

MINUTES

REGULAR MEETING

FAIRHAVEN HOUSING AUTHORITY

October 16, 2025

Chairperson Alfonso called the Fairhaven Housing Authority Regular Meeting of October 16th, 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 Gary Souza, Commissioner Ronnie Manzone, Commissioner Timothy Francis & Commissioner Jay Simmons

ABSENT: None.

STAFF: Janet Falone & Kim Marie McArdell.

The minutes were recorded by Kim Marie McArdell.

FAIRHAVEN TOWN CLERK
RCUD 2025 NOV 20 PM3:03

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 JR. of Oxford Terrace participated in person.

Acceptance of the Minutes of the Regular Meeting of September 18th, 2025.

Voted: Commissioner Manzone made a motion to approve and place on file the Minutes of the Regular Meeting on September 18th, 2025. Motion seconded by Commissioner Francis.

Vote Chairperson Alfonso - Yes, Commissioner Souza - Yes, Commissioner Manzone - Yes, Commissioner Francis - Yes & Commissioner Simmons - Abstained.

Warrant & Operating Reports

Approval of the Warrant - Bills – September 19th, 2025, through October 10th, 2025

The Board reviewed the warrant for September 19th, 2025, through October 10th, 2025.

Voted: Commissioner Manzone made a motion to approve and place on file the warrant for the bills from September 19th, 2025, through October 10th, 2025. Motion seconded by Commissioner Francis.

Vote Unanimous.

Approval of the Warrant - Bills – October 11th, 2025, through October 16th, 2025.

The Board reviewed the warrant for October 11th, 2025, through October 16th, 2025. Commissioner Souza questioned the Bath Fitter payment for \$4,328.00. Director Falone explained the tiles on the shower walls in the bathroom of one of the cottages were falling off & disintegrating. They had been repaired several times and were past the point of repair and needed to be replaced.

Voted: Commissioner Manzone made a motion to approve and place on file the warrant for the bills from October 11th, 2025, through October 16th, 2025. Motion seconded by Commissioner Simmons.

Vote Unanimous.

September 2025 Tenant Aging Report

The Board reviewed the Tenant Aging Report for September 2025.

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

September 2025 Breakdown of Vacancy Numbers and Timing

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

Voted: Commissioner Manzone made a motion to approve and place on file the Breakdown of Vacancy Numbers and Timing Report for September 2025. Motion seconded by Commissioner Simmons.

Vote Unanimous.

Utility Usage and Expense Reports – September 2025

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

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

Current Cash Summary Report - July 1st, 2025 through September 30th, 2025

The Board reviewed the Current Cash Summary Report from July 1st, 2025 through September 30th, 2025.

Voted: Commissioner Simmons made a motion to approve and place on file the Current Cash Summary Report from July 1st, 2025 through September 30th, 2025. Motion seconded by Commissioner Souza. Vote unanimous.

Solar Summary Report

The Board reviewed the Solar Summary Report. The Director informed the Board the Solar project contracts for McGann Terrace and Anthony Haven are being reviewed by legal. The lawyer made a note regarding the part of the contract where we have an obligation to provide power for twenty-five years. If the canopy system is damaged, inoperable or blocked and not repaired in fifteen days we would be responsible for payment of the cost of perceived future earnings to the developer. Tom is meeting this week with different solar company in an attempt to get roof solar panels.

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

Fenton, Ewald & Associates – September 2025 Financials

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

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

Fenton, Ewald & Associates – Quarterly Financials

The Board reviewed the Fenton, Ewald & Associates Quarterly Financials.

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

OLD BUSINESS:

Oxford Land 2.2 Acres

The Board reviewed and discussed the RFP's provided by Laura Shufelt of MHP.

Voted: Commissioner Manzone made a motion to have Laura Shufelt of MHP put together a 55+ 24 unit Request For Proposal for the Oxford Land 2.2 Acres. Motion seconded by Commissioner Souza. Vote Unanimous.

Bus Stop Relocation and Crosswalk

Director Falone informed the Board there is no update.

Voted: Commissioner Francis made a motion to remove the Bus Stop Relocation and Crosswalk topic from the agenda until there is new information. Motion seconded by Commissioner Souza. Vote Unanimous.

Smoking

The Director informed the Board the updated smoking policy and smoking lease addendum were sent out to all residents with a request to sign the lease addendum and send it back to the office by December 31st, 2025. Director Falone will follow up with the multiple letters she received from a few different residents regarding smoking in apartments. Resident Peter Baptista JR. requested a third side for the smoking pergola at Oxford Terrace. Commissioner Francis and Commissioner Souza would like to look at the pergola before making a decision.

Security @ Complexes

Director Falone informed the Board everything has been relatively quiet. No complaints or issues have been brought to her attention. One of the residents gave the Director information on the security robot dogs. They are too costly for our budget. The Director spoke with Lieutenant Swain and the Fairhaven Police Department will begin Community Police Patrols through all of the common areas of the Housing Authority properties. Key rings with exterior door keys only were given for each police cruiser.

Pest Control

The Director informed the Board there are no apartment issues but there has been more activity at the bait stations. Profishant is monitoring the problem and will adjust as needed. They also did an extra treatment at the outer perimeters of the cottages due to the construction disrupting spiders.

CPC – Update

Director Falone informed the Board the CPC application has been submitted for funds to help with new apartment windows at Oxford Terrace. The CPC funds awarded for new apartment windows at Anthony Haven will be used as LEAN is unable to fund the windows. This will now be an EOHLC project. Commissioner Simmons will be unable to continue as the Housing Authority's representative on CPC due to a work commitment.

NEW BUSINESS:

None.

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

The Director informed the Board the nine month review and repairs are completed. All monies have been paid out on the contract and the project is closed. This project will be removed from the agenda.

Brick Repointing @ Dana Court 667-4 #094088

The Certificate of Substantial Completion and the Certificate of Final Completion were given to the Board for review. Director Falone will submit to CPC for the \$3,290.91 as soon as we have the cancelled check.

Voted: Commissioner Manzone made a motion to approve and place on file the Certificate of Substantial Completion for C & K Roofing. Motion seconded by Commissioner Simmons. Vote Unanimous.

Voted: Commissioner Manzone made a motion to approve and place on file the Certificate of Final Completion, C & K Roofing, for \$3,290.91. Motion seconded by Commissioner Souza. Vote Unanimous.

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

Work started onsite on the outside of the buildings 10-1-25. Fall River Electric has started digging the trenches for the new power lines, construction fencing is being used, a small fence and four trees were removed. The Director is waiting for three change orders for the additional power lines needed. No change orders have been submitted at this time.

Fire Alarm Upgrade @ Oxford Terrace 667-3 #094091

RCAT assigned designer John Murphy. The design was submitted. The construction budget was \$82,856.58 and the estimated cost for the project is \$204,743.00. This exceeds the allocated budget by \$121,886.41. EOHLIC has approved additional monies.

Bathroom Exhaust Fans @ Anthony Haven 667-5 #094093

EOHLIC Project - No Update.

Window Replacement @ Anthony Haven 667-5 #094094

No update from LEAN or Eversource. Waiting on a designer through EOILC.

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

The design is past due.

Window Replacement @ Oxford Terrace 667-3 #094096

Scope of work completed. CPC application submitted.

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

Rogue Engineering & Design has made a recommendation for the lowest bidder, Setronics Corporation, in the amount of \$180,637.00.

Voted: Commissioner Simmons made a motion to approve and place on file the low bidder, Setronics Corporation, in the amount of \$180,637.00. Motion seconded by Commissioner Manzone. Vote Unanimous.

Tabled Items

None.

Items/Documents/Forms Not Anticipated

The Director gave the Board the updated alcohol and smoking policies.

Director's Update – October 2025

Director Falone gave the Board an update on what has been going on at Fairhaven Housing Authority. The Solar project contract is being reviewed by legal. The lawyer made a note regarding the part of the contract where we have an obligation to provide power for twenty-five years. If the system is inoperable we would be responsible for payment of the cost of future earnings to the developer. The Director believes with the seniors and their driving habits we would be asking for trouble. Also the turkeys would be a problem at McGann Terrace. Tom is meeting this week with a different solar company in an attempt to get roof solar panels. The Smoking Lease Addendum and the new Alcohol Policy were sent out to all residents with a request to sign and send back by December 31st, 2025. Director Falone had a court date with a non-compliant smoker; a last effort was made with an amended court agreement for an additional six months. The Director and Kim Marie joined an EOHLIC Zoom meeting regarding changes to the CMR. Applicants only need to verify three years of leasing history not five, ASG is to do all of the priorities, homeless applicants can pick their location preference and only twenty-five housing authorities can be applied to.

In RSC News Tracey worked with the fire department to arrange fire drills at Oxford, Dana and Anthony. The Cottages and Building 100 will be scheduled for a later date. RSC Tracey has worked with residents regarding renewals for MassHealth and SNAP/Food Stamps. She also contacted Royal Nursing Home to retrieve a discharge summary for a resident to reinstate her SSI benefits and follow up. The RSC was able to provide two new rollators, one electric wheelchair and incontinent supplies for four residents. The RSC has assisted residents with signatures, documents, call to banks and the social security office for benefit letters. The RSC has a scheduled Halloween Event on the 21st of October serving pizza, dessert, and punch. 44 residents have signed up. In Maintenance news we have five vacant units. Mostly due to the age of the units maintenance will be busy installing new kitchens and new flooring. The flooring cost will be recovered by our Age in Place Capital Project #094098. The maintenance staff will be attending the MAHAMS conference for a day and a half.

Questions or Concerns of Commissioners

The Director informed the Board all votes will need to be roll call if one or more Commissioners are absent. She also informed the Board Chairperson Alfonso does not need to read the Open Meeting Law regulations at the beginning of each meeting. Chairperson Alfonso asked the Board if they were interested in having the meetings at an earlier time of day. Commissioner Francis cannot make an earlier time.

Voted: Commissioner Simmons made a motion that the Chairperson no longer has to read the Open Law Meeting Regulations at the beginning of each meeting. Motion seconded by Commissioner Francis. Vote Unanimous.

Future Agenda Items

None.

Adjournment

Voted: Commissioner Francis made a motion to adjourn at 3:45 p.m. Motion seconded by Commissioner Souza. Vote Unanimous.

Respectfully submitted,

Janet Falone

Janet Falone
Executive Director

JFF/kmm