

MINUTES

FAIRHAVEN TOWN CLERK  
ROUD 2025 JUN 24 AM 10:06  
May 21, 2026

REGULAR MEETING

FAIRHAVEN HOUSING AUTHORITY

Chairperson Alfonso called the Fairhaven Housing Authority Regular Meeting of May 21<sup>st</sup>, 2026 to order at 2:38 p.m.

**PRESENT:** Chairperson Carol Alfonso, Commissioner Gary Souza, Commissioner Timothy Francis & Commissioner Ronnic Manzone in @ 2:40 p.m.

**ABSENT:** Commissioner Jay Simmons.

**STAFF:** Janet Falone & Michelle Jones.

The minutes were recorded by Michelle Jones.

**In Person Attendees**

Resident Barbara Thorpe of McGann Terrace.

Resident Karen McGee of Dana Court.

**Acceptance of the Minutes of the Regular Meeting of April 16<sup>th</sup>, 2026.**

**Voted: Commissioner Francis made a motion to approve and place on file the Minutes of the Regular Meeting on April 16<sup>th</sup>, 2026. Motion seconded by Commissioner Souza.**

**Vote Chairperson Alfonso - Aye, Commissioner Souza - Aye & Commissioner Francis - Aye.**

**Vote Unanimous.**

**Acceptance of the Minutes of the Executive Session January 6<sup>th</sup>, 2026.**

**Voted: Commissioner Francis made a motion to approve and place on file the Minutes of the Executive Session January 6<sup>th</sup>, 2026. Motion seconded by Commissioner Souza.**

**Vote Chairperson Alfonso - Aye, Commissioner Souza - Aye & Commissioner Francis - Aye.**

**Vote Unanimous.**

**Warrant & Operating Reports**

**Approval of the Warrant - Bills - April 17<sup>th</sup>, 2026, through May 15<sup>th</sup>, 2026**

The Board reviewed the warrant for April 17<sup>th</sup>, 2026, through May 15<sup>th</sup>, 2026.

**Voted: Commissioner Souza made a motion to approve and place on file the warrant for the bills from April 17<sup>th</sup>, 2026, through May 15<sup>th</sup>, 2026. Motion seconded by Commissioner Francis.**

**Vote Chairperson Alfonso - Aye, Commissioner Francis - Aye & Commissioner Souza - Aye.**

**Vote Unanimous.**

**Approval of the Warrant - Bills - May 16<sup>th</sup> 2026, through May 21<sup>st</sup>, 2026**

The Board reviewed the warrant for May 16<sup>th</sup> 2026, through May 21<sup>st</sup>, 2026.

**Voted: Commissioner Francis made a motion to approve and place on file the warrant for the bills from May 16<sup>th</sup> 2026, through May 21<sup>st</sup>, 2026. Motion seconded by Commissioner Manzone.**

**Vote Chairperson Alfonso - Aye, Commissioner Souza - Aye. Commissioner Francis - Aye &**

**Commissioner Manzone - Aye. Vote Unanimous.**

**April 2026 Tenant Aging Report**

The Board reviewed the Tenant Aging Report for April 2026.

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

**Vote Chairperson Alfonso - Aye, Commissioner Manzone - Aye, Commissioner Francis - Aye &**

**Commissioner Souza - Aye. Vote Unanimous.**

**April 2026 Breakdown of Vacancy Numbers and Timing**

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

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

**Vote Chairperson Alfonso - Aye, Commissioner Manzone - Aye, Commissioner Francis - Aye &**

**Commissioner Souza - Aye. Vote Unanimous.**

**Utility Usage and Expense Reports - April 2026**

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

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

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

**Fenton, Ewald & Associates – April 2026 Financials**

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

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

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

**Fenton, Ewald & Associates – Budget Vote**

Stephen Cote, Fee Accountant from Fenton, Ewald & Associates presented the Board the FY 2026 budget for review at the April Board Meeting.

**Commissioner Alfonso made a motion to accept and place on file the Proposed Operating Budget for the state aided housing of the Fairhaven Housing Authority, Chapters 667 & 705, Program 400-1, Fiscal Year Ending December 31st, 2026; showing total revenue of \$2,165,533.00 account number 3000; with total expenses of \$2,325,051.00 account number 4000; thereby requesting a subsidy of \$150,232.00 account number 3801; and further that the Executive Director's total annual salary of \$104,311.00 for the fiscal year ending December 31st, 2026 be submitted to the Executive Office of Housing and Livable Communities for its review and approval. Motion seconded by Commissioner Manzone. Roll call Vote: Chairperson Alfonso - Aye, Commissioner Manzone - Aye, Commissioner Francis - Aye & Commissioner Souza - Aye. Vote Unanimous.**

**OLD BUSINESS:**

**Security @ Complexes**

Director Falone informed the Board everything has been relatively quiet.

**Pest Control**

The Director informed the Board that three trees were removed from McGann Terrace in the hopes to reduce the amount of Turkey feces.

**Smoking**

Director Falone informed the Board she is going to court for the third time for a resident at Oxford Terrace. This resident was given a court agreement then an extension from the Judge. The resident violated the agreement. The Housing Authority has a court date for this resident. Barbara Thorpe, a resident from McGann Terrace, has a complaint of her downstairs neighbor constantly smoking cigarettes along with chemical smells she cannot identify from the apartment. Barbara stated she would put the complaint in writing for the Director. Allowing the Director to move to the next step.

**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. After a short discussion Commissioner Souza made a motion to remove this item from the agenda. Commissioner Francis and Chairperson Alfonso agreed however there was no second for the motion or a Board vote. Therefore this item will stay on the agenda for the next board meeting.

**Oxford Land 2.2 Acres**

The Director noted that the Proposal that was created by Laura Shufelt had several typos that needed to be corrected. Director Falone is asking the board to read thru the proposal and discuss the next steps that need to be taken at the next Board meeting.

**NEW BUSINESS:**

**Rent Collection Policy**

The rent collection policy has been updated and given to the board for review.

**Voted: Commissioner Souza made a motion to approve and place on file the updated Rent Collection Policy. Motion seconded by Commissioner Manzone. Vote Chairperson Alfonso - Aye, Commissioner Manzone - Aye, Commissioner Francis - Aye & Commissioner Souza - Aye. Vote Unanimous.**

**Air Conditioner Policy**

The Air Conditioner Policy has been updated and given to the board for review.

**Voted: Commissioner Francis made a motion to approve and place on file the updated Air Conditioner Policy. Motion seconded by Commissioner Souza. Vote Chairperson Alfonso - Aye, Commissioner Manzone - Aye, Commissioner Francis - Aye & Commissioner Souza - Aye. Vote Unanimous.**

**Candidate for the New Grievance Officer**

Director Falone informed the Board that we are looking for candidates for a new grievance officer. The Board recommended the Director to send a letter to the Board of Selectmen asking them to designate a Grievance officer to the Housing Authority. Once a new Grievance officer is designated a letter will be sent to all residents allowing them to inform the Director if they have a conflict of interest by a specified date. After a new officer is selected there will be a letter put together for the Board informing them of the new Grievance Officer.

**CAPITAL IMPROVEMENT UPDATES:**

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

The workers from Fall River Electric have begun digging. The panels are installed in the units for the electric stoves to be put in. This project is moving right along.

**Fire Alarm Upgrade @ Oxford Terrace 667-3 #094091**

RCAT assigned designer John Murphy. The design was submitted. The final costs are estimated at \$204,743. The lowest bidder approved was MV Electrical in the amount of \$212,900. Once the contract is received the construction meeting will be set by Sean Keating from EOHLC.

**Bathroom Exhaust Fans @ Anthony Haven 667-5 #094093**

EOHLC has given the project back to RCAT to manage. Kyle Moore has inquiries into the electrical load. They are waiting for the engineer's report on the updated electrical load.

**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 window replacement at Oxford terrace is out for design. The lowest bidder, Vareika Construction has been approved. Pre-construction meeting on May 5<sup>th</sup>, 2026 then the notice to proceed on May 8<sup>th</sup>, 2026. Waiting for the town vote on May 2<sup>nd</sup>, 2026. The CPC funding was approved for \$100,000.00. The Director is asking the board to make a motion to allow The Director to fill out an application to request additional funding from the state.

**Voted: Commissioner Souza made a motion to approve allowing Director Falone to fill out an application to request addition funding from the State. Motion seconded by Commissioner Frances.**

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

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

Rogue engineering & design had a kickoff meeting at Oxford Terrace. The notice to proceed was issued. Setronics has been onsite to review what needs to be done. Setronics started wiring April 17<sup>th</sup>, 2026, took a week off and was back onsite April 29<sup>th</sup>, 2026. Setronics is asking for a no cost time an extension of Twenty Days. The Director is asking the Board to approve the time extension.

**Voted: Commissioner Souza made a motion to approve and place on file a no cost time extension of Twenty Days for Setronics. Motion seconded by Commissioner Manzone.**

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

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

The window replacement at Oxford terrace is out for design. We have CPC funding in the amount of \$200,000.00. The HILAP funds were approved for double of what we asked in the amount of \$407,399.00.

**Sliding Door Replacement @ Oxford Terrace 667-3 #094101**

The Director informed the Board that the original design did not include the sliders in the community room. RGB is working on adding the sliders to the plan. An agreement was made for a sliding glass door with two glass side panels.

**Tabled Items**

None.

**Communications/Correspondence**

None.

**Items/Documents/Forms Not Anticipated**

None.

**Director's Update – May 2026**

The EV charging station for Oxford Terrace is almost complete and the expected start for Dana Court is approximately two weeks. The charging stations will be for residents only. I met with Mr. Hinds from the Fairhaven Economic Development Committee and Mr. Hinds is proposing to build an apartment complex on town-owned land (ground lease) for non-subsidized market rate units. He has asked the Select Board for the go ahead on a feasibility study. I have directed him to speak with Massachusetts Housing Partnership (MHP). I believe it is a good concept that does not interfere with the low-income units that we have. He has a lot of work to do. As of now he just has a concept. There are no funds or developer currently. The HILAPP application for project 094100 has been approved for \$407,334.00. Once I have confirmation of the CPC money for project 094096 I will make a HILAPP application.

**RSC News**

The month of April continues to be busy with all the renewals for Mass Health and Medicare. RSC-Tracey continues to enroll residents with SRTA-Demand Response for transportation to and from all appointments with their primary doctor's signature as well as scheduling their transportation. Tracey was able to enroll three residents with Coastline Elderly Services for Home Health Aide, Laundry and Home Maker Services as well as collaborating with Case Managers. She has a list of residents who would like to participate in the community garden club. All sites are interested in gardening as well as a few working together. Tom will purchase the soil and distribute to Oxford, Dana, Anthony, the Cottages and 100 McGann Terrace. Tracey scheduled Brian Meneses from the Fairhaven Pharmacy came to speak with residents. He assisted four residents to change their pharmacy for a more personal experience. Pharmacist Brian will come to them and deliver their bubble packaged pills for Morning, Noon and Evening. Tracey continues to follow up with all residents that struggle with their hearing to obtain a free landline phone from Clear Connections. The phone flashes and Texts while the caller is talking. A resident must have internet to be eligible for this phone.

**Maintenance**

Maintenance is staying busy with vacancies. We currently have six vacancies. Most need new flooring and kitchen cabinets. This month we have a lot of outdoor work to do. There are three trees coming down over at the cottages (in hopes of deterring the turkeys). We have gotten beyond complaints of turkey poop and we do not have the staff to go and clean the back walkway every week. One resident even called the State Representative. We also have purchased some trees (15) for Oxford and Dana to replace what was removed last year due to black mold. We have some asphalt repairs needed due to snow damage. We have some cosmetic damage on most buildings due to the wind and snow.

**Future Agenda Items**

None.

**Next Board Meeting Date**

June 18<sup>th</sup>, 2026.

**Questions or Concerns of Commissioners**

None.

**Adjournment**

**Voted: Commissioner Francis made a motion to adjourn at 3:32 p.m. Motion seconded by Commissioner Manzone. Vote: Chairperson Alfonso - Aye, Commissioner Manzone - Aye, Commissioner Souza – Aye & Commissioner Francis – Aye. Vote Unanimous.**

Respectfully submitted,

*Janet Falone*

Janet Falone  
Executive Director

*JEF/mj*