

MINUTES

FAIRHAVEN TOWN CLERK  
RCUD 2025 APR 22 AM 8:43

REGULAR MEETING

FAIRHAVEN HOUSING AUTHORITY

March 20, 2025

Chairperson Alfonso called the Fairhaven Housing Authority Regular Meeting of March 20<sup>th</sup>, 2025 to order at 2:32 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 Jay Simmons, Commissioner Ronnie Manzone & Commissioner Timothy Francis.

**ABSENT:** Commissioner Gary Souza

**STAFF:** Janet Falone & Michelle Jones

The minutes were recorded by Michelle Jones

**Tenant/Public Participation/ In Person or Remote**

Chairperson Alfonso noted that there is access to the meeting in person and remotely via Zoom. There were no participants in person or on remote zoom.

**Acceptance of the Minutes of the Regular Meeting of February 20<sup>th</sup>, 2025.**

**Voted: Commissioner Manzone made a motion to accept and place on file the Minutes of the Regular Meeting on February 20<sup>th</sup>, 2025. Motion seconded by Commissioner Simmons. Vote Unanimous.**

**Warrant & Operating Reports**

**Approval of the Warrant - Bills – February 21<sup>st</sup>, 2025, through March 14<sup>th</sup>, 2025**

The Board reviewed the warrant for February 21<sup>st</sup>, 2025 through March 14<sup>th</sup>, 2025.

**Voted: Commissioner Manzone made a motion to approve and place on file the warrant for the bills from February 21<sup>st</sup>, 2025 through March 14<sup>th</sup>, 2025. Motion seconded by Commissioner Simmons. Vote Unanimous.**

**Approval of the Warrant - Bills – March 15<sup>th</sup>, 2025 through March 20<sup>th</sup>, 2025.**

The Board reviewed the warrant for March 15<sup>th</sup>, 2025 through March 20<sup>th</sup>, 2025.

**Voted: Commissioner Simmons made a motion to approve and place on file the warrant for the bills from March 15<sup>th</sup>, 2025 through March 20<sup>th</sup>, 2025. Motion seconded by Commissioner Manzone. Vote Unanimous.**

**February 2025 Tenant Aging Report**

The Board reviewed the Tenant Aging Report for February 2025.

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

**February 2025 Breakdown of Vacancy Numbers and Timing**

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

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

**Utility Usage and Expense Reports – February 2025**

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

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

**Fenton, Ewald & Associates – January 2025 Financials**

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

**Voted: Commissioner Manzone made a motion to approve and place on file the Fenton, Ewald & Associates January 2025 Financials. Motion seconded by Commissioner Francis. Vote Unanimous.**

**Fenton, Ewald & Associates – Contract for Accounting Services**

The Board reviewed the Fenton, Ewald & Associates Contract for Accounting Services.

**Voted: Commissioner Simmoms made a motion to approve and place on file the Fenton, Ewald & Associates Contract for Accounting Services. Motion seconded by Commissioner Manzone.**

**Vote Unanimous**

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

Director Falone informed the Board there is no update. She expects to hear something in June.

**Smoking**

The Director informed the Board that she had a court date with a resident who defaulted on an in-house agreement. The tenant signed the court issued agreement for a WYND Sensor in the unit. The sensors have been shipped.

**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 the 2nd bed bug treatment was completed. There will be one more treatment next month. There were Fruit flies noted at 100 McGann Terrace. Fruit traps were handed out to all tenants in that building.

**CPC – Update**

Director Falone informed the Board there is no update on the current CPC application.

**Oxford Terrace Land 2.2 Acres**

The Director informed the Board Laura Shufelt of MHP will be attending April's board meeting via zoom link to present the proposal that has been drawn up for the 2.2 acres.

**NEW BUSINESS:**

**Amendment #16 to the Contract for Financial Assistance (CFA) in the amount of \$2,945,393.26. This contract will extend the terms from June 30<sup>th</sup>, 2026 thru June 30<sup>th</sup>, 2028.**

**Vote: Commissioner Simmons made a motion to approve and place on file the CFA Amendment #16 in the amount of \$2,945,393.26. Motion seconded by Commissioner Francis. Chairperson Alfonso Yes, Commissioner Manzone Yes, Commissioner Simmons Yes, Commissioner Francis Yes. Vote: Unanimous.**

**CAPITOL IMPROVEMENT UPDATES:****ModPHASE @ Oxford Terrace 667-3 #094069**

Vareika Construction & Winslow Architects Inc. will be completing the nine-month walkthrough on March 28, 2025.

**Brick Repointing @ Dana Court 667-4 #094088**

The low bid from C&K Roofing Inc. in the amount of \$65,818.12. If the references do not come back favorable that Director Falone can move to the second lowest bidder Galvin & Sons Masonry in the amount of \$67,333.00.

**Voted: Commissioner Frances made a motion to approve and except the low bid from C&K Roofing Inc. in the amount of \$65,818.12. If the references do not come back favorable that Director Falone can move to the second lowest bidder Galvin & Sons Masonry in the amount of \$67,333.00. Motion seconded by Commissioner Simmoms. Vote Unanimous**

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

RCAT has assigned designer John Murphy. The design is past due and has not been submitted to CapHub.

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

Notice to proceed was issued October 16<sup>th</sup>, 2025. The Board was given change order request #1, from Fall River Electrical Associates, to review.

**Voted: Commissioner Manzone made a motion to approve and place on file the motion to accept change order request #1, from Fall River Electrical Associates, including a credit of \$3,380.00 for switching from 100,000 AIC to 65,000 AIC and a charge of \$7,985.10 to inspect approximately 1100 feet of existing conduit for a total change order of \$4,671.41. Motion seconded by Commissioner Simmons.**

**Vote Unanimous**

**Bathroom Exhaust Fans @ Anthony Haven 667-5 #094093**

No Update.

**Window Replacement @ Anthony Haven 667-5 #094094**

As of March 5<sup>th</sup>, 2025 the update is still pending.

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

Designer John Murphy was onsite November 12, 2024 to review. The design is past due and has not been submitted to CapHub.

**Tabled Items**

None.

**Communications/Correspondence**

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

**Director's Update – March 2025**

Director Falone gave the Board an update on what has been going on at the Fairhaven Housing Authority. Our maintenance personnel returned to work the second week on March, and our maintenance staff is once again fully staffed. The inspections of all the housing units will be completed in March. The Cottages, Building 100 @ McGann and Oxford Terrace were all completed. Anthony Haven and Dana Court will be done next week. The Director will do re-inspections for approximately 10% of the failed units in April. Director Falone noted that the Tenants that failed last year took more time to get their units in order this year. These inspections concentrate on safety and housekeeping. In RSC news the Knights of Columbus St. Patrick's Day Dinners were delivered to twenty residents. There is an upcoming Spring luncheon at Oxford Terrace on April 8<sup>th</sup>. RSC Tracey Mabry has assisted Director Falone by visiting several of the units that she believed needed to have additional services as noted during the recent annual inspections. Maggie, The Fire and Safety office of Fairhaven, visited all the developments to discuss Fire Prevention, De-cluttering and Fall Prevention. In April Tracey and Maggie will be putting together fire drills for each development. Tracey has been able to get some free phones for the residents that qualify through Assurance. The maintenance department has been working on completing the work orders created from the unit inspections. One of the vacant apartments will be delayed while they wait for the cabinets to be delivered. They are starting to service the Spring equipment. Solar Select has an appointment to review the roofs onsite with the Maintenance Department. There was a roof leak at 100 McGann Terrace, which is a new roof, the leak was addressed and repaired the next day.

**Questions or Concerns of Commissioners**

Chairperson Alfonso would like to see a fire drill done every spring at all facilities. The Board would like to see a handout of the fire drill as part of the move in packet for new tenants. Chairperson Alfonso would like a reminder put in April's newsletter that all dogs need to be on a leash for everyone's safety.

**Future Agenda Items**

None.

**Adjournment**

**Voted: Commissioner Simmons made a motion to adjourn at 3:17 p.m. Motion seconded by Commissioner Francis. Vote Unanimous.**

Respectfully submitted,

*Janet Falone*

Janet Falone  
Executive Director

*JEF/MM*