

MINUTES

FAIRHAVEN TOWN CLERK
RCD 2025 JUN 20 AM 9:20

REGULAR MEETING

FAIRHAVEN HOUSING AUTHORITY

May 15, 2025

Chairperson Alfonso called the Fairhaven Housing Authority Regular Meeting of May 15th, 2025 to order at 2:30 p.m.

On March 28th, 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 30th, 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 Timothy Francis & Commissioner Gary Souza

ABSENT: Commissioner Jay Simmons & Commissioner Ronnie Manzone

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. Peter Baptista of Oxford Terrace participated by zoom.

Acceptance of the Minutes of the Regular Meeting of April 7, 2025.

Voted: Commissioner Francis made a motion to accept and place on file the Minutes of the Regular Meeting on April 7, 2025. Motion seconded by Commissioner Souza. Vote Unanimous.

Oxford Terrace Land 2.2 Acres

Director Falone reached out to Laura Shufelt (MHP). Ms. Shufelt met with EOHLC and will provide a revised memo with questions that can be reviewed together. Laura will be put on the June board meeting agenda.

Warrant & Operating Reports

Approval of the Warrant - Bills – April 18th, 2025 through May 9th, 2025

The Board reviewed the warrant for April 18th, 2025 through May 9th, 2025.

Voted: Commissioner Francis made a motion to approve and place on file the warrant for the bills from April 18th, 2025 through May 9th, 2025. Motion seconded by Commissioner Souza. Vote Unanimous.

Approval of the Warrant - Bills – May 10th, 2025 through May 15th, 2025.

The Board reviewed the warrant for May 10th, 2025 through May 15th, 2025.

Voted: Commissioner Francis made a motion to approve and place on file the warrant for the bills from May 10th, 2025 through May 15th, 2025. Motion seconded by Commissioner Souza. Vote Unanimous.

April 2025 Tenant Aging Report

The Board reviewed the Tenant Aging Report for April 2025.

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

April 2025 Breakdown of Vacancy Numbers and Timing

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

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

Utility Usage and Expense Reports – April 2025

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

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

Fenton, Ewald & Associates – March 2025 Financials

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

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

OLD BUSINESS:

Bus Stop Relocation and Crosswalk

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

Smoking

The Director informed the Board the screens were ordered for the smoking pergolas after the April Board meeting. The screens were the wrong size. The screens were reordered in the correct size. They should be in this week. As soon as they arrive the maintenance staff will put them up.

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 have been no complaints or issues.

CPC – Update

Director Falone informed the Board the CPC funding was approved for this year. The funds are for window replacement at the family units located on Ash Street.

NEW BUSINESS:

The June Board meeting needs to be rescheduled as the third Thursday in June is an observed holiday.

Director Falone is requesting a board vote to have the June 19th, 2025 Board meeting rescheduled to Wednesday June 18th, 2025

Voted: Commissioner Frances made a motion to approve and place on file the June 19th, 2025 Board meeting being rescheduled to Wednesday June 18th, 2025. Motion seconded by Commissioner Souza. Vote Unanimous.

CAPITAL IMPROVEMENT UPDATES:

ModPHASE @ Oxford Terrace 667-3 #094069

Vareika Construction will be coming out Monday May 19th, 2025 to start to repair and replace the warped cabinets.

Brick Repointing @ Dana Court 667-4 #094088

The contractor, C&K, is due to start the brick repointing on June 8th, 2025. They will be on site the first week of June to bring a sample to match the correct color of the brick.

Fire Alarm Upgrade @ Oxford Terrace 667-3 #094091

The design is past due. No 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 received notification that the overhead range hoods for the project would be paid for by Sustainability funds. They are also replacing the stove in Building 9 which was not part of the original contract. An amendment will be made to the contract. There will be a board vote at that time.

Bathroom Exhaust Fans @ Anthony Haven 667-5 #094093

No Update.

Window Replacement @ Anthony Haven 667-5 #094094

No update.

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

No 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.

PMR Results for the year 2024

The board reviewed The PMR results for 2024.

Voted: Commissioner Francis made a motion to approve and place on file the Performance Management Review results for the year 2024. Motion seconded by Commissioner Souza. Vote Unanimous.

Director's Update – April 2025

Director Falone gave the Board an update on what has been going on at Fairhaven Housing Authority. The Performance Management Review (PMR) was completed this week. The FMS and the HMS came onsite Wednesday, April 30, 2025 to complete the PMR. The attached results were also sent to all the Board members. Unfortunately the Board training reminder did not go to the Director. This was due to having the incorrect email address. Once the Director found the reason for the missing email she contacted the training facility and corrected the email address. In the future if there is a training not completed Director Falone will receive a notification. The Director spoke with our HMS and suggested when they hire new Directors in the future they should be given a listing of sites that need changes. The RSC's have scheduled events for the Month of May including the monthly Matter of balance, Dietician, Farmers' Market and UMASS nursing students Blood Pressure Clinic. In addition they had Arts and Crafts at Oxford Terrace and at McGann Terrace Building 9. Bingo is scheduled for May 22nd 2025. The Garden club has also started. RSC Tracey Mabry has assisted five residents with services consisting of signatures, gathering recertification paperwork, MassHealth, Medicare, PCP, equipment and PTI applications. Maintenance and Projects news the screens have been ordered for the smoking pergolas due to be delivered between May 13th & May 15th 2025. The maintenance staff are working on one vacant unit at Dana Court. This was a transfer. The previous tenant was in the unit for six years. There will be new flooring installed. The kitchen cabinets will remain with new hardware. The air source heat pumps at Oxford Terrace are having their annual maintenance service. All outside work has begun including cutting the grass, trimming bushes and evaluating all trees on the property.

Questions or Concerns of Commissioners

None.

Future Agenda Items

None.

Adjournment

Voted: Commissioner Souza made a motion to adjourn at 2:53 p.m. Motion seconded by Commissioner Frances. Vote Unanimous.

Respectfully submitted,

Janet Falone

Janet Falone
Executive Director