

MINUTES

REGULAR MEETING

FAIRHAVEN HOUSING AUTHORITY

April 17, 2025

Chairperson Alfonso called the Fairhaven Housing Authority Regular Meeting of April 17<sup>th</sup>, 2025 to order at 2:30 p.m.

On March 28<sup>th</sup>, 2025 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 June 30<sup>th</sup>, 2027. 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. Commissioner Jay Simmons arrived at 2:37pm.

**ABSENT:** None.

**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. Peter Baptista of Oxford Terrace and Vicki Royster of McGann Terrace participated in person. Laura Shufelt of MHP participated on remote zoom.

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

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

**Re-Organization of the Board:**

**Voted:** Commissioner Manzone made a motion to nominate Carol Alfonso as Chairperson. Motion seconded by Commissioner Souza. **Vote Unanimous.**

**Voted:** Commissioner Souza made a motion to nominate Ronnie Manzone as Vice Chairperson. Motion seconded by Chairperson Alfonso. **Vote Unanimous.**

**Voted:** Chairperson Alfonso made a motion to nominate Gary Souza as Treasurer. Motion seconded by Commissioner Manzone. **Vote Unanimous.**

**Voted:** Commissioner Souza made a motion to nominate Timothy Francis as Assistant Treasurer. Motion seconded by Chairperson Alfonso. **Vote Unanimous.**

**Oxford Terrace Land 2.2 Acres**

Laura Shufelt of MHP addressed the Board regarding the 2.2 acres of surplus land near Oxford Terrace feasibility study. The twenty-four townhouse units are not feasible due to the construction costs being so high that the rents would not cover the cost and subsidy cannot make up the gap. The forty-eight units are feasible with a development partner by leasing or conveying the land to the developer. Parameters can be set in the request for proposals sent to developers. A tax credit property is also an option with over thirty to thirty-five units. Director Falone has the necessary CP3 training. CPC funds transfer over as well as any restrictions. There may be up to \$200,000.00 in CPC funds available July 2026. There may be a caveat to build twenty-four 667 units ourselves as we do not take a State subsidy. Ms. Shufelt will look into the PHN possibly allowing the Housing Authority to build. A questioner for the Board is the next step.

**Warrant & Operating Reports**

**Approval of the Warrant - Bills – March 21<sup>st</sup>, 2025, through April 11<sup>th</sup>, 2025**

The Board reviewed the warrant for March 21<sup>st</sup>, 2025, through April 11<sup>th</sup>, 2025.

**Voted:** Commissioner Manzone made a motion to approve and place on file the warrant for the bills from March 21<sup>st</sup>, 2025, through April 11<sup>th</sup>, 2025. Motion seconded by Commissioner Francis. **Vote Unanimous.**

**Approval of the Warrant - Bills – April 12<sup>th</sup>, 2025, through April 17<sup>th</sup>, 2025.**

The Board reviewed the warrant for April 12<sup>th</sup>, 2025, through April 17<sup>th</sup>, 2025.

**Voted:** Commissioner Manzone made a motion to approve and place on file the warrant for the bills from April 12<sup>th</sup>, 2025, through April 17<sup>th</sup>, 2025. Motion seconded by Commissioner Francis. **Vote Unanimous.**

**March 2025 Tenant Aging Report**

The Board reviewed the Tenant Aging Report for March 2025.

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

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

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

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

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

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

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

**Current Cash Summary Report - January 1<sup>st</sup>, 2025 through March 31<sup>st</sup>, 2025**

The Board reviewed the Current Cash Summary Report from January 1<sup>st</sup>, 2025 through March 31<sup>st</sup>, 2025.

**Voted: Commissioner Francis made a motion to approve and place on file the Current Cash Summary Report from January 1<sup>st</sup>, 2025 through March 31<sup>st</sup>, 2025. Motion seconded by Commissioner Simmons. Vote unanimous.**

**Solar Summary Report**

The Board reviewed the Solar Summary Report

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

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

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

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

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

Director Falone informed the Board there will be no updates until June.

**Smoking**

Oxford Terrace resident Peter Baptista addressed the Board representing Oxford Terrace, Dana Court and Anthony Haven smoking residents. Anthony Haven residents would like the furniture and disposal bucket either weighted down or replaced with something heavier. The Director will have maintenance look into the issue. Dana Court residents would like screens on two sides of their smoking pergola for sound/wafting smoke protection. Oxford Terrace residents would also like screens on two sides of their smoking pergola for wind/rain protection. The Board agreed to the two sides of screening with the third side being revisited in the Fall.

**Voted: Commissioner Francis made a motion to approve screens on two sides of the smoking pergola's at both Dana Court and Oxford Terrace. Motion seconded by Commissioner Manzone. Vote Unanimous.**

McGann Terrace resident Vickie Royster brought to the Boards attention that she can smell cigarette smoke in her apartment at various times. It seems to be coming through the vents. The Director has spoken to the resident who Ms. Royster believed to be the one smoking. It was not that tenant but a different tenant will be addressed.

**Security @ Complexes**

Director Falone informed the Board that the Housing Authority has a no trespass order on a visitor of a resident at the Cottages. If the resident invites him into her unit she will be in violation of the court agreement with the Housing Authority and eviction proceedings will be started. No new complaints or issues have been brought to the Director's attention. Commissioner Simmons has some information regarding a pilot program for security cameras for the Director to look over. He received the information from the MassNAHRO Spring Conference he recently attended.

**Pest Control**

The Director informed the Board the last bed bug treatment has been completed and there is no live activity. The treatment for the fruit flies is ongoing. No new complaints or issues have been brought to the Director's attention.

**CPC – Update**

Commissioner Simmons informed the Board the Town Meeting is Saturday, May 3<sup>rd</sup>, 2025. The articles came out today. The Housing Authority is on the agenda. CPC approved the project for it to be placed on the meeting agenda. There should be no objections to our project being approved.

**NEW BUSINESS:****Letter of Intent for Solar Projects – Dana Court and Building 100**

The Board reviewed the renderings for the solar projects at Dana Court and McGann Terrace.

**Voted: Commissioner Souza made a motion to allow Director Falone to move forward with the letter of intent for the Dana Court & McGann Terrace Solar Projects. Motion seconded by Commissioner Manzone. Vote Unanimous.**

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

Vareika Construction & Winslow Architects Inc. completed the nine month walkthrough in March. The General Contractor and the cabinet maker came to view the cabinets that are warping. Vareika Construction will schedule a date to adjust the hardware on the cabinets that are slightly off. They will also make a list of the cabinets that will need to be replaced.

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

The contract with C&K is signed, the insurance is in place and everything was sent to EOHLC. The project should start within the next two weeks. Austin will be the maintenance point person.

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

The design is past due. Linda Katsudas from EOHLC sent an email to designer John Murphy requesting an update.

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

The contractor is waiting on materials and is projecting to start in June. The Director and Tom are trying to put together a Zoom meeting with EOHLC regarding putting range hoods into the project.

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

The proposal cost came in to high. We are waiting on a new proposal. No Update.

**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**

The design is past due. Linda Katsudas from EOHLC sent an email to designer John Murphy requesting an update.

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

The design has been submitted to EOHLC.

**Tabled Items**

None.

**Items/Documents/Forms Not Anticipated**

None.

**Director's Update – April 2025**

Director Falone gave the Board an update on what has been going on at Fairhaven Housing Authority. The Administrative Staff, Michelle and Kim went to rent recalculation training. This is relevant to keep up to date on any changes that may have occurred. This will also solidify the process that we have been following in case there are any further questions in regard to any resident rental amount. The Assistant Director has purchased some comfortable furniture for the Oxford Terrace common area such as a love seat and a couch. This will enable residents to use this common space to watch TV. This is particularly helpful for those that enjoy sports and do not have cable. All community rooms have a TV that is accessible. The next to receive updated furniture will be Building 9 so the residents will have a comfortable place to go during the master meter project. Next year Anthony Haven's community room will get some new furniture. In RSC News the April scheduled monthly events for Matter of Balance, the Dietician, the Farmer's Market and UMASS Nursing Students for the Blood Pressure Clinic all went well. The RSC assisted with the Fairhaven Resilience Project MVP on April 4<sup>th</sup>. The FRP team provided pizza, salad, drinks and ice cream for the 42 residents who attended and filled out surveys. They all enjoyed themselves. There was an Easter event on April 8<sup>th</sup> with entertainment, food, drinks, ice cream, raffles and arts & crafts. The 54 residents who attended had a great time. There is a scheduled movie

matinee of Wicked on April 25<sup>th</sup>. Residents are excited. Tracey is looking forward to the warmer weather to plan outdoor events such as the garden club, arts & crafts and games. Maintenance has been working on the inspection work orders and vacant apartments. EOHLC has a line up for aging in place upgrades for vacant units that can be reimbursed through CapHUB. While we have a vacancy on the first floor we will be making a tub cut which is the most often asked for reasonable accommodation. We will submit this to EOHLC for reimbursement. We currently have four vacant units that are being turned over for rental. One of the units is waiting for new counter tops which are on backorder. The maintenance staff is starting to service the spring equipment. The walk through for the nine month roofs at the cottages went well with no issues.

**Questions or Concerns of Commissioners**

Commissioner Simmons attended the MassNAHRO Spring Conference. He found it to be very interesting and encouraging.

**Future Agenda Items**

RFP for Solar Projects at Anthony Haven and the remaining roof space at Oxford Terrace.

**Adjournment**

**Voted: Commissioner Simmons made a motion to adjourn at 4:08 p.m. Motion seconded by Commissioner Francis. Vote Unanimous.**

Respectfully submitted,

*Janet Falone*

Janet Falone  
Executive Director

*JEF/kmm*