

MINUTES

REGULAR MEETING

FAIRHAVEN HOUSING AUTHORITY

July 23rd, 2026

Chairperson Alfonso called the Fairhaven Housing Authority Regular Meeting of July 23rd, 2026 to order at 2:30 p.m.

PRESENT: Chairperson Carol Alfonso, Commissioner Gary Souza & Commissioner Jacob Galary.

ABSENT: Commissioner Jay Simmons & Commissioner Timothy Francis.

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 June 18th, 2026.

Voted: Commissioner Galary made a motion to approve and place on file the Minutes of the Regular Meeting on June 18th, 2026. Motion seconded by Commissioner Souza.

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

Vote: Unanimous

Warrant & Operating Reports

Approval of the Warrant - Bills - June 19th, 2026, through July 17th, 2026

The Board reviewed the warrant for June 19th, 2026, through July 17th, 2026.

Voted: Commissioner Souza made a motion to approve and place on file the warrant for the bills from June 19th, 2026, through July 17th, 2026. Motion seconded by Commissioner Galary.

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

Vote: Unanimous

Approval of the Warrant - Bills - July 18th, 2026 through July 23rd, 2026

The Board reviewed the warrant for July 18th, 2026 through July 23rd, 2026.

Voted: Commissioner Souza made a motion to approve and place on file the warrant for the bills from July 18th, 2026 through July 23rd, 2026. Motion seconded by Commissioner Galary.

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

Vote: Unanimous

June 2026 Tenant Aging Report

The Board reviewed the Tenant Aging Report for June 2026.

Tenant Rent Bad Debt Write Off in the amount of \$240.00 due to an Eviction.

Voted: Commissioner Souza made a motion to approve and place on file the Tenant Aging Report for June 2026. Motion seconded by Commissioner Galary.

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

Vote: Unanimous

Voted: Commissioner Galary made a motion to approve and place on file the Tenant Rent Bad Debt Write Off in the amount of \$240.00 due to an Eviction. Motion seconded by Commissioner Souza.

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

Vote: Unanimous

June 2026 Breakdown of Vacancy Numbers and Timing

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

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

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

Vote: Unanimous

Utility Usage and Expense Reports - June 2026

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

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

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

Vote: Unanimous

Current Cash Summary Report – April 1st, 2026 through June 30th 2026

The Board reviewed the Current Cash Summary Report from April 1st, 2026 through June 30th 2026.

Voted: Commissioner Souza made a motion to approve and place on file the Current Cash Summary Report. Motion seconded by Commissioner Galary.

Voted: Chairperson Alfonso - Aye, Commissioner Souza – Aye & Commissioner Galary – Aye.

Vote: Unanimous

Solar Summary Report

The Board reviewed the Solar Summary Report

Voted: Commissioner Souza made a motion to approve and place on file the Solar Summary Report. Motion seconded by Commissioner Galary.

Voted: Chairperson Alfonso - Aye, Commissioner Souza – Aye & Commissioner Galary – Aye.

Vote: Unanimous

Fenton, Ewald & Associates -- June 2026 Financials

The Board reviewed the Fenton, Ewald & Associates June 2026 Financials

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

Voted: Chairperson Alfonso - Aye, Commissioner Souza – Aye & Commissioner Galary – Aye.

Vote: Unanimous

The Board reviewed the Second Quarter Financials

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

Voted: Chairperson Alfonso - Aye, Commissioner Souza – Aye & Commissioner Galary – Aye.

Vote: Unanimous

OLD BUSINESS:**Security @ Complexes**

Director Falone informed the Board all has been quiet. The Director is looking into upgrading the Wi-Fi in Building 100 located at 100 McGann Terrace. This will allow for an upgrade on the security cameras.

Pest Control

Director Falone informed the Board that there have been no reports of any issues.

Smoking

The Director informed the Board that it was brought to her attention that non-smokers are sitting in the smoking pergola and complaining about the smell of tobacco/marijuana at Dana Court. After a brief discussion with the Board it was decided that a Robo-Call will go out to all tenants at Dana Court letting them know that there is a gazebo located in the back building that is smoke-free.

Oxford Land 2.2 Acres

Director Falone informed the Board Laura Shufelt has retired. The new contact will be Emma McGurran or Carsten Snow-Eikelberg. Once the new contact has been established the next step is to speak with them and set a date to attend a Fairhaven Planning Board meeting.

NEW BUSINESS:

CFA (Contract for Financial Assistance) Amendment #17 in the amount of \$1,035,058.18. This Amendment funds the dates of service from June 30th, 2028 through June 30th, 2035 for a total Revised funding amount of \$21,941,557.53.

Voted: Commissioner Souza made a motion to approve and place on file Amendment #17 in the amount of \$1,035,058.18. Motion seconded by Commissioner Galary.

Voted: Chairperson Alfonso - Aye, Commissioner Souza – Aye & Commissioner Galary – Aye.

Vote: Unanimous

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

We are still waiting on Eversource to put the new pole in. This project is on hold until the new pole has been put in.

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. Received the Contract and EOHLIC (Sean Kaeting) has been arranged the kickoff meeting was on Tuesday July 21st, 2026.

Bathroom Exhaust Fans @ Anthony Haven 667-5 #094093

EOHLIC has given the project to RCAT to manage. The Mechanical Engineer cost estimates total low end of \$658,000 to \$773,000. The project is now back to Marcel Dimitris. Kyle from RCAT will inquire about sustainability funding. Greg responded to a memo that Sustainability Funding would be available for this project.

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

Designer John Murphy has submitted the design to EOHLIC.

Window Replacement @ Oxford Terrace 667-3 #094096

Vareika Construction was approved as the lowest bidder. A pre-construction meeting was held on May 6th, 2026, the Notice to Proceed was May 8th, 2026. CPC funding approved (100k) confirmation letter received. The Director will apply for HILLAP funding. The mock-up windows have been ordered. A no cost-time extension will need to be done on this project. Change order #001 for # 094096 Emergency Escape and Rescue & Tempered Glazing for units 201, 202, 213, 214, 243 & 244. These are all handicapped units. The additional costs are \$3,293.51.

Voted: Commissioner Souza made a motion to approve and place on file Change order #001 for # 094096- Emergency Escape and Rescue & Tempered Glazing for units 201, 202, 213, 214, 243 & 244. These are all handicapped units. The additional costs of \$3,293.51. Motion seconded by Commissioner Galary. Voted: Chairperson Alfonso - Aye, Commissioner Souza – Aye & Commissioner Galary – Aye. Vote: Unanimous

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

Rogue Engineering and Design had a kickoff meeting at Oxford Terrace. The Notice to proceed was issued. Setronics started the wiring on April 17th, 2026, they took a week off and was back onsite on April 29th, 2026. Setronics will complete the installation of all video screens in all the units as of Monday July 20th, 2026, then will proceed with the doors. Change order #02- add Access controlled door for the boiler room area. This door was not in the original plan but needs to have the same access as all other doors with an additional cost of \$3,455.00. A no additional cost time extension was requested.

Voted: Commissioner Souza made a motion to approve and place on file Change order. Change order #02 for an additional cost of \$3,455.00. Motion seconded by Commissioner Galary.

Voted: Chairperson Alfonso - Aye, Commissioner Souza – Aye & Commissioner Galary – Aye.

Vote: Unanimous

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

EOHLIC designer Juliet Barja met with Fairhaven Housing Authority on December 2nd, 2025. A scope of work was submitted in CAPHUB for review. RGB's submitted design came in at \$205,000 above budget. The Executive Director submitted a HILLAP application for additional funding. There are \$200,000 CPC Funds earmarked for this project and \$407,334.00 in HILLAP funding. There is enough funding to complete the project. This project is now out to bid and is being advertised in the paper.

Sliding Door Replacement @ Oxford Terrace 667-3 #094101

EOHLIC designer Juliette Barja met with Fairhaven Housing Authority. RGB submitted the schematic design to EOHLIC for review. The advertisement for bidding is going out on July 23rd, 2026.

Tabled Items

None.

Communications/Correspondence

None.

Items/Documents/Forms Not Anticipated

None.

Director's Update – July 2026

The EV charging station for Oxford Terrace is complete. The Dana Court EV work is complete but no power yet. The annual air source heat pump cleaning at Oxford Terrace started on June 20th, 2026. Next year we can expect to do Anthony Haven and Oxford Terrace. Confirmation of CPC money from project #094096 was received. The Director is working on the HILAPP application.

RSC News

In the month of June RSC -Tracey helped residents with renewals for Mass Health and Medicare. Tracey continues to enroll residents with SRTA-DEMAND RESPONSE for transportation. She also enrolled 2 residents with their free Clear Captions Phone. These phones are for residents that struggle with hearing loss. The RSC set up a presentation at Oxford Terrace on July 29th, 2026 with manager Jarrod traveling from Western Mass and he will be providing pizza. Another presentation is scheduled for McGann in August. Tracey will schedule presentations at all locations if needed. The RSC has scheduled a Hairdresser (Teresa Calise) on July 7th, 2026. RSC is trying to schedule at least 4 residents for the beautician. The community gardens are up and running. The 250th celebration cookout went well. Marcia Caron will take over for the retiring personnel on August 10th for our Matter of Balance Physical Therapist Assistant. She will be coming once a month.

Maintenance:

The Maintenance staff are staying busy with 4 vacancies. Most of these units need new flooring and kitchen cabinets. We contracted out the painting due to heavy smoke in one of the units which requires multiple layers. The project (#094091) to update Fire Alarm system Oxford Terrace kickoff meeting was July 21st, 2026. Gutter guards were installed at Dana Court on July 21st, 2026.

Future Agenda Items

None.

Next Board Meeting Date

Thursday, August 20th, 2026.

Questions or Concerns of Commissioners

Chairperson Alphonso would like a memo given to all Residents asking them not to stop the maintenance staff for any work order requests they need to call the main office for all work orders.

Adjournment at 3:30 p.m.

Voted: Commissioner Galary made a motion to adjourn at 3:30 p.m. Motion seconded by Commissioner Souza. **Voted:** Chairperson Alfonso - Aye, Commissioner Souza – Aye & Commissioner Galary – Aye.

Vote: Unanimous

Respectfully submitted,

Janet Falone

Janet Falone
Executive Director

JEF/MJ