

MINUTES

REGULAR MEETING

FAIRHAVEN HOUSING AUTHORITY

January 16, 2025

Chairperson Alfonso called the Fairhaven Housing Authority Regular Meeting of January 16<sup>th</sup>, 2025, 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 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 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 December 19<sup>th</sup>, 2024.**

**Voted: Commissioner Manzone made a motion to accept and place on file the Minutes of the Regular Meeting on December 19<sup>th</sup>, 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. Bernard Brualt, Brenda Lagasse, Peter Baptista, 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 – December 20<sup>th</sup>, 2024, through January 10<sup>th</sup>, 2025**

The Board reviewed the warrant for December 20<sup>th</sup>, 2024, through January 10<sup>th</sup>, 2025.

**Voted: Commissioner Simmons made a motion to approve and place on file the warrant for the bills from December 20<sup>th</sup>, 2024, through January 10<sup>th</sup>, 2025. Motion seconded by Commissioner Manzone. Vote: Unanimous.**

**Approval of the Warrant - Bills – January 11<sup>th</sup>, 2025, through January 16<sup>th</sup>, 2025.**

The Board reviewed the warrant for January 11<sup>th</sup>, 2025, through January 16<sup>th</sup>, 2025.

**Voted: Commissioner Manzone made a motion to approve and place on file the warrant for the bills from January 11<sup>th</sup>, 2025, through January 16<sup>th</sup>, 2025. Motion seconded by Commissioner Manzone. Vote: Unanimous.**

**December 2024 Tenant Aging Report**

The Board reviewed the Tenant Aging Report for December 2024.

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

**December 2024 Breakdown of Vacancy Numbers and Timing**

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

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

**Utility Usage and Expense Reports – December 2024**

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

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

**Solar Income Report**

The Board reviewed the Solar Income Report

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

**Current Cash Summary Report – October 1, 2024, through December 31, 2024**

The Board reviewed the Current Cash Summary Report from October 1, 2024, through December 31, 2024

**Voted: Commissioner Simmons made a motion to approve and place on file the Current Cash Summary Report. Motion seconded by Commissioner Manzone. Vote: Unanimous**

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

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

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

**OLD BUSINESS:**

**Review of the bus stop relocation and crosswalk.**

The Director shared an email dated January 7<sup>th</sup>, 2025, by Joshua Crabb, the Highway superintendent. The e-mail was an update he received from SRTA. They will be looking at all other bus stops in the area to see about potential improvements or other conflicts that are observed. SRTA will be reviewing the bus stop at Howland Street and considering relocating this stop but that change would not occur until June 2025. In the spring or summer of 2025 there will be a sign improvement project at their facilities. This project will have new signage installed throughout their network.

**Smoking**

Director Falone Proposed two different types of siding for the smoking pergola. After a discussion with the Director, the Board members and Residents present at the meeting the residents stated they wanted three sides of the Pergola sided or nothing at all.

**Voted: Commissioner Simmons made a motion to Take no action at this time Motion seconded by Commissioner Souza. Vote: Chairperson Alfonso No, Commissioner Simmons Yes, Commissioner Souza Yes, Commissioner Manzone No. Vote: Failed**

The residents requested to continue the suspension of the enforcement of the tenants and residents being prohibited from smoking in their vehicles for an additional sixty days.

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

**Security @ Complexes**

The Director informed the Board that there had been a call to the police at 100 McGann Terrace for a disturbance. The person in question was a visitor of a tenant of McGann Terrace. That individual was taken into custody by the police. Director Falone has put in a request for information about the incident from the Fairhaven Police Department. The Director informed the board that the other properties have 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.

**CPC Update**

The Director informed the Board there has been no update.

**Oxford Terrace Land 2.2 Acres**

Director Falone has had no response from Laura Shufelt of MHP.

**NEW BUSINESS:**

**EV Charging stations**

The Director presented the proposal from INOVIS Energy for three EV Charging stations at the Oxford Terrace and Dana Court locations. After a brief discussion Director Falone is going to reach out to Greg Horne from INOVIS Energy for a quote for two EV stations at both locations in place of three. The Board agreed to allow the Director to negotiate and sign a contract as long as it is not more than a twenty percent increase.

**Voted: Commissioner Manzone made a motion to allow the Director to negotiate and sign a contract with INOVIS Energy for EV charging stations at Oxford Terrace and Dana Court. Motion seconded by Commissioner Simmons. Vote: Chairperson Alfonso Yes, Commissioner Manzone Yes, Commissioner Simmons Yes, Commissioner Souza, No. Vote: Passed**

**RSC – Proof of Tenant Engagement**

The Board Reviewed the Proof of Tenant Engagement.

**Voted: Commissioner Simmons made a motion to approve and place on file the RSC Proof of Tenant Engagement. Motion seconded by Commissioner Manzone. Vote: Unanimous**

**RSC – Grant Extension and Increase in Funding**

The Board reviewed the RSC Grant Extension and Increase in Funding.

**Voted: Commissioner Souza made a motion to approve and place on file the RSC Grant Extension and Increase in Funding. Motion seconded by Commissioner Manzone. Vote: Unanimous**

**Town of Fairhaven Annual Reporting**

The Board reviewed the Fairhaven Housing Authority's Annual Town Reporting. Commissioner Simmons questioned the Term expiration date on Commissioner Souza's term. He also questioned the Spelling of Commissioner Francis' first name on the Town record.

**Voted: Commissioner Simmons made a motion to approve and place on file the Town of Fairhaven Annual Reporting. Motion seconded by Commissioner Manzone. Vote: Unanimous**

**CAPITAL IMPROVEMENT UPDATES:**

**Mod PHASE 667-3 #094069**

No update.

**Brick Repointing 667-4 # 09488:**

The project is going out to bid. The Director followed up with the engineer and they are on Schedule for January.

**Oxford Terrace Fire Alarm Upgrade 667-3 #094091**

The RCAT designer assigned is John Murphy. The design has not been submitted to CapHub. The Director left a message for the designer.

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

The notice to proceed was issued 10/16/24. Waiting for the vendor Fall River Electrical to submit the schedule to the Housing Authority.

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

The work is complete and the Certificate of Final Completion was given to the Board for review.

**Voted: Commissioner Simmons made a motion to approve and place on file the Certification of Final Completion for Project #094092 in the amount of \$33,918.92. Motion seconded by Commissioner Souza. Vote Unanimous.**

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

No Update

**Window Replacement @ Anthony Haven # 094094**

LEAN has submitted a request to Eversource to replace the windows and install air source heat pumps. The Director has requested an update via e-mail in November and December.

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

The Project designer John Murphy was on site November 12<sup>th</sup>, 2024 to review the design. The design has not been submitted to CapHub. The Director has left a message for the designer for an update.

**Tabled Items**

None.

**Communications/Correspondence**

The FHA January 2025 Newsletter was mailed to the Board on January 1<sup>st</sup>, 2025.

Fairhaven Housing Authority was chosen to be CHAMP Champions. The entire Housing Authority staff worked as a team to house a record number of new tenants in a short period of time.

**Director's Update –January 2025**

The Director informed the Board that Anthony Haven's boiler system had failed. There was no back up system at the time. The replacement process did take several days to complete. The residents did have warm water during that time. The new Boiler system has now been installed and is up and running along with a backup system.

**Questions or Concerns of Commissioners**

None.

**Future Agenda Items**

None.

**Adjournment**

**Voted: Commissioner Manzone made a motion to adjourn at 3:49 p.m. Motion seconded by Commissioner Simmons. Vote Unanimous.**

Respectfully submitted,

*Janet Falone*

Janet Falone  
Executive Director

*JEF/MMJ*