

## MINUTES

**REGULAR MEETING**

**FAIRHAVEN HOUSING AUTHORITY**

**December 19, 2024**

Chairperson Alfonso called the Fairhaven Housing Authority Regular Meeting of December 19<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 Jay Simmons arrived at 2:34pm. He arrived on time but could not get into the building.

**ABSENT:** Commissioner Manzone

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

The minutes were recorded by Kim Marie McArdell.

**Acceptance of the Minutes of the Regular Meeting of November 21<sup>st</sup>, 2024.**

**Voted: Commissioner Souza made a motion to accept and place on file the Minutes of the Regular Meeting on November 21<sup>st</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. Peter Baptista, Laureen Lovering, John Tetreault, Donna Lange, Pam Lajoie & Brenda Lagasse 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 – November 22<sup>nd</sup>, 2024, through December 13<sup>th</sup>, 2024**

The Board reviewed the warrant for November 22<sup>nd</sup>, 2024, through December 13<sup>th</sup>, 2024.

**Voted: Commissioner Francis made a motion to approve and place on file the warrant for the bills from November 22<sup>nd</sup>, 2024, through December 13<sup>th</sup>, 2024. Motion seconded by Commissioner Souza. Vote: Unanimous.**

#### **Approval of the Warrant - Bills – December 14<sup>th</sup>, 2024, through December 19<sup>th</sup>, 2024.**

The Board reviewed the warrant for December 14<sup>th</sup>, 2024, through December 19<sup>th</sup>, 2024.

**Voted: Commissioner Souza made a motion to approve and place on file the warrant for the bills from December 14<sup>th</sup>, 2024, through December 19<sup>th</sup>, 2024. Motion seconded by Commissioner Simmons. Vote: Unanimous.**

### **November 2024 Tenant Aging Report**

The Board reviewed the Tenant Aging Report for November 2024.

Director Falone informed the Board a court agreement has been reached with the 667-2 resident with the balance of \$508.00. The balance was paid on December 3<sup>rd</sup>, 2024. The 667-2 balance of \$700.00 was also paid on December 3<sup>rd</sup>, 2024.

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

### **November 2024 Breakdown of Vacancy Numbers and Timing**

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

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

### **Utility Usage and Expense Reports – November 2024**

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

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

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

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

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

**NEW BUSINESS:**

None.

**OLD BUSINESS:****Smoking**

There are designated smoking covered pergola areas at all of the Fairhaven Housing Authority complexes. Residents would like changes. They would like siding to protect them from the wind, rain and/or snow. Director Falone does not want the pergolas completely enclosed for safety reasons. She presented a roller shade attached to the pergola on one side. Commissioner Francis has spoken to the Fire Chief who will do some research on what type of siding can be used. It can be enclosed but must be fire rated material. He would like to see the pergola covered with removable sides with windows to be able to see inside. Commissioner Simmons would like to make an amendment or redo the smoking policy to allow the residents to smoke in their vehicles. The Director will look into the reasoning behind this policy to see if it is E.O.H.L.C. required. Commissioner Souza agrees with allowing the residents to smoke in their vehicles and is agreeable to two sides of the gazebo covered. He would like to start with Oxford Terrace to see if the siding works and then address the other complexes. Director Falone will look into the costs involved. After a lengthy discussion the Board has decided to wait until the next Board meeting to vote on this topic. They have also agreed to suspend the enforcement of prohibiting residents smoking in their vehicles until the next Board meeting on January 16<sup>th</sup>, 2025.

**Voted: Commissioner Souza made a motion to suspend the enforcement of the tenants and residents being prohibited from smoking in their vehicles until January 16<sup>th</sup>, 2025. Motion seconded by Commissioner Simmons. Vote: Chairperson Alfonso No, Commissioner Souza Yes, Commissioner Francis Yes, Commissioner Simmons Yes.**

**Security @ Complexes**

The Director informed the Board that everything has been relatively quiet. No other complaints or issues have been brought to her attention.

**Pest Control**

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

**Review of the Bus Stop Relocation Survey**

The Director & Chairperson Alfonso met with Mr. Andrew Romano Select Board Member, who was going to reach out to Mr. Josh Crabb Highway Superintendent of the Fairhaven DPW, regarding moving the bus stop from in front of Dana Farms to the crosswalk in front of Oxford Terrace. Mr. Crabb is going to meet with SERTA. They are the only ones who can relocate a bus stop. Director Falone and Chairperson Alfonso will also attempt to speak with SERTA.

**CPC Update**

Commissioner Simmons informed the Board the next CPC meeting is January 22<sup>nd</sup>, 2025. The committee may or may not vote on which projects will be approved at the meeting. Director Falone has heard back from Olivia of LEAN. The request is with Eversource for approval and hopefully a decision will be made by the end of the year.

**Oxford Terrace Land 2.2 Acres**

The Director has had no response from Laura Shufelt of MHP and will reach out after the first of the year.

**ModPHASE Oxford Terrace #094069**

Vareika Construction, Incorporated has been out of the building since June 24<sup>th</sup>, 2024. They have repaired all of the bubbling backslashes in Wing A and Wing B. There are some new backslash issues that will be addressed when the all unit nine month walkthrough is completed in March.

**Brick Repointing @ Dana Court #094088**

The project is set to go out to bid in January.

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

The notice to proceed was issued on October 16<sup>th</sup>, 2024. Director Falone is waiting for the vendor, Fall River Electrical, to submit the schedule to the Housing Authority. The project will most likely start in March 2025.

**Oxford Terrace Fire Alarm Upgrade # 094091**

John Murphy has been assigned as the designer. The Design has not been submitted yet.

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

The roof is completed. The rock beds are completed. The snow guards and gutters are all in place. There is no work left to be done and the punch list was also completed.

**Voted: Commissioner Francis made a motion to approve and place on file the Certification of Substantial Completion for Project #094092. Motion seconded by Commissioner Simmons. Vote Unanimous.**

**Bathroom Exhaust Fans @ Anthony Haven #094093**

The project is with EOHLC and waiting on a project manager.

**Window Replacement @ Anthony Haven # 094094**

LEAN has submitted the request to Eversource to replace the windows and install air source heat pumps. Hopefully a decision will be made by the end of the year.

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

Designer John Murphy has not submitted an estimate yet.

**Tabled Items**

None.

**Communications/Correspondence**

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

**Director's Update – December 2024**

Director Falone gave the Board an update on what has been going on at Fairhaven Housing Authority. The Housing Authority has a full staff. Resident Service Coordinator Tracey Mabry started on December 9<sup>th</sup>, 2024. She comes to us with a wealth of experience and seems to be fitting in quite nicely. The Director has spoken to a representative from Wynd regarding purchasing four smoking sensor units with contracts to use in conjunction with a court agreement. Harvey, the new waste disposal company was arriving around 5:30am, we have asked them to change the time as they are waking the residents. We had to add an additional weekly pickup for Building 100 and Dana Court. In RSC news with the help of Kim, Michelle and Diane the Residents were very successful at the Craft Fair on Saturday, December 7<sup>th</sup>, 2024. This year we will have a Holiday Social instead of a sit down dinner. There will be entertainment, drinks, baked goods and a raffle. In Maintenance news Director Falone and Tom met with representatives of Innovis Energy to discuss acquiring E.V. power stations. Tom took the gentlemen on a tour of all five properties to assess the feasibility. A proposal will be sent in regard to the cost. There are also Eversource credits and sustainability funds to look into. A memo was sent to all of the residents regarding the snow procedure. Hopefully this will alleviate calls to the tenants to shovel out their cars. The maintenance staff has turned over all but two units.

**Questions or Concerns of Commissioners**

None.

**Future Agenda Items**

E.V. Charging Station(s).

**Adjournment**

**Voted: Commissioner Francis made a motion to adjourn at 3:39 p.m. Motion seconded by Commissioner Simmons. Vote: Unanimous.**

Respectfully submitted,

*Janet Falone*

Janet Falone  
Executive Director