.

CPC Update

Director Falone presented the CPC application for the funding at the meeting held on November 20th, 2024, at 7:45pm. The application is complete and in order. The decision will be made in January 2025 and will be voted in at the town meeting in May of 2025. This CPC application is for windows at the Ash Street 705 family units. The CPC application for Anthony Haven that we were granted for the windows is on hold Director Falone is trying to get the project funded for free.

Oxford Terrace Land 2.2 Acres

The Director stated that Laura Shufelt of MHP has the grant letter for \$12,000.00 to proceed with the feasibility of the project.

Voted: Commissioner Manzone made a motion to approve the MHP Grant letter in the amount of \$12,000. Motion seconded by Commissioner Souza. Vote: unanimous

ModPHASE Oxford Terrace #094069

The contractor repaired all bubbling backsplashes in Wing A and Wing B with tile. We will review all units in March with the 9-month visit. Director Falone would like to request approval for the Certificate of Final Completion in the amount of \$413,388.26.

Voted: Commissioner Manzone made a motion to approve and place on file the Certification of Substantial Completion for Project #094069 in the amount of \$413,388.26. Motion seconded by Commissioner Souza. Vote: unanimous.

Brick Repointing @ Dana Court #094088

The project is out to bid.

Master Meter Designation The Cottages McGann Terrace #094089

A notice to Proceed was issued 10/16/2024. Waiting for the vendor, Fall River Electrical, to submit the schedule to the Housing Authority. Project estimate start might be in March, Due to the ground being frozen. Director Falone will check with them on the start date in January. The Director would like to have a meeting with the tenants at the Cottages prior to the start of the project. A second meeting was held with the Architect, FHA and Eversource onsite on 10/23/24 to confirm the location of the second transformer. Drawings need to be re-done as the second transformer must be wired to the first transformer.

Oxford Terrace Fire Alarm Upgrade # 094091

RCAT designer assigned to John Murphy. They will be on site on November 12, 2024 to take a tour.

Roof Project @ Building 100 McGann Terrace #094092

The roof is complete, rock beds completed, the snow guards and gutters are all in place. A walk thru was done on November 13, 2024.

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 November 2024 Newsletter was mailed to the Board on November 1st, 2024.

Director's Update – November 2024

Director Falone and FHA has received 128 applications from the RSC position from the Indeed Ad. We interviewed the top 7 candidates. Kim McArdell and Michelle Jones did the initial interview, Director Falone did the final interview. We have offered the position to Tracey Mabry who has been working in the social services field for many years. Ms. Mabry will start on December 9, 2024. Tracey will be announced in our Residents in the November Newsletter. There were two new capital projects that have been assigned to a designer for this year. **Window Replacements at Oxford Terrace 667-3 #094096** -Assigned to David Cann from EOHLC. **Keyless Door Entry at Oxford Terrace 667-3 #094097** - Assigned to Howard Gerber. The new waste disposal company came on board with some bumps. Winwaste showed up on a Wednesday and removed their receptacles without notice. A call to Harvey and we were able to have a new receptacle delivered within 48 hours. **RSC News** The Halloween party went on with help from maintenance and administrative staff. The Craft fair is scheduled for Saturday, December 7, 2024, with support from Assistant Director Kim McArdell and Housing Specialist Michelle Jones who are going above and beyond for our residents. FHA is partnering with Coastal Food Shed to bring the farmers market to the residents who have SNAP benefits, to use their HIP benefits. The HIP program started with 45 residents, now has approximately 60 residents. Our part time RSC Diane Rocha made multiple reports on a resident that needed additional services and was not getting the help she needed. With her continued reporting, the authorities finally took notice, and she is now getting the additional services needed. This year we will have a Holiday Social instead of a sit-down dinner. There will be entertainment, drinks and baked goods along with a raffle.

Maintenance & Projects

The maintenance Department has been busy cleaning the last of the leaves and grass to get ready for the winter. There is one family unit open, the maintenance staff have been working on getting it ready for a new tenant after twenty years. We have asked EOHLC for a waiver, an additional three months, to get ready for the occupancy. The occupancy is expected in January 2025.

Questions or Concerns of Commissioners

None.

Future Agenda Items

Bus Stop & the Smoking Pergolas

Adjournment

Voted: Commissioner Souza made a motion to adjourn at 3:49 p.m. Motion seconded by Commissioner Manzone. Vote unanimous.

Respectfully submitted,

Janet Falone

Janet Falone
Executive Director

JEF/MMJ