

MINUTES

Regular Meeting

FAIRHAVEN HOUSING AUTHORITY

September 18, 2025

Chairperson Alfonso called the Fairhaven Housing Authority Regular Meeting of September 18, 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 Ronnie Manzone, Commissioner Timothy Francis, Commissioner Gary Souza.

ABSENT: Commissioner Jay Simmons

STAFF: Janet Falone & Michelle Jones.

The minutes were recorded by Michelle Jones.

Tenant/Public Participation/ In Person or Remote Zoom

Chairperson Alfonso noted that there is access to the meeting in person and remotely via Zoom.

Karen Chacon, Joyce Zieba, Jane Burnell, Alex Ramos of Dana Court. Terri Canty, Brenda Lagasse, Pamela Lajoie, Diane Pacheco, Margaret Santos, Mary Staffon, Kelly Avilla, Robin Eddleston, Theresa Almeida, Cathrine dos Santos, Peter Baptista, Noah Brine, Cheryl Kemp, Ingrid Kukstis, Mark Demoranville of Oxford Terrace. Judith Wordell of 100 McGann Terrace.

Acceptance of Minutes Regular Meeting July 17th, 2025.

Voted: Commissioner Manzone made a motion to accept and place on file the Minutes of the Regular Meeting on July 17th, 2025. Motion seconded by Commissioner Francis. Vote Unanimous.

Acceptance of Minutes Special Meeting August 7th, 2025.

Voted: Commissioner Manzone made a motion to accept and place on file the Minutes of the Special Meeting on August 7th, 2025. Motion seconded by Commissioner Francis. Vote Unanimous.

Warrant & Operating Reports

Approval of the Warrant - Bills – July 18th, 2025, through August 15th, 2025.

The Board reviewed the warrant for July 18th, 2025, through August 15th, 2025.

Voted: Commissioner Manzone made a motion to approve and place on file the warrant for the bills from July 18th, 2025, through August 15th, 2025. Motion seconded by Commissioner Francis. Vote Unanimous.

Approval of the Warrant - Bills – August 16th, 2025, through August 21st, 2025.

The Board reviewed the warrant for August 16th, 2025, through August 21st, 2025.

Voted: Commissioner Manzone made a motion to approve and place on file the warrant for the bills from August 16th, 2025, through August 21st, 2025. Motion seconded by Commissioner Souza. Vote Unanimous.

Approval of the Warrant - Bills – August 22nd, 2025, through September 12th, 2025.

The Board reviewed the warrant for August 22nd, 2025, through September 12th, 2025.

Voted: Commissioner Manzone made a motion to approve and place on file the warrant for the bills from August 22nd, 2025, through September 12th, 2025. Motion seconded by Commissioner Souza. Vote Unanimous.

Approval of the Warrant - Bills – September 13th, 2025 through September 18th, 2025.

The Board reviewed the warrant for September 13th, 2025 through September 18th, 2025.

Voted: Commissioner Souza made a motion to approve and place on file the warrant for the bills from September 13th, 2025 through September 18th, 2025. Motion seconded by Commissioner Manzone. Vote Unanimous.

July 2025 Tenant Aging Report

The Board reviewed the Tenant Aging Report for July 2025.

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

August 2025 Tenant Aging Report

The Board reviewed the Tenant Aging Report for August 2025.

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

August Tenant Write Off - Eviction

The Board reviewed the Loss Collection Write off of \$2,485.00 due to an Eviction.

Voted: Commissioner Francis made a motion to accept and place on file Loss Collection Write off of \$2,485.00. Motion seconded by Commissioner Souza. Vote unanimous

August Tenant Write Off - Death

The Board reviewed the Loss Collection Write Off of \$335.00 due to the tenant passing away.

Voted: Commissioner Francis made a motion to accept and place on file the Loss Collection Write Off of \$335.00. Motion seconded by Commissioner Souza. Vote unanimous.

July 2025 Breakdown of Vacancy Numbers and Timing

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

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

August 2025 Breakdown of Vacancy Numbers and Timing

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

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

Utility Usage and Expense Reports – July 2025

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

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

Utility Usage and Expense Reports – August 2025

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

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

Fenton, Ewald & Associates – July 2025 Financials

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

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

Fenton, Ewald & Associates – August 2025 Financials

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

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

OLD BUSINESS:**Oxford Terrace Land 2.2 Acres**

Review postponed to the October 16, 2025.

Bus Stop Relocation and Crosswalk

The Director informed the Board there has been no update. Josh Crab has a meeting in September. Director Falone will inform the Board once she hears back from him.

Smoking

Director Falone Presented three possible smoking policies to the Board. One policy would be no smoking; the second policy would be smoking tobacco only in designated areas and the third policy would be smoking in designated areas. The Director also noted that once a policy is put in place the proper signage will be put up at all properties. After a brief discussion the Board opened up for questions and concerns to the residents in attendance. A resident from Dana Court told the board that people are lighting their cigarettes as soon as they exit the building not waiting to be in the designated smoking area. An Oxford Terrace resident wanted clarification of the current policy. Was it tobacco use only? Director Falone clarified the smoking policy defines it as smoking, vaping and marijuana. Another Oxford Terrace resident asked the board to clarify if the smoking area was public or private property. The board clarified that the Fairhaven Housing Authority is private property. Commissioner Souza added that the Housing Authority has the right to make policies that are stricter, but not less strict than the Town of Fairhaven's policies. The Director asked the board to vote on one of the three smoking policies that were presented. The Board decided to approve the policy of smoking in designated areas only including vaping & marijuana.

Vote: Commissioner Souza made a motion to approve and place on file the Fairhaven Housing Authority Smoking Policy. Motion seconded by Commissioner Manzone. Roll Call Vote: Chairperson Alfonso No, Commissioner Manzone Yes, Commissioner Francis Yes, Commissioner Souza Yes and Commissioner Simmons Absent. Vote Passed.

Security @ Complexes

The Director informed the Board that everything has been relatively quiet and no 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 that the CPC application for FY 2027 is due by October 3, 2025. Director Falone looked into what the Housing Authority's needs were. There is a Capitol Project for Oxford Terrace to replace the windows. The amount in the budget will only cover half of the building. The Director will put together an application to CPC for additional funding to help with the cost of the window replacement. If CPC funds are granted Director Falone will go back to EOHLC and try to get HILAP funds to help pay for the total cost of the project.

NEW BUSINESS:**Alcohol Policy**

The Board reviewed the new Alcohol Policy for The Fairhaven Housing Authority.

Voted: Commissioner Manzone made a motion to approve and place on file the Fairhaven Housing Authority New Alcohol Policy. Motion seconded by Commissioner Francis. Vote Unanimous.

Grievance Procedure and Policy

Director Falone informed the Board that the Grievance Procedure and Policy of The Fairhaven Housing Authority has been updated with all the current Board members, Staff and Grievance Officer.

Voted: Commissioner Francis made a motion to approve and place on file the Fairhaven Housing Authority Grievance Procedure and Policy. Motion seconded by Commissioner Manzone. Vote Unanimous.

Annual Plan FY2026

The Board reviewed and discussed the Housing Authority's Annual Plan FY2026. There were no comments.

Voted: Commissioner Manzone made a motion to approve and place on file the Fairhaven Housing Authority Annual Plan FY2026. Motion seconded by Commissioner Francis. Vote: Unanimous.

CAPITAL IMPROVEMENT UPDATES:

ModPILASE @ Oxford Terrace 667-3 #094069

Director Falone informed the Board, the General Contractor, the Designer and EOHLC completed the 9-month walkthrough on August 19th, 2025. All the repairs were completed on Thursday August 21, 2025 and Friday August 22, 2025.

Brick Repointing @ Dana Court 667-4 #094088

The contractor, C&K, started the brick repointing project on Monday June 9th, 2025. The Director is asking the Board to approve a change order of a no cost-time extension of 21 days.

Voted: Commissioner Manzone made a motion to approve and place on file a change order of a no cost-time extension of 21 days. Motion seconded by Commissioner Francis. Vote: Unanimous

The Director would like the board to approve payment application #1 total, minus 5% retainage in the amount of \$62,527.21.

Voted: Commissioner Manzone made a motion to approve and place on file payment application #1 total, minus 5% retainage in the amount of \$62,527.21. Motion seconded by Commissioner Francis.

Vote: Unanimous

Director Falone informed the Board there will be a final walk thru on the punch list on Friday, August 18, 2025.

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

The Director informed the Board the Notice to Proceed was issued on October 16th, 2024. There was a meeting with all parties involved. The current infrastructure will not support this project. The Designer is updating the plans. Eversource will review the updated plans. Fall River Electric will submit the cost change at that time. There has been no change order submitted at this time.

Fire Alarm Upgrade @ Oxford Terrace 667-3 #094091

The design is past due. The design has not been submitted to CapHub. Director Falone sent an E-mail to the Project manager to check the status of this project. The designer John Murphy has not submitted the design to CapHub. Director Falone will send an e-mail to the project manager to get an update.

Bathroom Exhaust Fans @ Anthony Haven 667-5 #094093

No Update

Window Replacement @ Anthony Haven 667-5 #094094

LEAN has submitted a request to Eversource to replace the windows and install air source heat pumps on March 5th 2025. No update

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

The designer John Murphy was on site on November 12, 2024 to review. The design has not been submitted to Cap Hub. It is past due. The Director sent an e-mail to the Project manager for an update.

Window Replacment @ Oxford Terrace 667-3 #094096

The designer is putting it all together.

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

The design has been submitted to EOHLC. Rogue Engineering & Design had a walk thru with any interested bidders on September 2nd, 2025. All bids need to be submitted by September 26th, 2025.

Tabled Items

None.

Items/Documents/Forus Not Anticipated

None.

Director's Update – September 18, 2025

Director Falone gave the Board an update on what has been going on at Fairhaven Housing Authority. The EV stations have been approved through the Massachusetts Department of Environmental Protection

(MassDEP) they are being evaluated by Eversource. Eversource has changed the location of the EV charging station at Oxford Terrace due to the accessibility of the electric power. The Director and Assistant Director Kim Marie attended the MassNAHRO conference for one day. They attended several seminars. One of the seminars was a mock board meeting. Director Falone and Kim Marie stayed after the class to consult with Attorney Jonathan Driscoll in regard to zoom coverage. He informed them that zoom is no longer required. Also noted was that all votes must be in a roll call format when one of the Board members is not present. Another class was what to do with abandoned units. It was brought to their attention that there is a recommendation to have an abandoned unit policy. The Director believes that the Fairhaven Housing Authority should have such a policy. Director Falone will put together a policy for review for the October Board meeting. The Director informed the Board that the Solar project contract is being reviewed by the Housing Authority's legal team. Director Falone was contacted by a security company in regard to surveillance. The Director had a zoom meeting with Arrow Security and received a proposal for a security patrol for six hours per night seven days a week. The cost would be approximately \$1,900.00 per week for a yearly cost of \$98,000.00. Director Falone informed the Board that we do not have the monies in the budget to cover the expenses and with the few incidents that there have been the Director does not see the justification for a requesting a budget change. The RSC has enrolled in zoom training every Thursday for the month of September. These trainings are on dealing with Difficult People, PTSD, Bullying, Emotional Support Animals and Social Security. The Fairhaven Fire Chief along with two other firefighters had presentations at all properties on fire alarm procedures. There are scheduled fire drills in the upcoming months. The RSC donated books and puzzles to Oxford Terrace, Dana Court and Anthony Haven. The RSC has scheduled a Flu clinic with Fairhaven Pharmacy for September 19th, 2025. The Halloween event is scheduled for October 21st, 2025 with entertainment, pizza and drinks. The maintenance staff have been working on five vacant units. They have been busy installing new kitchens and new flooring for the older units. Money flooring will be recovered in our Capital Project #094098.

Questions or Concerns of Commissioners:

None.

Future Agenda Items

Director Falone will look into Police patrols with key access to all of the complexes.

Adjournment @ 3:56 p.m.

Voted: Commissioner Manzone made a motion to adjourn at 3:56 p.m. Motion seconded by Commissioner Francis. Vote Unanimous.

Respectfully submitted,

Janet Falone

Janet Falone
Executive Director

JEF/MJ