

MINUTES

REGULAR MEETING

FAIRHAVEN HOUSING AUTHORITY

February 20, 2025

Chairperson Alfonso called the Fairhaven Housing Authority Regular Meeting of February 20th, 2025 to order at 2:30 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 Ronnie Manzone & Commissioner Timothy Francis.

ABSENT: Commissioner Jay Simmons.

STAFF: Janet Falone & Kim Marie McArdell.

The minutes were recorded by Kim Marie McArdell.

Tenant/Public Participation/ In Person or Remote

Chairperson Alfonso noted that there is access to the meeting in person and remotely via Zoom. Stephen Cote of Fenton, Ewald & Associates is in attendance to present the 2025 budget to the Board. There were no participants on remote zoom.

Acceptance of the Minutes of the Regular Meeting of January 16th, 2025.

Voted: Commissioner Manzone made a motion to accept and place on file the Minutes of the Regular Meeting on January 16th, 2025. Motion seconded by Commissioner Souza. Vote Unanimous.

Warrant & Operating Reports

Approval of the Warrant - Bills – January 17th, 2025, through February 14th, 2025

The Board reviewed the warrant for January 17th, 2025, through February 14th, 2025.

Voted: Commissioner Manzone made a motion to approve and place on file the warrant for the bills from January 17th, 2025, through February 14th, 2025. Motion seconded by Commissioner Souza. Vote Unanimous.

Approval of the Warrant - Bills – February 15th, 2025, through February 20th, 2025.

The Board reviewed the warrant for February 15th, 2025, through February 20th, 2025.

Voted: Commissioner Manzone made a motion to approve and place on file the warrant for the bills from February 15th, 2025, through February 20th, 2025. Motion seconded by Commissioner Francis. Vote Unanimous.

January 2025 Tenant Aging Report

The Board reviewed the Tenant Aging Report for January 2025.

Voted: Commissioner Manzone made a motion to accept and place on file the Tenant Aging Report for January 2025. Motion seconded by Commissioner Souza. Vote Unanimous.

January 2025 Breakdown of Vacancy Numbers and Timing

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

Voted: Commissioner Manzone made a motion to accept and place on file the Breakdown of Vacancy Numbers and Timing Report for January 2025. Motion seconded by Commissioner Francis. Vote Unanimous.

Utility Usage and Expense Reports – January 2025

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

Voted: Commissioner Manzone made a motion to accept and place on file the Utility Usage and Expense Reports for January 2025. Motion seconded by Commissioner Souza. Vote Unanimous.

Fenton, Ewald & Associates – December 2024 Financials

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

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

Fenton, Ewald & Associates – December Year End 2024

The Board reviewed the Fenton, Ewald & Associates December Year End 2024 Financials.

Voted: Commissioner Manzone made a motion to approve and place on file the Fenton, Ewald & Associates December Year End 2024 Financials. Motion seconded by Commissioner Francis. Vote Unanimous.

Stephen Cote of Fenton, Ewald & Associates to present the 2025 Budget

Stephen Cote from Fenton, Ewald and Associates presented the Board with the 2025 Budget. Mr. Cote informed the Board E.O.H.L.C. has increased the non-utility annual spending cap roughly 12%. The administrative salary line item was increased by 6.8% and the Executive Director salary line item by 4%. The Accounting Fees were increased by 4.9% and Administrative Other increased by 2%. Maintenance Labor, Maintenance Materials & Maintenance Contractual increased by an average of 27%. On the expense side the Insurance line was increased by 7% and the utility expense line was increased by 12.3%. The Housing Authority may only receive the direct exemptions of \$151,432.00 for the Legal Exception, Air Source Heat Pumps and Resident Services Grant due to the high operating reserves the Housing Authority maintains. If the operating reserves fall below 100% the Housing Authority may be eligible for the State Subsidy. In summary if all of the budget expenses are paid the Housing Authority's reserve will be at 106%, which is great financial shape.

Voted: Chairperson Alfonso made a motion to accept and place on file the Proposed Operating Budget for the state aided housing of the Fairhaven Housing Authority, Chapters 667 & 705, Program 400-1, Fiscal Year Ending December 31st, 2025; showing total revenue of \$2,054,321.00 account number 3000; with total expenses of \$2,187,791.00 account number 4000; thereby requesting a subsidy of \$150,232.00 account number 3801; and further that the Executive Director's total annual salary of \$101,038.00 for the fiscal year ending December 31st, 2025 be submitted to the Executive Office of Housing & Livable Communities for its review and approval. Motion seconded by Commissioner Francis. Roll call Vote: Chairperson Alfonso Yes, Commissioner Manzone Yes, Commissioner Souza Yes, Commissioner Francis Yes. Vote Unanimous.

OLD BUSINESS:**Bus Stop Relocation and Crosswalk**

Director Falone informed the Board in June SRTA will review all locations and have a discussion to see if changes are needed. The Director will make sure she is part of the discussion.

Smoking

Director Falone informed the Board that a court date with a resident who defaulted on an in-house agreement has been set. The Director will go for a court issued agreement for a WYND Sensor in the unit.

Security @ Complexes

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

Pest Control

The Director informed the Board there is a bed bug issue contained in one unit. The two abutting units are also being treated as a precaution. One treatment has been completed with two more to go.

CPC – Update

Director Falone informed the Board there is no update on the current CPC application. The Dana Court Brick repointing project which has 2022 CPC money allocated is out to bid. The bids are due by February 26th, 2025.

Oxford Terrace Land 2.2 Acres

The Director informed the Board Laura Shufelt of MHP will be coming to either March or April's Board meeting to present the proposal that has been drawn up for the 2.2 acres.

NEW BUSINESS:

None.

ModPHASE @ Oxford Terrace 667-3 #094069

Vareika Construction & Winslow Architects Inc. will be completing the nine month walkthrough in March.

Brick Repointing @ Dana Court 667-4 #094088

An advertisement was placed in the local paper for a walk through on February 11th with bids due by February 26th. Two contractors showed up for the walk through.

Fire Alarm Upgrade @ Oxford Terrace 667-3 #094091

The proposal came in a lot higher than expected. A meeting was held on February 14th with the Engineer, RCAT, Tom & the Director. A new proposal should lower the cost with the project being done this year.

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

Fall River Electrical requested a change order (No. 1) which was denied by the engineer due to a discrepancy with the prevailing wage rates. A meeting was requested by Fall River Electrical to be held February 26th.

Bathroom Exhaust Fans @ Anthony Haven 667-5 #094093

The proposal cost came in to high. We are waiting on a new proposal.

Window Replacement @ Anthony Haven 667-5 #094094

LEAN has submitted the request to Eversource to replace the windows and install air source heat pumps. No update.

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

Designer John Murphy is past due in submitting an estimate to CapHub.

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

Director Falone gave the Board the Design contract for Rouge Engineering & Design for review.

Voted: Commissioner Manzone made a motion to approve and execute the Design Contract from Rouge Engineering & Design for Project # 094097. Motion seconded by Commissioner Francis.

Vote Unanimous.

Tabled Items

None.

Communications/Correspondence

The FHA February 2025 Newsletter was mailed to the Board on February 1st, 2025.

Director's Update – February 2025

Director Falone gave the Board an update on what has been going on at Fairhaven Housing Authority. One of the staff had a medical emergency and will be out of work until March 1st. The maintenance staff was asked if they needed any additional help or if we needed a subcontractor until her return. They said they will clean the common areas and bathrooms as best they can. The Director has completed staff evaluations with the exception of the above staff member and the new RSC. The RSC will be evaluated in June for a six month review. Each employee has several goals to achieve for the upcoming year. In RSC News there was a Valentine's party held on February 11th with over fifty people in attendance. There is an upcoming ice cream social with Fallon Health as well as a luncheon with the Fairhaven Conservation Commission. The RSC has assisted twenty residents with their Masshealth, Snap & Aging Services. In maintenance & project news a contract was signed for EV Power Stations with two dual port chargers taking up four spaces at both Dana Court and Oxford Terrace. The application was submitted and will take several months to find out if the Housing Authority is one of the chosen projects. Allen Giles from Solar Select has been to all the Housing Authority properties and is proposing solar roof panels for Anthony Haven, Dana Court and Building 100 McGann Terrace. Additional utility bills were supplied and he will get back to us with a proposal. Walter Gray of Power Options said there will be no cost to the Housing Authority as we are a public entity. Maintenance has been able to keep up with all of the winter weather with minimal interruptions.

Questions or Concerns of Commissioners

Chairperson Alfonso brought to the Boards attention cars were parking in the thirty minute parking spaces at Dana Court for much longer time frames. Also cars were blocking the front entrance & dumpster. After a discussion the Board would like a notice in the FHA Newsletter and No Parking Signs put up.

Future Agenda Items

None.

Adjournment

Voted: Commissioner Francis made a motion to adjourn at 3:21 p.m. Motion seconded by Commissioner Manzone. Vote Unanimous.

Respectfully submitted,

Janet Falone

Janet Falone
Executive Director

JEF/kmm