

MINUTES

REGULAR MEETING

FAIRHAVEN HOUSING AUTHORITY

September 17th, 2026

Chairperson Alfonso called the Fairhaven Housing Authority Regular Meeting of September 17th, 2026 to order at 2:30 p.m.

PRESENT: Chairperson Carol Alfonso, Commissioner Gary Souza & Commissioner Timothy Francis.

ABSENT: Commissioner Jay Simmons & Commissioner Jacob Galary.

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 July 23rd, 2026.

Voted: Commissioner Souza made a motion to approve and place on file the Minutes of the Regular Meeting on July 23rd, 2026. Motion seconded by Commissioner Francis.

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

Vote: Unanimous

Warrant & Operating Reports

Approval of the Warrant - Bills - July 24th 2026 through August 14th, 2026

The Board reviewed the warrant for July 24th 2026 through August 14th, 2026.

Voted: Commissioner Francis made a motion to approve and place on file the warrant for the bills from July 24th, 2026 through August 14th, 2026. Motion seconded by Commissioner Souza.

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

Vote: Unanimous

Approval of the Warrant - Bills - August 15th, 2026 through August 20th, 2026

The Board reviewed the warrant for August 15th, 2026 through August 20th, 2026.

Voted: Commissioner Francis made a motion to approve and place on file the warrant for the bills from August 15th, 2026 through August 20th, 2026. Motion seconded by Commissioner Souza.

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

Vote: Unanimous

Approval of the Warrant - Bills - August 21st, 2026 through September 11th, 2026

The Board reviewed the warrant for August 21st, 2026 through September 11th, 2026.

Voted: Commissioner Souza made a motion to approve and place on file the warrant for the bills from August 21st, 2026 through September 11th, 2026. Motion seconded by Commissioner Francis.

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

Vote: Unanimous

Approval of the Warrant - Bills - September 12th, 2026 through September 17th, 2026

The Board reviewed the warrant for September 12th, 2026 through September 17th, 2026.

Voted: Commissioner Francis made a motion to approve and place on file the warrant for the bills from September 12th, 2026 through September 17th, 2026. Motion seconded by Commissioner Souza.

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

Vote: Unanimous

July 2026 Tenant Aging Report

The Board reviewed the Tenant Aging Report for July 2026.

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

August 2026 Tenant Aging Report

The Board reviewed the Tenant Aging Report for August 2026.

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

July 2026 Breakdown of Vacancy Numbers and Timing

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

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

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

Vote: Unanimous

August 2026 Breakdown of Vacancy Numbers and Timing

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

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

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

Vote: Unanimous

Utility Usage and Expense Reports – July 2026

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

Voted: Commissioner Souza made a motion to approve and place on file the Utility Usage and Expense Reports for July 2026. Motion seconded by Commissioner Francis. **Voted:** Chairperson Alfonso - Aye, Commissioner Souza - Aye & Commissioner Francis - Aye. **Vote:** Unanimous

Utility Usage and Expense Reports – August 2026

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

Voted: Commissioner Francis made a motion to approve and place on file the Utility Usage and Expense Reports for August 2026. Motion seconded by Commissioner Souza. **Voted:** Chairperson Alfonso - Aye, Commissioner Souza - Aye & Commissioner Francis - Aye. **Vote:** Unanimous

Fenton, Ewald & Associates – July 2026 Financials

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

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

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

Vote: Unanimous

Fenton, Ewald & Associates – August 2026 Financials

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

Voted: Commissioner Francis made a motion to approve and place on file the Fenton, Ewald & Associates August 2026 Financials. Motion seconded by Commissioner Souza. **Voted:** Chairperson Alfonso - Aye, Commissioner Souza - Aye & Commissioner Francis - Aye. **Vote:** Unanimous

OLD BUSINESS:**Security @ Complexes**

Director Falone informed the Board all has been quiet.

Pest Control

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

Smoking

The Director informed the Board that there have been some concerns brought to her attention. One of the concerns was in regard to the smoking of marijuana at Dana Court. The other was for a resident at Oxford Terrace that has been given a grievance hearing to address his verbal behavior at the Pergolas. There were no issues reported from the other properties.

Oxford Land 2.2 Acres

Director Falone informed the Board that Emma McGurran or Carsten Snow-Eikelberg will be taking over for Laura Shufelt who is now retired. The next step is to speak with the new contact and the Fairhaven Planning Board. The Director wants to complete the RFP by the October Board meeting.

NEW BUSINESS:

Surveillance System Upgrades @ The Cottages and 100 McGann Terrace 667-1/667-2 #094099

The Director would like to upgrade the Surveillance Systems in these buildings by adding additional cameras and to be able to view them remotely at the office. The current system has minimal cameras and can only be accessed at those sites. Director Falone is asking the Board for a vote to Execute the Design Contract for the Surveillance System Upgrade at the Cottages and Building 100.

Voted: Commissioner Francis made a motion to approve and place on file to Execute the Design Contract for the Surveillance System Upgrade at the Cottages and Building 100. Motion seconded by Commissioner Souza. Voted: Chairperson Alfonso - Aye, Commissioner Souza - Aye & Commissioner Francis - Aye. Vote: Unanimous

CAPITAL IMPROVEMENT UPDATES:

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

Notice to proceed was issued on October 16th, 2024. Work started onsite October 1st, 2025 on the outside of the buildings. Workers Back onsite April 6th, 2026. They started inside the units on May 11th, 2026. Outside digging work has been completed. Eversource has installed the utility pole. The next step is to have the installation begin on the exhaust fans then the electric stoves and finally to have the electric turned on.

Fire Alarm Upgrade @ Oxford Terrace 667-3 #094091

RCAT assigned designer John Murphy. The design was submitted. The final costs are estimated at \$204,743.00. The low bid approved was MV Electrical in the amount of \$212,900.00. Received the Contract and EOHLIC (Sean Kaeting) arranged the kickoff meeting Tuesday July 21st, 2026. Work started onsite on August 3rd, 2026, and completed August 27th, 2026. System has been tested and signed off by the Fire Chief on September 1st, 2026. The Director will reach out to the Designer John Murphy to schedule a final walk thru.

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 \$658,000.00 to \$773,000.00. The project is now back to Marcel Dimitris. Kyle from RCAT will inquire about Sustainability Funding. Greg Abby responded to a memo that Sustainability Funding would be available for this project. The Director will reach out to see how much Sustainability Funding is available for this project.

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

Designer John Murphy has been onsite November 12th, 2026 to review. The Schematic design has been submitted to CapHub. EOHLIC has not responded to the Design.

Window Replacement @ Oxford Terrace 667-3 #094096

Window replacement at Oxford Terrace is out for design. The request for CPC funding has been submitted. Varika Construction was approved as the lowest bidder. Pre-construction meeting was held on May 6th, 2026. Notice to proceed was on May 8th, 2026. A confirmation letter for the approval of CPC funds in the amount of \$100,000 has been received. The Director has applied for additional HILAPP funding. The window work has begun. The residents must be out of their units for the first day. They are currently working in Wing E on the windows and in Wing B working on a punch list walk thru.

Change order #2 in the amount of \$1901.56

Change order #2 will cover the cost of the additional trim in the end units that jutted out.

Voted: Commissioner Francis made a motion to approve and place on file Change order #2 in the amount of \$1901.56. Motion seconded by Commissioner Souza. Voted: Chairperson Alfonso - Aye, Commissioner Souza - Aye & Commissioner Francis - Aye. Vote: Unanimous

Change order #3 No cost time extension.

Change order #3 is asking for an additional 58 days.

Voted: Commissioner Souza made a motion to approve and place on file Change order #3 no cost time extension for an additional 58 days. Motion seconded by Commissioner Francis. Voted: Chairperson Alfonso - Aye, Commissioner Souza - Aye & Commissioner Francis - 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. They will complete the installation of all video screens in all the units as of Monday July 20th, 2026. Director Falone made a call to Rogue engineering to see when Setronics will complete the project. The residents received their fobs for the outside door access. There are two units where the panels are not working. Setronics will be back in two weeks to complete the door by the laundry room. A punch list walk thru is scheduled on Wednesday September 30th, 2026.

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

EOHLC 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. The advertisement was placed on July 23rd, 2026. Bids are due August 19th, 2026. The Director is asking the Board to approve the lowest bidder Aegean Builders, LLC in the amount of \$321,000.00. Approved by EOHLC and recommended by the architect after the references were checked.

Voted: Commissioner Francis made a motion to approve and place on file the lowest bidder Aegean Builders, LLC in the amount of \$321,000.00. Motion seconded by Commissioner Souza. Voted: Chairperson Alfonso – Aye, Commissioner Souza – Aye & Commissioner Francis – Aye. Vote: Unanimous

Sliding Door Replacement @ Oxford Terrace 667-3 #094101

EOHLC designer Juliette Barja met with Fairhaven Housing Authority. RGB submitted the schematic design to EOHLC for review. The advertisement for bidding is going out on July 23rd, 2026. The bids are due September 6th, 2026. The Director spoke to Linda Katsudas from EOHLC's finance department, that said there was enough money to move forward with this project. The Director is asking the Board to allow her to approve the contract to the lowest bidder DDC Construction Inc. from New Bedford.

Voted: Commissioner Souza made a motion to approve and place on file allowing the Director to approve the contract to the lowest bidder DDC Construction Inc. from New Bedford. Motion seconded by Commissioner Francis. Voted: Chairperson Alfonso – Aye, Commissioner Souza – Aye & Commissioner Francis – Aye. Vote: Unanimous

Tabled Items

None.

Communications/Correspondence

None.

Items/Documents/Forms Not Anticipated

None.

Director's Update – September 2026

The EV charging stations for Oxford Terrace and Dana Court are complete. The annual air source heat pump cleaning is complete at Oxford Terrace. Due to the window replacement the FHA staff have been moving residents, furniture, wheelchairs, oxygen and supplying them with lunch. The residents needed to be out of their apartments the first day due to asbestos abatement. The Executive Director has reached out to the Housing Mediation Program to resolve some resident behavioral issues and some office issues. The Annual Plan has been moved over to the CapHub system and the deadline has been extended to November. I expect to have it completed in September and have a meeting with residents in October.

RSC News

In the month of July the RSC helped residents with renewals for Mass Health and Medicare. RSC Tracey continues to enroll residents with SRTA-Demand Response for transportation. The RSC enrolled two residents this month with their free Clear Captions Phones. Residents that struggle with hearing loss are approved if they have internet. The RSC set up a presentation at Oxford Terrace on 7/29 with manager Jarrod traveling from Western Massachusetts. He will be providing pizza. A presentation is scheduled for McGann in August. RSC Tracey will schedule presentations at all locations if needed. The hairdresser (Teresa Calise) comes with over 17 years of experience and is willing to come out to Oxford Terrace in the community room and style hair charging \$25 for cut and blow-dry. She is available on Monday & Tuesday's. The RSC is trying to schedule at least four residents for the beautician. The response from residents is that the cost is too high. There will be a Halloween Party next month those details have not been finalized.

Maintenance:

They are staying busy with the four current vacancies. Most of the units need new flooring and kitchen cabinets. Todd Lawson from EOHLC came to look at two units so that we could get an extension due to the twelve week lead time on receiving the kitchen cabinets. All extended vacancies have been approved. The buildings without air source heat pumps have been moved over to heat for the season on September 15th, 2026. A member of FHA maintenance is expected to be out for an extended period of time while they consult with their doctor. Remaining maintenance staff are making sure that the bathrooms and laundry rooms are kept clean during this time.

Future Agenda Items

None.

Next Board Meeting Date

Thursday, October 15th, 2026.

Questions or Concerns of Commissioners

None.

Adjournment at 3:14 p.m.

Voted: Commissioner Souza made a motion to adjourn at 3:14 p.m. Motion seconded by Commissioner Francis. Voted: Chairperson Alfonso - Aye, Commissioner Souza – Aye & Commissioner Francis – Aye.

Vote: Unanimous

Respectfully submitted,

Janet Falone

Janet Falone
Executive Director

JEF/MJ