

MINUTES

REGULAR MEETING

FAIRHAVEN HOUSING AUTHORITY

December 18, 2025

Chairperson Alfonso called the Fairhaven Housing Authority Regular Meeting of December 18th, 2025 to order at 2:30 p.m.

PRESENT: Chairperson Carol Alfonso, Commissioner Gary Souza, Commissioner Jay Simmons & Commissioner Timothy Francis (Arrived at 2:44p.m.)

ABSENT: Commissioner Ronnie Manzone.

STAFF: Janet Falone & Kim Marie McArdell.

FAIRHAVEN TOWN CLERK
RCUD 2026 JAN 15 PM4:09

The minutes were recorded by Kim Marie McArdell.

Tenant/Public Participation/ In Person or Remote

Peter Baptista JR., Noah Brine, Angie Cordones & Cathrina dosSantos of Oxford Terrace participated in person.

Acceptance of the Minutes of the Regular Meeting of November 20th, 2025.

Voted: Commissioner Souza made a motion to approve and place on file the Minutes of the Regular Meeting on November 20th, 2025. Motion seconded by Commissioner Simmons.

Vote Chairperson Alfonso - Abstained, Commissioner Souza - Aye & Commissioner Simmons - Aye.

The Minutes of the Regular Meeting of November 20th, 2025 will be resubmitted at the January 15th, 2026 meeting as there was not a quorum.

Warrant & Operating Reports

Approval of the Warrant - Bills – November 21st, 2025, through December 12th, 2025

The Board reviewed the warrant for November 21st, 2025, through December 12th, 2025.

Voted: Commissioner Souza made a motion to approve and place on file the warrant for the bills from November 21st, 2025, through December 12th, 2025. Motion seconded by Commissioner Simmons.

Vote Chairperson Alfonso - Aye, Commissioner Souza - Aye & Commissioner Simmons - Aye.

Approval of the Warrant - Bills – December 13th, 2025, through December 18th, 2025.

The Board reviewed the warrant for December 13th, 2025, through December 18th, 2025.

Voted: Commissioner Simmons made a motion to approve and place on file the warrant for the bills from December 13th, 2025, through December 18th, 2025. Motion seconded by Commissioner Souza.

Vote Chairperson Alfonso - Aye, Commissioner Souza - Aye & Commissioner Simmons - Aye.

November 2025 Tenant Aging Report

The Board reviewed the Tenant Aging Report for November 2025.

Voted: Commissioner Simmons made a motion to approve and place on file the Tenant Aging Report for November 2025. Motion seconded by Commissioner Souza.

Vote Chairperson Alfonso - Aye, Commissioner Souza - Aye & Commissioner Simmons - Aye.

November 2025 Breakdown of Vacancy Numbers and Timing

The Board reviewed the Breakdown of Vacancy Numbers and Timing for November 2025.

Voted: Commissioner Simmons made a motion to approve and place on file the Breakdown of Vacancy Numbers and Timing Report for November 2025. Motion seconded by Commissioner Souza.

Vote Chairperson Alfonso - Aye, Commissioner Souza - Aye & Commissioner Simmons - Aye.

Utility Usage and Expense Reports – November 2025

The Board reviewed the Utility Usage and Expense Reports for November 2025.

Voted: Commissioner Simmons made a motion to approve and place on file the Utility Usage and Expense Reports for November 2025. Motion seconded by Commissioner Souza.

Vote Chairperson Alfonso - Aye, Commissioner Souza – Aye, Commissioner Francis - Aye & Commissioner Simmons - Aye.

Fenton, Ewald & Associates – November 2025 Financials

The Board reviewed the Fenton, Ewald & Associates November 2025 Financials.

Voted: Commissioner Souza made a motion to approve and place on file the Fenton, Ewald & Associates November 2025 Financials. Motion seconded by Commissioner Simmons.

Vote Chairperson Alfonso - Aye, Commissioner Souza – Aye, Commissioner Francis - Aye & Commissioner Simmons - Aye.

NEW BUSINESS:

Updated Vehicle Policy – Last Updated 9/11/2008

Director Falone gave the Board an updated Vehicle Policy to review. After a discussion the Board would like some time to review options.

Voted: Commissioner Souza made a motion to table the Updated Vehicle Policy until a future meeting.

Motion seconded by Commissioner Simmons.

Vote Chairperson Alfonso - Aye, Commissioner Souza - Aye, Commissioner Francis - Aye & Commissioner Simmons - Aye.

Massachusetts State-Aided Property Insurance Program

The Director gave the Board the Annual Massachusetts State-Aided Property Insurance Program Participation Agreement for review.

Voted: Commissioner Francis made a motion to approve and place on file the Massachusetts State-Aided Property Insurance Program Participation Agreement. Motion seconded by Commissioner Souza.

Vote Chairperson Alfonso - Aye, Commissioner Souza – Aye, Commissioner Francis & Commissioner Simmons - Aye.

OLD BUSINESS:

Oxford Land 2.2 Acres

Director Falone informed the Board she and Laura Shufelt of MHP will connect in the new year. Also in the new year Habitat for Humanity would like to review all of the land paperwork.

Smoking

The Director informed the Board no complaints or issues have been brought to her attention. Resident Noah Brine gave the Board his draft of a Comprehensive Complaint Management System. He would like the Board to review this policy and adopt it at the next Board meeting. When Chairperson Alfonso informed Mr. Brine that a new smoking policy was just put into place. He responded this was not just a smoking policy but a new complaint system that would not have false accusations and harassment toward any one individual. Commissioner's Francis and Souza feel the complaint policy does not need to be changed but they will review Mr. Brine's policy. Commissioner Simmons stated in all his years on the Board there has never been an issue of harassment. Mr. Brine disagrees and stated he is being harassed by Director Falone. Chairperson Alfonso stated that topic will be discussed at the special meeting in January. Director Falone will put this topic on the regular Board meeting in January. Mr. Baptista thanked the Board for the third side on the pergola.

Security @ Complexes

Director Falone informed the Board everything has been relatively quiet. No complaints or issues have been brought to her attention. An email was sent to Lt. Swain asking the status of the Community Policing walk throughs.

Pest Control

The Director informed the Board no complaints or issues have been brought to her attention. Profishant will have a minimal 2% increase for the new year.

CPC – Update

Commissioner Simmons attended the annual CPC meeting and answered any questions regarding the Housing Authority's application which is under review.

CAPITAL IMPROVEMENT UPDATES:

Master Meter Designation @ The Cottages McGann Terrace 667-1 #094089

Work started onsite on the outside of the buildings 10-1-25. The asphalt work on the sidewalks at the McGann Terrace Cottages was completed Wednesday, December 10th, 2025. Work will begin behind building #3 leading to the new pole. Two more trees need to be removed by Eversource before the new pole is placed. Inside work may possibly begin by the end of January. Notices will be given to the residents as soon as the schedule is received from Fall River Electrical.

Fire Alarm Upgrade @ Oxford Terrace 667-3 #094091

RCAT assigned designer John Murphy. The design was submitted. The construction budget was \$82,856.58 and the estimated cost for the project is \$204,743.00. This exceeds the allocated budget by \$121,886.41. EOHLIC has approved additional monies.

Bathroom Exhaust Fans @ Anthony Haven 667-5 #094093

Linda Katsudas of EOHLIC has given the project back to RCAT. Kyle Moore of RCAT has reached out and is getting a scope of work together possibly incorporating bathroom and kitchen exhaust fans.

Hardwire Smoke Detectors/CO2 Detectors @ Green Meadows II 667-2 #094095

The designer John Murphy was on site November 12th, 2025 to review. The design has not been submitted in Caplhub. Past Due.

Window Replacement @ Oxford Terrace 667-3 #094096

Scope of work completed. Out for Design. Request for CPC funding submitted.

Keyless Door Entry Installation @ Oxford Terrace 667-3 #094097

Rogue Engineering & Design has made a recommendation for the lowest bidder, Setronics Corporation, in the amount of \$180,637.00. The next step is a kickoff meeting on Monday, January 22nd, 2026.

Window Replacement 667-5 & 705 @ Anthony Haven & Ash Street #094100

EOHLIC designer Juliette Barja met with the Housing Authority on December 2nd, 2025. A scope of work was submitted in Caplhub for review.

Sliding Door Replacement @ Oxford Terrace 667-3 #094101

EOHLIC designer Juliette Barja met with the Housing Authority on December 2nd, 2025.

Anthony Haven Lean Project

Advanced windows will perform caulking and insulation (\$60,408.00) and GEM Plumbing will install air source heat pumps (\$415,985.00). A signed notice to proceed for a Low Income Multi-Family Retrofit Program was issued. GEM Plumbing met with the residents to introduce them to the air source heat pump units, show them how to use the units and answer any questions the residents may have. A mock up apartment will be done on January 5th, 2026 with a projected start date of January 12th, 2026.

Tabled Items

Updated Vehicle Policy.

Items/Documents/Forms Not Anticipated

None.

Director's Update – December 2025

The Project for Anthony Haven air source heat pumps by LEAN will start the second week of January. The Housing Authority is in the process of cleaning out an abandoned unit that was taken possession of through legal means. The former resident is living in Wellsley at a medical facility that can help her. There is another unit that has been vacant since March. The resident and her contact POA nephew have been called several times. The nephew came by and took what he needed and left the apartment full of personal possessions. The Housing Authority will have to seek legal means to take possession of the unit. Eversource gave the proceed notice on the EV charging stations which should move forward in January. An EV Policy will need to be put in place.

RSC News:

The month of December has been busy with the RSC helping two residents with their Social Security Disability, two with SNAP due to changes in the food stamps and enrollment in MassHealth. The Residents have full services through Coastline as well for shopping and light housekeeping. The RSC was able to provide help with moving furniture, providing a Popcorn Maker, Coffee Pot, and other kitchen supplies to the residents at McGann Terrace so that 12-16 residents can gather every Sunday for Football. Attending residents make their favorite foods and share amongst themselves. The RSC was able to assist and enroll two residents with SRTA transportation through Demand Response Reasonable Accommodations through their PCP's. The RSC supports all of the Housing Authority's residents helping with MassHealth, Social Security, Medicare, Coastline, Fairhaven Council on Aging, SRTA and SNAP.

Maintenance:

They have turned over three units this month and have gotten two more. We have A. Medeiros for another season of snow plowing & sanding. The maintenance staff have been preparing the winter equipment.

Questions or Concerns of Commissioners

Chairperson Alfonso in keeping with tradition would like to give the employees of the Fairhaven Housing Authority some additional time off during the Christmas Season as a gift from the Board.

Voted: Commissioner Francis made a motion to give the Fairhaven Housing Authority Staff Friday, December 26th, 2025 & Friday, January 2nd, 2026 off. Motion seconded by Commissioner Simmons.

Vote Chairperson Alfonso - Aye, Commissioner Souza - Aye, Commissioner Francis - Aye & Commissioner Simmons - Aye.

Future Agenda Items

Noah Brine's Comprehensive Complaint Management System.

Adjournment

Voted: Commissioner Simmons made a motion to adjourn at 3:42 p.m. Motion seconded by Commissioner Francis. Vote Chairperson Alfonso - Aye, Commissioner Souza - Aye, Commissioner Francis - Aye & Commissioner Simmons - Aye.

Respectfully submitted,

Janet Falone

Janet Falone
Executive Director

JEF/knm