

MINUTES

REGULAR MEETING

FAIRHAVEN HOUSING AUTHORITY

February 19, 2026

Chairperson Alfonso called the Fairhaven Housing Authority Regular Meeting of February 19th, 2026 to order at 2:30 p.m.

PRESENT: Chairperson Carol Alfonso, Commissioner Manzone, Commissioner Timothy Francis & Commissioner Jay Simmons.

ABSENT: Commissioner Gary Souza.

STAFF: Janet Falone & Kim Marie McArdell.

The minutes were recorded by Kim Marie McArdell.

FAIRHAVEN TOWN CLERK
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In Person Attendees

None.

Acceptance of the Minutes of the Regular Meeting of January 15th, 2026.

Voted: Commissioner Manzone made a motion to approve and place on file the Minutes of the Regular Meeting on January 15th, 2026. Motion seconded by Commissioner Francis.

Vote Chairperson Alfonso - Aye, Commissioner Manzone – Aye, Commissioner Francis - Aye & Commissioner Simmons - Aye. Vote Unanimous.

Warrant & Operating Reports

Approval of the Warrant - Bills – January 16th, 2026, through February 13th, 2026

The Board reviewed the warrant for January 16th, 2026, through February 13th, 2026.

Voted: Commissioner Manzone made a motion to approve and place on file the warrant for the bills from January 16th, 2026, through February 13th, 2026. Motion seconded by Commissioner Francis.

Vote Chairperson Alfonso - Aye, Commissioner Manzone – Aye, Commissioner Francis - Aye & Commissioner Simmons - Aye. Vote Unanimous.

Approval of the Warrant - Bills – February 14th, 2026, through February 19th, 2026

The Board reviewed the warrant for February 14th, 2026, through February 19th, 2026.

Voted: Commissioner Francis made a motion to approve and place on file the warrant for the bills from February 14th, 2026, through February 19th, 2026. Motion seconded by Commissioner Manzone.

Vote Chairperson Alfonso - Aye, Commissioner Manzone – Aye, Commissioner Francis - Aye & Commissioner Simmons - Aye. Vote Unanimous.

January 2026 Tenant Aging Report

The Board reviewed the Tenant Aging Report for January 2026.

Voted: Commissioner Manzone made a motion to approve and place on file the Tenant Aging Report for January 2026. Motion seconded by Commissioner Francis.

Vote Chairperson Alfonso - Aye, Commissioner Manzone – Aye, Commissioner Francis - Aye & Commissioner Simmons - Aye. Vote Unanimous.

January 2026 Breakdown of Vacancy Numbers and Timing

The Board reviewed the Breakdown of Vacancy Numbers and Timing for January 2026.

Voted: Commissioner Francis made a motion to approve and place on file the Breakdown of Vacancy Numbers and Timing Report for January 2026. Motion seconded by Commissioner Manzone.

Vote Chairperson Alfonso - Aye, Commissioner Manzone – Aye, Commissioner Francis - Aye & Commissioner Simmons - Aye. Vote Unanimous.

Utility Usage and Expense Reports – January 2026

The Board reviewed the Utility Usage and Expense Reports for January 2026.

Voted: Commissioner Manzone made a motion to approve and place on file the Utility Usage and Expense Reports for January 2026. Motion seconded by Commissioner Simmons.

Vote Chairperson Alfonso - Aye, Commissioner Manzone – Aye, Commissioner Francis - Aye & Commissioner Simmons - Aye. Vote Unanimous.

Fenton, Ewald & Associates – December 2025 Financials

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

Voted: Commissioner Francis made a motion to approve and place on file the Fenton, Ewald & Associates December 2025 Financials. Motion seconded by Commissioner Manzone. Vote Chairperson Alfonso - Aye, Commissioner Manzone – Aye, Commissioner Francis - Aye & Commissioner Simmons - Aye. Vote Unanimous.

OLD BUSINESS:

Security @ Complexes

Director Falone informed the Board everything has been relatively quiet. The Director informed the Board the buzzer board at Dana Court is not working properly. The building is secure. The part has been ordered but needs to be made due to its age.

Pest Control

The Director informed the Board she will talk to a resident at McGann Terrace about feeding the wildlife as it was brought to her attention at her Executive Director coffee hour.

Smoking

Director Falone informed the Board she is at the step in the policy process where a witness will need to put a smoking complaint in writing on a few residents to move forward. Unfortunately no one will do that. The Housing Authority does have air purifiers in all of the buildings.

Complaint Management System – Submitted by Resident Noah Brine

The Director has sent the complaint management system to attorney Manette Donovan for review. Director Falone will follow up with her next week.

Vehicle Policy Update

Director Falone gave the Board the updated vehicle policy to sign. The policy will be given to every resident and put on the Fairhaven Housing Authority website.

Oxford Land 2.2 Acres

The Director informed the Board Laura Shufelt will be back from leave on February 23rd, 2026. Hopefully she will have an update at the March Board meeting.

NEW BUSINESS:

Closed Apartment Door Policy – Last Updated 4/8/2010

Storage & Care of Common Areas – Last Updated 2/6/2020

Director Falone gave the Board both updated Policies to review and will have the topic on next month's board agenda.

CAPITAL IMPROVEMENT UPDATES:

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

The asphalt work on the sidewalks at the McGann Terrace Cottages was completed Wednesday, December 10th, 2025. There has been no work completed for the last two weeks due to the weather. Once winter is over the work will be back at full speed.

Fire Alarm Upgrade @ Oxford Terrace 667-3 #094091

RCAT assigned designer John Murphy. The design was submitted. The final cost for the project is \$204,743.00. The project is ready to go out to bid and will be posted in the newspaper next week.

Bathroom Exhaust Fans @ Anthony Haven 667-5 #094093

Linda Katsudas of FOHLC has given the project back to RCAT. Kyle Moore of RCAT has inquiries into the electrical load now that air source heat pumps have been installed in the building. An engineer will be out to take a look.

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

Designer John Murphy has not submitted the design into CapHub. Past due.

Window Replacement @ Oxford Terrace 667-3 #094096

The project is out to bid with bids due March 5th, 2026. Request for CPC funding has been submitted.

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

Rogue Engineering & Design had a coordination meeting on February 13th, 2026. They are waiting on materials to be delivered to start the work.

Window Replacement 667-5 & 705 @ Anthony Haven & Ash Street #094100

Director Falone gave the Board the design contract with estimated costs of \$288,000.00 for review.

Voted: Commissioner Francis made a motion to approve and place on file the design contract for project #094100 in the amount of \$288,000.00. Motion seconded by Commissioner Manzone.

Vote Chairperson Alfonso - Aye, Commissioner Manzone - Aye, Commissioner Francis - Aye & Commissioner Simmons - Aye. Vote Unanimous.

Sliding Door Replacement @ Oxford Terrace 667-3 #094101

The Director gave the Board the design contract with estimated costs of \$460,000.00 for review.

Voted: Commissioner Francis made a motion to approve and place on file the design contract for project #094101 in the amount of \$460,000.00. Motion seconded by Commissioner Manzone.

Vote Chairperson Alfonso - Aye, Commissioner Manzone - Aye, Commissioner Francis - Aye & Commissioner Simmons - Aye. Vote Unanimous.

Anthony Haven Lean Project

GEM Plumbing should have the air source heat pump installation project completed by March 6th, 2026.

McGann Terrace Cottage Lean Project

Contractors have been on site for a bidding walk through to install air source heat pumps in the McGann Terrace Cottages after the electrification project is completed.

Tabled Items

None.

Communications/Correspondence

None.

Items/Documents/Forms Not Anticipated

None.

Director's Update – February 2022

The contractors for the installation of air source heat pumps by Lean at Anthony Haven are onsite. There were some delays as the contractor was not sticking with the mockup design. The project is still expected to be completed by the first week of March. During the month of February Director Falone has set up a coffee hour at each development. This will give her the opportunity to let the residents know which capital projects are happening at their development. It also gives the residents an opportunity to let her know what is happening in their buildings. Eversource gave the proceed notice on the EV charging stations to move forward. We are waiting for Eversource to install their equipment before work can start at our locations. An EV policy will need to be implemented. The Director is still evaluating the options for Solar on the 100 McGann Terrace building. Trash pickup is back on track. Apartment inspections will be done in March. The independent inspector and Tom will do ½ & the Director and Tom will do ½.

RSC News:

The RSC supports all of the Housing Authority's residents helping with MassHealth, Social Security, Medicare, Coastline, Fairhaven Council on Aging, SRTA and SNAP. RSC Tracy Mabry is working with ADA Community Outreach Coordinator Mandy to enroll residents in SRTA. The RSC has 12 residents approved and another 12 have applications in process. The residents are excited that they now have transportation to appointments and a friend or family member can escort them in the van. A Dietician comes once a month, the Farmers Market comes once a month and Matter of Balance (a light exercise group) comes twice a month. The RSC is looking forward to some upcoming training.

Maintenance:

We have had multiple storms so far this winter. Maintenance has been keeping up with the walkways. The fronts are done first with the snow scheduled overtime. The backs are done when the staff is back in the office and cars are moved. We housed two new residents this month. We have eight vacancies with waivers requested for three that need new kitchens. Another waiver was requested for a bathroom upgrade to a handicapped unit where the bathroom was not accessible. At this time the Director thought it would be a good idea to get quotes for a walk in/roll in shower. Plumbers found that only a tub cut was feasible. Also a vacancy at Dana needed a waiver to update the flooring. Additional work needs to be done due to the sub floor being unstable and needing to be replaced.

Questions or Concerns of Commissioners

None.

Future Agenda Items

None.

Adjournment

Voted: Commissioner Manzone made a motion to adjourn at 3:24 p.m. Motion seconded by Commissioner Francis. Vote Chairperson Alfonso - Aye, Commissioner Souza - Aye, Commissioner Francis - Aye & Commissioner Simmons - Aye. Vote Unanimous.

Respectfully submitted,

Janet Falone

Janet Falone
Executive Director

JEF/kmm