

MINUTES

FAIRHAVEN TOWN CLERK
RCUD 2026 MAY 21 PM3:14

REGULAR MEETING

FAIRHAVEN HOUSING AUTHORITY

April 16, 2026

Chairperson Alfonso called the Fairhaven Housing Authority Regular Meeting of April 16th, 2026 to order at 2:32 p.m.

PRESENT: Chairperson Carol Alfonso, Commissioner Ronnic Manzone, Commissioner Jay Simmons & Commissioner Gary Souza.

ABSENT: Commissioner Timothy Francis.

STAFF: Janet Falone & Kim Maric McArdell.

The minutes were recorded by Kim Marie McArdell.

In Person Attendees

Accountant Stephan Cote of Fenton, Ewald & Associates.
Resident Noah Brinc of Dana Court.

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

Voted: Commissioner Manzone made a motion to approve and place on file the Minutes of the Regular Meeting on March 19th, 2026. Motion seconded by Commissioner Souza.

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

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 Commissioner Manzone.

Vote Chairperson Alfonso - Aye, Commissioner Manzone - Aye, Commissioner Simmons - Aye & Commissioner Souza - Abstained. Vote Passed.

Warrant & Operating Reports

Approval of the Warrant - Bills – March 20th, 2026, through April 10th, 2026

The Board reviewed the warrant for March 20th, 2026, through April 10th, 2026.

Voted: Commissioner Souza made a motion to approve and place on file the warrant for the bills from March 20th, 2026, through April 10th, 2026. Motion seconded by Commissioner Simmons.

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

Approval of the Warrant - Bills – April 11th, 2026, through April 16th, 2026

The Board reviewed the warrant for April 11th, 2026, through April 16th, 2026.

Voted: Commissioner Simmons made a motion to approve and place on file the warrant for the bills from April 11th, 2026, through April 16th, 2026. Motion seconded by Commissioner Souza.

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

March 2026 Tenant Aging Report

The Board reviewed the Tenant Aging Report for March 2026.

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

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

March 2026 Breakdown of Vacancy Numbers and Timing

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

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

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

Utility Usage and Expense Reports – March 2026

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

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

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

Cash Summary from January 1st, 2026 to March 31st, 2026

The Board reviewed the Cash Summary from January 1st, 2026 to March 31st, 2026

Voted: Commissioner Manzone made a motion to approve and place on file the Cash Summary from January 1st, 2026 to March 31st, 2026. Motion seconded by Commissioner Souza.

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

Solar Income

The Board reviewed the Quarterly Solar Income.

Voted: Commissioner Manzone made a motion to approve and place on file the Solar Income. Motion seconded by Commissioner Souza.

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

Fenton, Ewald & Associates – Budget Review

Stephen Cote, Fee Accountant from Fenton, Ewald & Associates gave the Board the FY 2026 budget for review. The Board will vote on the FY 2026 budget at the May meeting. Mr. Cote informed the Board E.O.H.L.C. has increased the non-utility annual spending cap roughly 5%. The administrative salary line item was increased by 3.1% and the Executive Director salary line item by 3.2%. The Accounting Fees were increased by 4.8% and Administrative Other increased by 4.8%. Maintenance Labor, Maintenance Materials & Maintenance Contractual increased by an average of 12.5%. On the expense side the Insurance line was decreased by -1.5%, the Utility Expense line was increased by 11.8% and the Employee Benefits line increased by 6.4%. The Housing Authority may only receive the direct exemptions of \$102,500.00 for the Legal Exception, Air Source Heat Pumps and Resident Services Grant due to the high operating reserves the Housing Authority maintains. In summary if all of the budget expenses are paid the Housing Authority's reserve will be at 90.91%, which is great financial shape. Commissioner Simmons questioned if generators for the complexes was part of the 4610 expense category. Director Falone explained that it could be part of the Annual Plan.

Fenton, Ewald & Associates – March 2026 Financials

The Board reviewed the Fenton, Ewald & Associates March 2026 Financials.

Voted: Commissioner Manzone made a motion to approve and place on file the Fenton, Ewald & Associates March 2026 Financials. Motion seconded by Commissioner Simmons.

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

Fenton, Ewald & Associates – March Quarterly 2026 Financials

The Board reviewed the Fenton, Ewald & Associates March Quarterly 2026 Financials.

Voted: Commissioner Manzone made a motion to approve and place on file the Fenton, Ewald & Associates March Quarterly 2026 Financials. Motion seconded by Commissioner Simmons.

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

Fenton, Ewald & Associates – State Contract for Accounting Services

The Board reviewed the Fenton, Ewald & Associates State Contract for Accounting Services. The rate will be raised from \$985.00 to \$1034.00 per month.

Voted: Commissioner Manzone made a motion to approve and place on file the Fenton, Ewald & Associates State Contract for Accounting Services raising the rate from \$985.00 to \$1034.00 per month. Motion seconded by Commissioner Simmons.

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

OLD BUSINESS:

Security @ Complexes

Director Falone informed the Board that a couple of non-residents were smoking in the Dana Court pergola. They were asked to leave by one of the Housing Authority staff. It was explained to them this was private property and they moved on. Resident Noah Brine would like to see private property signage. Also due to residents parking in the fire lane Mr. Brine would like the staff to make hourly parking lot sweeps and have unauthorized vehicles given a tow notice. Mr. Brine reported to the Board that security camera technicians were in and out of a storage area with no supervision. This area has stored boxes labeled vacated tenants & former

employees. He feels this is a data breach. The Director informed the Board the security camera technicians did in fact leave the door of the storage area ajar. There is a camera facing the door and you can see if anyone enters the room. No one did. Mr. Brines complaint regarding this information was forwarded to the attorney.

Pest Control

The Director informed the Board the bait boxes at McGann Terrace were at 100% feeding. She spoke to a couple of residents about not feeding the turkeys. Resident Noah Brine reported bugs in the light fixtures and field mice near the smoking pergola at Dana Court. Director Falone will see about getting another bait box over near the smoking pergola and will set a preventative work order for the light fixtures.

Smoking

Director Falone informed the Board she has not received any new complaints.

Complaint Management System – Submitted by Resident Noah Brine

The Director has not received any information from Attorney Manette Donovan. Director Falone will reach out to Attorney Michelle Randazzo from KP Law.

Oxford Land 2.2 Acres

Director Falone informed the Board Laura Shufelt is back from leave and working on the RFP. Hopefully she will have an update at the May Board meeting. Resident Noah Brine suggested putting ADU's on the vacant property. The Director explained that two independent surveys detailing what could be built were completed. Ms. Shufelt has the plan on what can be built, the Board voted on that plan and Laura is putting together the RFP.

NEW BUSINESS:

None.

CAPITAL IMPROVEMENT UPDATES:

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

The workers from Fall River Electric came back on site April 6th, 2026. Dig Safe has put up multiple flags. Due to the close proximity of the utility lines the walkway may need to be dug up. Resident Noah Brine questioned what the flags at Dana Court were for. Director Falone explained an EV charging station is being added to the property.

Fire Alarm Upgrade @ Oxford Terrace 667-3 #094091

RCAT assigned designer John Murphy. The project went out to bid and we are waiting for Mr. Murphy to finish references on the lowest bidder. After that EOILC will put together the contract. Resident Noah Brine suggested sensory fire alarms as a possibility. Commissioner Souza stated we have to follow State guidelines. Director Falone will bring the topic up to Mr. Murphy at the next design/construction meeting.

Bathroom Exhaust Fans @ Anthony Haven 667-5 #094093

An engineer was out to take a look at the electrical load. No response yet.

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 lowest bidder, Vareika Construction has been approved. Waiting for the contract and notice to proceed. Also waiting for the town vote in May for CPC funding to be approved.

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

Setronics is on site this week running cable in the hallways. They have not begun work in the units yet.

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

RGB's submitted design came in at \$205,000.00 above the budget. There are CPC Funds earmarked for this project. The Director would like to complete a HILLAP application as well.

Voted: Commissioner Simmons made a motion to have Director Falone apply to HILLAP for additional funding. Motion seconded by Commissioner Manzone.

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

Sliding Door Replacement @ Oxford Terrace 667-3 #094101

Director Falone, Tom, Jeremy from RGB and Juliett Barja of EOILC had a meeting yesterday regarding the design for this project. An agreement was made for a sliding glass door with a side glass panel. The schematic design will be submitted to EOILC.

Anthony Haven Lean Project

There were a few issues with the installed air source pumps. Drains were not pitched correctly. GEM Plumbing has corrected the issues and will also be installing heating units in the end unit bathrooms.

McGann Terrace Cottage Lean Project

GEM Plumbing was awarded the air source pump project. They will start when the electrification master meter designation is completed.

Tabled Items

None.

Communications/Correspondence

None.

Items/Documents/Forms Not Anticipated

Budget Review.

Director's Update – April 2026

The annual inspections are completed at all developments. We had approximately twenty (20) failures out of two hundred & eighty four (284) units. That is less than last year. The EV charging station project for Oxford Terrace will start installation on Tuesday, April 21st, 2026. An EV Charging Station Policy will need to be implemented. The new D&L rates were received and our laborer was reclassified as Custodian/Groundskeeper. This is the closest description to the current position. The increases for the maintenance staff were approximately 4.45% with an additional \$2.00 per hour increase for our certified IIVAC Technician and \$5.00 per hour increase for our Supervisor/Licensed Plumber.

RSC News:

The month of March continues to be busy with all the renewals for Mass Health and Medicare. RSC Tracey Mabry set up a new food pantry in the Building 100 community room. She has volunteers from the building who are monitoring the items used. She has one of her first Bingo events this month. The residents are looking forward to a movie and popcorn in the future as well.

Maintenance:

The maintenance staff is staying busy with vacancies. Currently there are six vacancies with most needing new flooring and kitchen cabinets. Tom has a call into A. Medeiros to clean up the sand left behind by the winter storms. Hopefully that can be done next week. We also have to repair some of the wire covers that were displaced due to the winds and storms on the air source pumps at Oxford Terrace. Turkey poop is also an issue at McGann Terrace. Maintenance will power wash the back of the Cottages. We are looking at getting the tree behind the building with the most turkey's removed. This may hopefully have the turkeys move on to greener pastures.

Future Agenda Items

Budget Board vote.
Generators at complexes.
Terri Noel from Dana Farms.

Next Board Meeting Date

May 21st, 2026.

Questions or Concerns of Commissioners

Commissioner Manzone brought to the Board's attention a resident from Dana Farms is not happy with how the aesthetics at Oxford Terrace look from her unit.

Adjournment

Voted: Commissioner Manzone made a motion to adjourn at 4:20 p.m. Motion seconded by Commissioner Simmons. Vote Chairperson Alfonso - Aye, Commissioner Manzone - Aye, Commissioner Simmons - Aye & Commissioner Souza - Aye. Vote Unanimous.

Respectfully submitted,

Janet Falone

Janet Falone
Executive Director

JEF/kmm