

Fairhaven Housing Authority  
275 Main Street, Fairhaven, MA 02719 508-993-1144  
**Regular Meeting December 18, 2025, at 2:30 pm**  
**Oxford Terrace – Board Room, 2nd Floor, 275 Main St. Fhvn**

**AGENDA**

1. **Call to Order**
2. **Attendance–Roll Call: Chair C. Alfonso, J. Simmons, R. Manzone, G. Souza, T. Francis**
3. **In person attendees**
4. **Acceptance of the Minutes - Regular Meeting November 20, 2025 - Board vote Enclosure #1**
5. **Warrant & Operating Reports**

Bills 11/21/2025 – 12/12/2025	<b>Board vote</b>	<b>Enclosure #2</b>
Bills 12/13/2025 -- 12/18/2025	<b>Board vote</b>	<b>@Meeting</b>
November Tenant Aging	<b>Board vote</b>	<b>Enclosure #3</b>
November Breakdown of Vacancy Numbers & Timing –	<b>Board vote</b>	<b>Enclosure #4</b>
November Utility Usage and Expense	<b>Board vote</b>	<b>@ Meeting</b>
6. **Fenton and Ewald**

November Financials	<b>Board vote</b>	<b>Enclosure #5</b>
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7. **New Business**

Update Vehicle Policy – last updated 9/11/08	<b>Board vote</b>	<b>Enclosure #6</b>
Mass State-Aided Property Insurance Program	<b>Board vote</b>	<b>Enclosure #7</b>
8. **Old Business**
  - A. Oxford Land 2.2 acres- Laura Shufelt (MIIP) – MIIP working on RFP
  - B. Smoking – On going
  - C. Security – On going
  - D. Pest Control – On going
  - E. CPC – Submitted
9. **Capital Improvement Updates:**

**Master Meter Designation 667-1 #094089 –** Notice to Proceed was issued 10/16/24. Work started onsite 10/1/2025 on the outside of the buildings. The asphalt work was completed Wednesday, December 10, 2025, on the sidewalks at McGann Terrace Cottages. Work to begin behind building #3 leading to the new pole. Two more trees need to be removed before new pole is in place by Eversource. Project moving along.

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**Oxford Terrace Fire Alarm Upgrade 667-3 #094091** – RCAT designer assigned John Murphy. Design has been 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 \$121,887.00. EOHLIC approved additional monies.

**Bathroom Exhaust Fans 667-5 #094093** – EOHLIC project. NO UPDATE

**Hardwire smokes and Co's@Green Meadows II 667-2 #094095** – The designer John Murphy has been on site November 12, 2024, to review. Design has not been submitted to cap hub. Past due.

**Window Replacement 667-3 Oxford #094096** – Window replacement Oxford Terrace, out for design. Request for CPC funding was submitted.

**Keyless door entry installation Oxford Terrace 667-3 #094097**. – Rogue engineering & Design has made a recommendation for the lowest bidder, Setronics, Corporation. Next step a kickoff meeting to be scheduled by EOHLIC.

**Window Replacement 667-5 and 705 #094100** -- EOHLIC designer (Juliett Barja) met with FHA December 2, 2025. A scope of work was submitted in cap hub for review.

**Slider Replacement 667-3 #094101**- EOHLIC designer (Juliett Barja), designer met with FHA.

**Anthony Haven Lean Project**- Advanced Windows to perform caulking and insulation (\$60,408), Gem Plumbing to install Air Source Heat pumps (\$415,985). Signed notice to proceed Low Income Multi-Family Retrofit Program. Gem Plumbing met with residents (show and tell) to introduce them to the air source heat pumps, show them how to use them and answer any questions. Projected start date January 12, 2025.

10. Tabled Items:
11. Items/Documents/Forms not anticipated:
12. Director's Report
13. Questions or Concerns of Commissioners
14. Future Agenda Items
15. Adjourn

*Janet E. Falone, E.D.*