

MINUTES

REGULAR MEETING

FAIRHAVEN HOUSING AUTHORITY

November 20, 2025

Commissioner Souza called the Fairhaven Housing Authority Regular Meeting of November 20th, 2025 to order at 2:36 p.m.

PRESENT: Commissioner Gary Souza, Commissioner Timothy Francis & Commissioner Jay Simmons

ABSENT: Chairperson Carol Alfonso, Commissioner Ronnie Manzone

STAFF: Janet Falone & Michelle Jones.

FAIRHAVEN TOWN CLERK
RCUD 2025 DEC 19 AM 9:00

The minutes were recorded by Michelle Jones.

Tenant/Public Participation/ In Person or Remote

Peter Baptista, Pamela Lajoie and Brenda Lagasse from Oxford Terrace attended in person. James Middleton and Charlie Beauchamp from Habitat for Humanity attended in person.

Acceptance of the Minutes of the Regular Meeting of October 16th, 2025.

Voted: Commissioner Francis made a motion to approve and place on file the Minutes of the Regular Meeting on October 16th, 2025. Motion seconded by Commissioner Simmons.

**Roll Call Vote: Commissioner Souza - Yes, Commissioner Francis - Yes & Commissioner Simmons – Yes
Vote Unanimous.**

New Business

James Middleton and Charlie Beauchamp want to introduce themselves on behalf of Habitat to Humanity. They explained what Habitat to Humanity does in the communities and look forward to possibly helping the town of Fairhaven build Affordable housing.

Warrant & Operating Reports

Approval of the Warrant - Bills – October 17th, 2025, through November 14th, 2025

The Board reviewed the warrant for October 17th, 2025, through November 14th, 2025.

Voted: Commissioner Francis made a motion to approve and place on file the warrant for the bills from October 17th, 2025, through November 14th, 2025. Motion seconded by Commissioner Simmons.

**Roll Call Vote: Commissioner Francis – Yes, Commissioner Simmons – Yes & Commissioner Souza - Yes
Vote Unanimous.**

Approval of the Warrant - Bills – November 15th, 2025, through November 20th, 2025.

The Board reviewed the warrant for November 15th, 2025, through November 20th, 2025.

Voted: Commissioner Simmons made a motion to approve and place on file the warrant for the bills from November 15th, 2025, through November 20th, 2025. Motion seconded by Commissioner Francis.

**Roll Call Vote: Commissioner Simmons – Yes, Commissioner Francis – Yes & Commissioner Souza - Yes
Vote Unanimous.**

October 2025 Tenant Aging Report

The Board reviewed the Tenant Aging Report for October 2025.

Voted: Commissioner Francis made a motion to approve and place on file the Tenant Aging Report for October 2025. Motion seconded by Commissioner Simmons.

**Roll Call Vote: Commissioner Francis – Yes, Commissioner Simmons – Yes & Commissioner Souza – Yes
Vote Unanimous.**

October Collection Loss Write Off

The Board reviewed the October Collection Loss write off in the amount of \$198.00 due to an unexpected death with no family.

Voted: Commissioner Francis made a motion to approve and place on file the October Loss Collection Write Off in the amount of \$198.00 due to an unexpected death with no family. Motion seconded by Commissioner Simmons.

**Roll Call Vote: Commissioner Francis – Yes, Commissioner Simmons – Yes & Commissioner Souza – Yes
Vote Unanimous.**

October Loss Collection Write Off

The Board reviewed the October Loss Collection write off in the amount of \$135.00 for lock out fees for an abandoned unit.

Voted: Commissioner Simmons made a motion to approve and place on file the October Loss Collection Write Off in the amount of \$135.00 for lock out fees for an abandoned unit. Motion seconded by Commissioner Francis.

Roll Call Vote: Commissioner Francis – Yes, Commissioner Simmons – Yes & Commissioner Souza – Yes Vote Unanimous.

October 2025 Breakdown of Vacancy Numbers and Timing

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

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

Roll Call Vote: Commissioner Francis – Yes, Commissioner Souza – Yes & Commissioner Simmons - Yes Vote Unanimous.

Utility Usage and Expense Reports – October 2025

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

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

Roll Call Vote: Commissioner Francis – Yes, Commissioner Souza – Yes & Commissioner Simmons – Yes Vote Unanimous.

October 2025 Quarterly Water and Sewer Usage

The Board reviewed the Quarterly Water and Sewer Usage.

Voted: Commissioner Simmons made a motion to approve and place on file the October 2025 Quarterly Water and Sewer Usage. Motion seconded by Commissioner Francis.

Roll Call Vote: Commissioner Francis – Yes, Commissioner Souza – Yes & Commissioner Simmons – Yes Vote Unanimous

Fair Housing – Affirmative Action Goals for 2026

The Board reviewed the Affirmative Action Goals for 2026.

Fenton, Ewald & Associates –October 2025 Financials

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

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

Roll Call Vote: Commissioner Francis – Yes, Commissioner Souza – Yes & Commissioner Simmons – Yes Vote Unanimous.

OLD BUSINESS:

Oxford Land 2.2 Acres

The Director informed the board that Laura Shufelt of MIIP is working on an RFP. Director Falone has sent emails and made phone calls to Ms. Shufelt. She has not heard back from her as of yet and will continue to reach out to her to see where things are going with the project.

Smoking

Director Falone informed the board that she feels a third side added to the smoking Pergola is not needed. The two sides that are currently on there are serving the purpose that was intended. Resident Peter Baptista spoke to the board requesting a third panel to help insulate the people using the smoking pergola from wind, rain and snow. Brenda Lagasse and Pamela Lajoie, both Oxford Terrace residents, added that they feel it is necessary to have three sides on the Pergola to protect them from the weather. After a short discussion the Board decided that they would take a vote on the addition of a third panel to be added to the smoking pergola with the Directors discretion on where it will be placed. Oxford Terrace Resident Peter Baptista inquired about the steps used in the grievance procedure. After a lengthy discussion the Board clarified to Mr. Baptista the steps used in the grievance procedure.

Voted: Commissioner Simmons made a motion to approve a third panel be added to the smoking pergola with the Directors discretion on where it will be placed. Motion seconded by Commissioner Francis.

Roll Call Vote: Commissioner Francis – Yes, Commissioner Souza – Yes & Commissioner Simmons – Yes Vote Unanimous

Security @ Complexes

Director Falone informed the Board everything has been relatively quiet. No complaints or issues have been brought to her attention.

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.

CPC – Update

Director Falone informed the Board the CPC application has been submitted for funds to help with new unit windows at Oxford Terrace.

CAPITAL IMPROVEMENT UPDATES:**Master Meter Designation @ The Cottages McGann Terrace 667-1 #094089**

Change order #2 is not completed yet. The Board reviewed change order #3 to change the location of the transformer from the front of Building #9 to the front of building #3 at a cost of \$35,565.95 with an extension of 120 days.

Voted: Commissioner Simmons made a motion to approve and place on file change order #3 changing the location of the transformer at a cost of \$35,565.95 with an extension of 120 Days. Motion seconded by Commissioner Francis.

Roll Call Vote: Commissioner Francis – Yes, Commissioner Souza – Yes & Commissioner Simmons – Yes Vote Unanimous

The Board reviewed the change order #4 - Eversource work order change at the cost of \$162,503.37 with an extension of 210 days.

Voted: Commissioner Simmons made a motion to approve and place on file change order #4 - Eversource work order change at the cost of \$162,503.37 with an extension of 210 days. Motion seconded by Commissioner Francis.

Roll Call Vote: Commissioner Francis – Yes, Commissioner Souza – Yes & Commissioner Simmons – Yes Vote Unanimous

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. FOHLC has approved additional funds.

Bathroom Exhaust Fans @ Anthony Haven 667-5 #094093

EOHLC Project - No Update.

Window Replacement @ Anthony Haven 667-5 #094094

Lean was unable to do this project. Capital Improvement funds are allocated for 2026 in conjunction with Ash Street window project # 094100. EOHLC combined the two projects to get better pricing.

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

The designer John Murphy has been onsite November 12, 2024 to review. The design has not been submitted to Cap Hub. This is Past Due.

Window Replacement @ Oxford Terrace 667-3 #094096

Window replacement for Oxford Terrace is out for Design.

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

Rogue Engineering & Design has made a recommendation for the lowest bidder, Setronics Corporation. Waiting on the contract from EOHLC.

Anthony Haven Lean Project

Advanced Windows to perform caulking and insulation in the amount \$60,408.00. GEM Plumbing to install Air Source Heat pumps in the amount of \$415,985.00. Signed the notice to proceed as a Low Income Multifamily Retrofit Program.

Tabled Items

None.

Items/Documents/Forms Not Anticipated

None.

Director's Update – November 2025

Director Falone gave board an update on what has been going on at the Fairhaven Housing Authority. The project for the air source heat pumps by LEAN at Anthony Haven will have the kickoff meeting this Friday. The Director had a court date on a lease for the violation of an overnight guest of more than 21 nights, along with smoking violations. A court agreement was made and the documents are due in the office in 30 days. There are air purifiers in the hallways at Oxford Terrace, Dana Court and at Building 100 due to smoke and perfume smells. Director attended a zoom meeting with EOHLC on updates to the CIP program. These updates will be moved over to the Cap Hub Program. HILAP applications will also be available on Cap Hub. In RSC news Tracey has been working with the residents to renew MassHealth benefits and SNAP applications. She also has been instrumental in helping an under 60 disabled resident apply for SSDI payments. Tracey was also able to enroll a resident in the Medicare program as he is turning 65 soon. She was contacted by a local Fairhaven Donut Shop owner who donated canned and dry goods to the FHA food pantry. Tracey is working closely with two residents at McGann Terrace to enroll with Coastline to receive services. She was able to book the New Bedford Symphony Orchestra for our holiday party on December 23rd, 2025. This is a first for our residents. In Maintenance news we have five vacant units. They will be busy installing new kitchens and new flooring for the older units. The cost of the flooring will be recovered in our Aging in place Capital Project #094098. There are delays on units due to delivery issues with the new countertops.

Questions or Concerns of Commissioners

None.

Future Agenda Items

None.

Adjournment

Voted: Commissioner Francis made a motion to adjourn at 4:05 p.m. Motion seconded by Commissioner Simmons.

Commissioner Souza – Yes, Commissioner Francis – Yes & Commissioner Simmons – Yes.

Vote Unanimous.

Respectfully submitted,

Janet Falone

Janet Falone
Executive Director

JEF/MJ