

MINUTES

REGULAR MEETING

FAIRHAVEN HOUSING AUTHORITY

March 19, 2026

Chairperson Alfonso called the Fairhaven Housing Authority Regular Meeting of March 19th, 2026 to order at 2:36 p.m.

PRESENT: Chairperson Carol Alfonso, Commissioner Gary Souza, Commissioner Jay Simmons & Commissioner Timothy Francis (Arrived @ 2:40 P.M.).

FAIRHAVEN TOWN CLERK
ROUD 2026 APR 21 AM 7:53

ABSENT: Commissioner Manzone

STAFF: Janet Falone & Michelle Jones.

The minutes were recorded by Michelle Jones.

In Person Attendees

None.

Acceptance of the Minutes of the Regular Meeting of February 19th, 2026.

Voted: Commissioner Simmons made a motion to approve and place on file the Minutes of the Regular Meeting on February 19th, 2026. Motion seconded by Chairperson Alfonso. Vote Chairperson Alfonso - Aye, Commissioner Simmons - Aye & Commissioner Souza - Abstained.

The Minutes of the Regular Meeting of February 19th, 2025 will be resubmitted at the April 16th, 2026 meeting as there was not a quorum.

Warrant & Operating Reports

Approval of the Warrant - Bills – February 20th, 2026, through March 13th, 2026.

The Board reviewed the warrant for February 20th, 2026, through March 13th, 2026.

Voted: Commissioner Souza made a motion to approve and place on file the warrant for the bills from February 20th, 2026, through March 13th, 2026. Motion seconded by Commissioner Francis.

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

Vote Unanimous.

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

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

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

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

February 2026 Tenant Aging Report

The Board reviewed the Tenant Aging Report for February 2026.

Voted: Commissioner Francis made a motion to approve and place on file the Tenant Aging Report for February 2026. Motion seconded by Commissioner Souza. Vote Chairperson Alfonso - Aye,

Commissioner Souza – Aye, Commissioner Francis - Aye & Commissioner Simmons - Aye.

Vote Unanimous.

February 2026 Breakdown of Vacancy Numbers and Timing

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

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

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

Utility Usage and Expense Reports – February 2026

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

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

Alfonso - Aye, Commissioner Francis – Aye, Commissioner Souza & Commissioner Simmons - Aye.

Vote Unanimous.

Fenton, Fwald & Associates – Year End Financials.

The Board reviewed the Fenton, Fwald & Associates Year End Financials.

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

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

Fenton, Ewald & Associates Top 5 Salaries

The Board reviewed the Fenton, Ewald & Associates Top 5 Salaries.

Voted: Commissioner Francis made a motion to approve and place on file the Fenton, Ewald & Associates Top 5 Salaries. Motion seconded by Commissioner Souza. Vote Chairperson Alfonso - Aye, Commissioner Souza – Aye, Commissioner Francis - Aye & Commissioner Simmons - Aye. Vote Unanimous.

Fenton, Ewald & Associates Lead Paint Certification.

The Board reviewed the Fenton, Ewald & Associates Lead Paint Certification.

Voted: Commissioner Simmons made a motion to approve and place on file the Fenton, Ewald & Associates Lead Paint Certification. Motion seconded by Commissioner Souza. Vote Chairperson Alfonso - Aye, Commissioner Souza – Aye, Commissioner Francis - Aye & Commissioner Simmons - Aye. Vote Unanimous.

Fenton, Ewald & Associates January Financials.

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

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

Fenton, Ewald & Associates February Financials.

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

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

OLD BUSINESS:

Security @ Complexes

Director Falone informed the Board everything has been relatively quiet.

Pest Control

The Director informed the Board no complaints or issues have been brought to her attention.

Smoking

The Director informed the board that there was one tenant that went thru all five steps of the policy and ended up going to court. The court gave an extension of six months. If there are any incidents that come up in those six months of the smoking policy being violated the Housing Authority will get execution and take back the apartment. There was a tenant that took a picture of the resident smoking and did stand up in court to testify. In most cases there is no one willing to stand up in court making it difficult for the court to side with the Housing Authority.

Complaint Management System – Submitted by Resident Noah Brinc

Director Falone informed the Board that the Complaint Management System was sent for review via e-mail to Attorney Manet Donovan. She helped us with our reasonable accommodation policy. The Director has not heard back from her and will follow up.

Closed Apartment Door Policy Update

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

Voted: Commissioner Simmons made a motion to approve and place on file the Closed Apartment Door Policy. Motion seconded by Commissioner Souza. Vote Chairperson Alfonso - Aye, Commissioner Souza – Aye, Commissioner Francis - Aye & Commissioner Simmons - Aye. Vote Unanimous.

Storage and Care of Common Areas Policy Update

Director Falone gave the Board the updated Storage and Care of Common room policy to sign. The policy will be given to every resident and put on the Fairhaven Housing Authority website.

Voted: Commissioner Simmons made a motion to approve and place on file the Storage and Care of Common Room Areas Policy. Motion seconded by Commissioner Souza. Vote Chairperson Alfonso – Aye, Commissioner Souza – Aye, Commissioner Francis - Aye & Commissioner Simmons - Aye. Vote Unanimous.

Oxford Land 2.2 Acres

The Director informed the Board she sent an email on March 5th, 2026 for an update. Laura Shufelt let the Director know that she is back and ready to move forward. Director Falone reviewed the survey and the answers from the Board to the questions that were given in May of 2025. The Director will forward the findings to Laura for the RFP. Commissioner Simmons wanted to clarify that the land was purchased with CPC Funds and that the land was given to the Housing Authority.

NEW BUSINESS:

None.

CAPITAL IMPROVEMENT UPDATES:

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

Notice to proceed was issued October 16th, 2024. Work started onsite October 1st, 2025 on the outside of the buildings. The asphalt work was completed. We are waiting for the next phase to begin.

Fire Alarm Upgrade @ Oxford Terrace 667-3 #094091

The Director gave the Board the lowest bid from M-V Electrical Contractors, Inc. in the amount of \$212,900.00 to review.

Voted: Commissioner Francis made a motion to accept and place on file the lowest bid from M-V Electrical Contractors Inc., in the amount of \$212,900.00. Motion seconded by Commissioner Souza. Vote Chairperson Alfonso - Aye, Commissioner Souza– Aye, Commissioner Francis - Aye & Commissioner Simmons - Aye. Vote Unanimous.

Bathroom Exhaust Fans @ Anthony Haven 667-5 #094093

Kyle Moore of RCAT has inquiries into the electrical load now that air source heat pumps have been installed in the building. He spoke with Crowley Engineering who will be out looking at the exhaust project. John Murphy is the Engineer.

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

Designer John Murphy was on site on November 12th, 2024 to review. He has not submitted the design into CapHub. Past due.

Window Replacement @ Oxford Terrace 667-3 #094096

Vareika Construction was the lowest bidder in the amount of \$277,300.00.

Voted: Commissioner Simmons made a motion to accept and place on file the lowest bid from Varcika Construction, in the amount of \$277,300.00. Motion seconded by Commissioner Francis. Vote Chairperson Alfonso - Aye, Commissioner Souza– Aye, Commissioner Francis - Aye & Commissioner Simmons - Aye. Vote Unanimous.

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

Rogue Engineering & Design had a kickoff meeting at Oxford Terrace. Notice to proceed was issued by the Executive Director. Setronics has been on site to review what needs to be done. The last visit was Friday February 13th, 2026 where there was a meeting with the Engineer to request the fobs and hands free equipment. Setronics will be ordering the materials.

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

EOHLC designer Juliett Barja met with The Fairhaven Housing Authority on December 2nd, 2025. The design was submitted to CAP HUB. It will go out to bid if the design gets approved by EOHLC.

Sliding Door Replacement @ Oxford Terrace 667-3 #094101

EOHLC designer Juliett Barja met with Fairhaven Housing Authority. RGB to submit the design.

Anthony Haven Lean Project

The contractors finished all the work on Monday March 16th, 2026. The painter was in to touch up any areas that needed it. The apartments have two units. One in the living room and one in the bedroom. The project will be complete by Wednesday.

McGann Terrace Cottage Lean Project

GEM was approved for the Lean Project to do the air source heat pumps at the cottages. A start date has not been submitted

Tabled Items

None.

Communications/Correspondence

None.

Items/Documents/Forms Not Anticipated

Director Falone gave the Board the Vareika Construction low bid in the amount of \$277,300.00 for the window replacement @ Oxford Terrace 667-3 #094096 to review.

Director's Update – March 2026

All the staff reviews were completed. Part-time RSC Diane Rocha dropped down to 2 days a week and is now on a leave of absence. RSC Tracey Mabry spoke with the Director about changing her hours a day or two a week to be available for people who work and are not home until after 4 p.m. There has been no final decision at this time. A work phone for the RSC was purchased due to the amount of use her personal phone was getting. The Housing Authority was made aware that there were some issues with the Generator at Oxford Terrace during the blizzard. The heat for the Community room was not hooked up to the generator. There were too many items plugged in the outlets causing the circuit breaker to shut the power off. Luckily Kevin from maintenance was onsite and flipped the breaker. We resolved that issue already. M-V Electrical came out to put in some extra outlets in the community room and hooked up the heating system for that room. It was also brought to the Directors attention that there were reports of people being upset that there were items being unplugged that were not there's. There were some creative tenants. On the North side of Oxford Terrace they used an extension cord to hook up a coffee pot, microwave and a toaster in the common area. Dana Court had a tenant that was running out of oxygen she called the Fire Department and they brought her extra oxygen. Director Falone was contacted by EOHLC about a news article by ML Baron about a woman who was stuck in her chair for 5 five days. This woman has mobility issues and has services that help her with her personal care and light housekeeping. During the state of Emergency those services could not make it in to assist her. The residents' neighbors made sure she had food and was ok. The residents called 911 because she slipped out of the chair. She had the EMTs help her back into the chair and refused further services. The Director was made aware that the residents called some of the Board members about cleaning off and moving their cars. This is independent living. The Maintenance staff are in the parking lot with the residents to assist them in moving their cars. Any resident owning a car should be able to clean of their vehicle. Many able-bodied residents were outside helping other residents. Two that stood out were awarded the Good Neighbor Award. The Annual inspections started in the month of March. Oxford Terrace, Dana Court and Ash Street were completed. There were 15 at Dana Court, 17 at Oxford Terrace, and 2 at Ash Street that failed. The EV charging stations should be moving forward in April. Eversource has installed their equipment on the outside at Oxford Terrace. No news about the work on 180 Adams Street.

RSC News:

The month of January continues to be busy with all the renewals for MassHealth and Medicare. RSC Tracey Mabry has been working with ADA Community Outreach Coordinator, Mandy, to enroll residents in SRTA. The RSC has 12 residents approved and another 12 applications in process. This month Fallon Health did a presentation and three residents changed their insurance. Residents must currently have MassHealth Standard to be eligible. There are great incentives with Fallon Health. A dietician comes once a month, The farmers market also comes once a month and Matter of Balance (light exercise group) comes twice a month.

Maintenance:

The maintenance staff are being kept busy with eight vacancies. Not all maintenance staff were able to get onsite on Monday, February 23rd during the blizzard. We had two workers who could get here. Unfortunately, one of the workers could not get home and stayed onsite in the maintenance shop. We were lucky that Kevin was here during the storm. He was able to take care of the emergency calls that came in due to the on-call person not able to make it in. Kevin went above and beyond. All maintenance staff were on site on Tuesday and the Administrative staff was back on Wednesday. Obviously the blizzard and clean up took away a week from all other duties besides emergencies.

Questions or Concerns of Commissioners

None.

Future Agenda Items

None.

Adjournment

Voted: Commissioner Simmons made a motion to adjourn at 3:55 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:MJ