

MINUTES

REGULAR MEETING

FAIRHAVEN HOUSING AUTHORITY

June 18, 2026

Chairperson Alfonso called the Fairhaven Housing Authority Regular Meeting of June 18th, 2026 to order at 2:30 p.m.

PRESENT: Chairperson Carol Alfonso, Commissioner Gary Souza, Commissioner Jay Simmons, Commissioner Timothy Francis & Commissioner Jacob Galary.

FAIRHAVEN TOWN CLERK
RCUD 2026 JUL 28 AM8:32

ABSENT: None.

STAFF: Janet Falone & Kim Marie McArdell.

The minutes were recorded by Kim Marie McArdell.

In Person Attendees

None.

Acceptance of the Minutes of the Regular Meeting of May 21st, 2026.

Voted: Commissioner Simmons made a motion to approve and place on file the Minutes of the Regular Meeting on May 21st, 2026. Motion seconded by Commissioner Souza.

Voted: Chairperson Alfonso - Aye, Commissioner Souza - Aye, Commissioner Simmons - Aye, Commissioner Francis - Aye & Commissioner Galary - Abstained.

Re-Organization of the Board:

Voted: Commissioner Souza made a motion to nominate Carol Alfonso as Chairperson. Accepted. Motion seconded by Commissioner Simmons. Vote Unanimous.

Voted: Chairperson Alfonso made a motion to nominate Gary Souza as Vice Chairperson. Accepted. Motion seconded by Commissioner Francis. Vote Unanimous.

Voted: Commissioner Souza made a motion to nominate Timothy Francis as Treasurer. Accepted. Motion seconded by Commissioner Simmons. Vote Unanimous.

Voted: Commissioner Souza made a motion to nominate Jay Simmons as Assistant Treasurer. Accepted. Motion seconded by Commissioner Galary. Vote Unanimous.

Voted: Commissioner Francis made a motion to nominate Jacob Galary as the FHA Representative to CPC. Accepted. Motion seconded by Commissioner Simmons. Vote Unanimous.

Warrant & Operating Reports

Approval of the Warrant - Bills - May 22nd, 2026, through June 12th, 2026

The Board reviewed the warrant for May 22nd, 2026, through June 12th, 2026.

Voted: Commissioner Francis made a motion to approve and place on file the warrant for the bills from May 22nd, 2026, through June 12th, 2026. Motion seconded by Commissioner Souza. Vote Unanimous.

Approval of the Warrant - Bills - June 13th, 2026, through June 18th, 2026

The Board reviewed the warrant for June 13th, 2026, through June 18th, 2026.

Voted: Commissioner Simmons made a motion to approve and place on file the warrant for the bills from June 13th, 2026, through June 18th, 2026. Motion seconded by Commissioner Francis. Vote Unanimous.

May 2026 Tenant Aging Report

The Board reviewed the Tenant Aging Report for May 2026.

Voted: Commissioner Francis made a motion to approve and place on file the Tenant Aging Report for May 2026. Motion seconded by Commissioner Simmons. Vote Unanimous.

May 2026 Breakdown of Vacancy Numbers and Timing

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

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

Utility Usage and Expense Reports – May 2026

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

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

Vote Unanimous.

Voted: Commissioner Souza made a motion to remove one year from the Utility Usage and Expense Reports. Motion seconded by Commissioner Galary.

Vote Unanimous.

Fenton, Ewald & Associates – May 2026 Financials

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

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

Vote Unanimous.

OLD BUSINESS:**Security @ Complexes**

Director Falone informed the Board she sees the community policing at all different times. A resident called the police because they thought someone had accessed their apartment without consent. The Director and the police watched the security footage. No one accessed the apartment. The resident called to apologize and explain they were having side effects of a new medication.

Pest Control

The Director informed the Board one patio at Oxford Terrace has a family of skunks living under it. This happens every year. They come, have babies and move on. As soon as they move on we will have the hole filled in.

Smoking

Director Falone informed the Board a court execution for eviction has been issued. The resident will need to be out by July 6th, 2026. This took almost two years. Also there is a grievance hearing scheduled for a resident. The Director would like an in-house agreement to put the a smoking sensor in their unit.

Complaint Management System – Submitted by Resident Noah Brine

Director Falone informed the Board a vote was needed to remove this topic from the agenda.

Voted: Commissioner Francis made a motion to remove the Complaint Management System topic from the agenda. Motion seconded by Commissioner Souza.

Vote Unanimous.

Oxford Land 2.2 Acres

The Director informed the Board Laura Shufelt is arranging a meeting for all abutters and residents. After a discussion the Board will wait until the RFP is brought to the Town Planning Board to address the abutters and residents.

Voted: Commissioner Francis made a motion not to notify the abutters of the 2.2 acres of land until we have more information or an RFP. Motion seconded by Commissioner Souza.

Vote Unanimous.

NEW BUSINESS:

None.

CAPITAL IMPROVEMENT UPDATES:**Master Meter Designation @ The Cottages McGann Terrace 667-1 #094089**

Notice to Proceed was issued 10/16/2024. Work started onsite 10/1/2025 on the outside of the buildings. Workers were back onsite 4/6/2026 after the winter. Outside digging work is complete. They started inside the units on 5/11/2026. Beautification will be done next spring with grass, shrub & tree plantings.

Voted: Commissioner Simmons made a motion to accept and place on file change order #3 in the amount of \$177,365.12. Motion seconded by Commissioner Souza.

Vote Unanimous

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 low bid approved was MV Electrical in the amount of \$212,900. Once the contract is received we will get the Notice to Proceed and a construction meeting will be set by Sean Keating from EOHLC.

Bathroom Exhaust Fans @ Anthony Haven 667-5 #094093

EOHLC has given the project to Marcel Dimitris due to the mechanical engineer cost estimate total of \$658,000 to \$773,000. Kyle from RCAT will inquire about sustainability funding from Greg Abbey.

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

Designer John Murphy has not submitted the design into CapHub. Past due. Director Falone will reach out to Linda Katsudas of EOHLC.

Window Replacement @ Oxford Terrace 667-3 #094096

The low bidder Vareika Construction has been approved. Preconstruction meeting on 5/6/2026 and NTP on 5/8/2026. The mock up window was started 6/16/2026. CPC funding of \$100,000 was approved as soon as the confirmation letter is received a HILLAP application will be submitted.

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 \$200,000 CPC Funds earmarked for this project and \$407,334 in HILLAP funding. There is enough funding to complete the project. We are waiting on EOHLC approval before the project can go out to bid.

Sliding Door Replacement @ Oxford Terrace 667-3 #094101

RGB needed another site visit to measure the sliders in the community room. They were not in the schematic design. The completed design has been submitted and we are waiting on EOHLC approval.

Tabled Items

None.

Communications/Correspondence

None.

Items/Documents/Forms Not Anticipated

None.

Director's Update – June 2026

The EV charging station for Oxford Terrace is complete but not activated with power yet. Dana Court EV work has started this week. An EV Policy will need to be put in place with only residents and their guests being able to use the stations. The 2026 Budget has been approved by EOHLC. The bi-annual audit was completed last week. There were two findings: 1. One of the tenant files rent calculation was wrong (in favor of resident). Moving forward the Assistant Director will review the annual recertifications done by the Housing Specialist. 2. The annual board voting on the Wage Match, Lead Paint and Year End must all be voted on independently. This year, 2026, that was done but in 2025 they were all voted together in one motion. The Director is waiting for confirmation of the CPC money for project #094096. The confirmation letter is needed to submit a HILAPP application. Both residents who attended the last board meeting put in writing their complaints and the Housing Authority is moving forward with one. Unfortunately the other complaint has been resolved with the resident passing away. The vacant unit will need extensive rehab taking three to six months.

RSC News

In the month of May RSC Tracey Mabry helped residents with renewals for Mass Health and Medicare. The RSC continues to enroll residents with SRTA-DEMAND RESPONSE for transportation. Residents at 100 McGann continue to meet on Wednesdays for coffee hour and Sundays for social time sharing their favorite recipes. The Food Pantry at 100 McGann is going well. The RSC has helped and assisted five residents with their Verizon landline phones due to wiring in the building and underground. The RSC contacted Verizon several times for residents and technicians came out numerous times and as of 6/17/26 Oxford Terrace and McGann Terrace residents have their landline phones currently working with no issues. The RSC has scheduled a Hairdresser, Teresa Calise, with over 17 years of experience to come to the Oxford Terrace community room. With a hair styling charge of \$25 for a cut and blow-dry she will be available on Monday & Tuesday's. The RSC is trying to schedule at least four residents for the beautician to keep a scheduled July 7th date. The RSC has the community gardens up and running. The RSC hours have changed slightly to accommodate the residents who are still working and unable to get here during office hours. Monday & Thursday Tracey will work 10:00am to 6:00pm with the last two hours being in the upstairs office at Oxford Terrace.

Maintenance:

The maintenance staff is staying busy with vacancies. There are currently five vacancies with most needing new flooring and kitchen cabinets. A lot of outside work is being done. There have been no complaints of turkey poop since the removal of the trees. A Contractor hired by EOHLIC will visit next week to update our CIP program (Capital Improvement Program). All residents were notified the contractor may need to enter their unit. Approximately seven units at each site will need to be seen.

Future Agenda Items

None.

Next Board Meeting Date

The Director asked the Board if the next meeting could be one week later on July 23rd, 2026 due to her vacation.

Voted: Commissioner Francis made a motion to approve the date for the next Board meeting to be on July 23rd, 2026. Motion seconded by Commissioner Simmons.

Vote Unanimous.

Questions or Concerns of Commissioners

None.

Adjournment

Voted: Commissioner Francis made a motion to adjourn at 3:56 p.m. Motion seconded by Commissioner Simmons. Vote Unanimous.

Respectfully submitted,

Janet Falone

Janet Falone
Executive Director

JEF/kmm