

## MINUTES

REGULAR MEETING

FAIRHAVEN HOUSING AUTHORITY

January 15, 2026

Chairperson Alfonso called the Fairhaven Housing Authority Regular Meeting of January 15<sup>th</sup>, 2026 to order at 2:41 p.m.

**PRESENT:** Commissioner Gary Souza, Commissioner Timothy Francis, Commissioner Ronnie Manzone (Arrived at 2:27p.m.) & Commissioner Jay Simmons (Arrived at 3:02 p.m.)

**ABSENT:** None

**STAFF:** Janet Falone, Michelle Jones & Tracey Mabry - RSC

The minutes were recorded by Michelle Jones.

### **Tenant/Public Participation/ In Person or Remote**

Jessica Miller & Noah Brinc residents from Oxford Terrace participated in person.

### **Acceptance of the Minutes of the Regular Meeting of December 18<sup>th</sup>, 2025.**

**Voted:** Commissioner Souza made a motion to approve and place on file the Minutes of the Regular Meeting on December 18<sup>th</sup>, 2025. Motion seconded by Commissioner Francis.

**Roll Call Vote:** Commissioner Souza - Yes, Commissioner Francis - Yes & Chairperson Alfonso – Yes  
**Vote Unanimous.**

### **Acceptance of the Minutes of the Regular Meeting of November 20<sup>th</sup>, 2025.**

**Voted:** Commissioner Souza made a motion to approve and place on file the Minutes of the Regular Meeting on November 20<sup>th</sup>, 2025. Motion seconded by Commissioner Francis.

**Roll Call Vote:** Chairperson Alfonso - Yes, Commissioner Francis - Yes & Commissioner Souza – Yes  
**Vote Unanimous.**

### **Warrant & Operating Reports**

#### **Approval of the Warrant - Bills – December 19<sup>th</sup> 2025, through January 9<sup>th</sup>, 2026.**

The Board reviewed the warrant for December 19<sup>th</sup> 2025, through January 9<sup>th</sup>, 2026.

**Voted:** Commissioner Francis made a motion to approve and place on file the warrant for the bills from December 19<sup>th</sup> 2025, through January 9<sup>th</sup>, 2026. Motion seconded by Commissioner Francis.

**Roll Call Vote:** Chairperson Alphonso – Yes, Commissioner Francis - Yes & Commissioner Souza - Yes  
**Vote Unanimous.**

#### **Approval of the Warrant - Bills – January 10<sup>th</sup>, 2026, through January 15<sup>th</sup>, 2026.**

The Board reviewed the warrant for January 10<sup>th</sup>, 2026, through January 15<sup>th</sup>, 2026.

**Voted:** Commissioner Francis made a motion to approve and place on file the warrant for the bills from January 10<sup>th</sup>, 2026, through January 15<sup>th</sup>, 2026. Motion seconded by Commissioner Souza.

**Roll Call Vote:** Chairperson Alfonso – Yes, Commissioner Francis – Yes & Commissioner Souza - Yes  
**Vote Unanimous.**

### **December 2025 Tenant Aging Report**

The Board reviewed the Tenant Aging Report for December 2025.

**Voted:** Commissioner Francis made a motion to approve and place on file the Tenant Aging Report for December 2025. Motion seconded by Commissioner Souza.

**Roll Call Vote:** Chairperson Alfonso - Yes, Commissioner Francis – Yes & Commissioner Souza – Yes  
**Vote Unanimous.**

### **December 2025 Breakdown of Vacancy Numbers and Timing**

The Board reviewed the Breakdown of Vacancy Numbers and Timing for December 2025.

**Voted:** Commissioner Francis made a motion to approve and place on file the Breakdown of Vacancy Numbers and Timing Report for December 2025. Motion seconded by Commissioner Souza.

**Roll Call Vote:** Chairperson Alfonso – Yes, Commissioner Francis – Yes & Commissioner Souza – Yes  
**Vote Unanimous.**

### **Utility Usage and Expense Reports – December 2025**

The Board reviewed the Utility Usage and Expense Reports for December 2025.

**Voted:** Commissioner Souza made a motion to approve and place on file the Utility Usage and Expense Reports for December 2025. Motion seconded by Commissioner Francis.

**Roll Call Vote: Chairperson Alfonso – Yes, Commissioner Francis – Yes & Commissioner Souza – Yes  
Vote Unanimous.**

**Cash Summary from October 1<sup>st</sup>, 2025 to December 31<sup>st</sup>, 2025**

The Board reviewed the Cash Summary from October 1<sup>st</sup>, 2025 to December 31<sup>st</sup>, 2025

**Voted: Commissioner Souza made a motion to approve and place on file the Cash Summary from  
October 1<sup>st</sup>, 2025 to December 31<sup>st</sup>, 2025. Motion seconded by Commissioner Francis.**

**Roll Call Vote: Chairperson Alfonso – Yes, Commissioner Souza – Yes, Commissioner Manzone - Yes &  
Commissioner Francis – Yes**

**Vote Unanimous**

**Solar Income**

The Board reviewed the Solar Income.

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

**Roll Call Vote: Chairperson Alfonso – Yes, Commissioner Souza – Yes, Commissioner Manzone - Yes &  
Commissioner Francis – Yes**

**Vote Unanimous**

**Fenton, Ewald & Associates –December 2025 and Year End Financials**

The December 2025 and Year End Financials were not completed and will be available for the next Board meeting.

**OLD BUSINESS:**

**Security @ Complexes**

Director Falone informed the Board everything has been relatively quiet. No complaints or issues have been brought to her attention.

**Pest Control**

The Director informed the Board there are no apartment issues but there has been more activity at the bait stations near the dumpsters. Profishant is monitoring the problem and will adjust as needed. There were some delays in the pickup of these dumpsters during the Holidays. Director Falone has been in touch with E.L. Harvey who should be on track with the pickups moving forward.

**Smoking**

Director Falone informed the board that all new Smoking Lease Addendums were sent out to be signed and returned by December 31<sup>st</sup>, 2025. There were twenty-five Residents who did not return the Lease Addendum. Assistant Director Kim Marie McArdell will follow up with a call and those residents who do not respond will be given to the Director for further action.

**Complaint Management System**

Resident Noah Brine Submitted via email to the Board a rough draft of his proposed Complaint Management System on December 18<sup>th</sup>, 2025 for review. Commissioner Souza noted that no disciplinary action occurs with just an anonymous complaint but there must be a follow-up of any complaint. The other Board members agreed with Commissioner Souza.

**Voted: Commissioner Souza made a motion to have Legal Counsel review the Complaint Management  
System. Motion seconded by Commissioner Francis.**

**Roll Call Vote: Chairperson Alfonso – Yes, Commissioner Souza – Yes, Commissioner Manzone - Yes &  
Commissioner Francis – Yes**

**Vote Unanimous**

**Vehicle Policy**

The Director updated the Vehicle Policy for the Board to review. After a brief discussion the board and Director Falone finalized the updated Vehicle Policy. The Board Agreed to the Vehicle Policy with the amendment to the fourth paragraph. The Board wants the sentence that states the residents name needs to be on the registration to be deleted and replace the word “should” to “must” in regard to having a copy of the registration on file.

**Voted: Commissioner Souza made a motion to approve and place on file the updated Vehicle Policy with  
the amendment to the fourth paragraph. The sentence that states the residents name needs to be on the  
registration is to be deleted and the word “should” is to be replaced with the word “must” in regard to  
having a copy of the registration on file. Motion seconded by Commissioner Manzone. Vote Unanimous**

**Oxford Land 2.2 Acres**

The Executive Director has not had time to reach out to Laura Shufelt of MHP due to ongoing litigation with a resident. Director Falone notified the Board that Laura is out of the office until February 23, 2025. The Director will follow up with someone that is working with her to get an update on the RFP.

**NEW BUSINESS:****Town Annual Report**

The Board reviewed the Town Annual Report.

FAIRHAVEN TOWN CLERK  
ROUD 2026 FEB 19 PM 6:10

**Voted: Commissioner Manzone made a motion to approve and place on file the Town Annual Report  
Motion seconded by Commissioner Francis. Vote Unanimous**

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

Notice to proceed was issued on October 16<sup>th</sup>, 2025. Work started onsite October 1<sup>st</sup>, 2025 on the outside of the buildings. The asphalt work was completed Wednesday December 10<sup>th</sup>, 2025 on the sidewalks at McGann Terrace Cottages. Work is to begin behind building #3 leading to the new pole. Two more trees need to be removed before the new pole is in place by Eversource. A motion is needed for change order #2 in the amount of \$197,666.58

**Voted: Commissioner Manzone made a motion to approve and place on file change order #2 in the amount of \$197,666.58. Motion seconded by Commissioner Souza.**

**Vote Unanimous**

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

The design was submitted by John Murphy. The construction budget was \$82,856.58 and the estimated cost for the project is \$204,743.00. This exceeds the allocated budget by \$121,886.41. EOHLIC has approved additional funds.

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

EOHLIC Project. EOHLIC gave this project back to RCAT to manage. Kyle Moore has inquiries into the electrical load now that the air source heat pump project is moving forward.

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

The designer John Murphy has been onsite November 12<sup>th</sup>, 2024 to review. The design has not been submitted to Cap Hub. This is Past Due.

**Window Replacement @ Oxford Terrace 667-3 #094096**

EOHLIC designer Juliett Barja met with Fairhaven Housing Authority on December 2<sup>nd</sup>, 2025. A scope of work was submitted in CAP HUB for review. EOHLIC has reached out for a designer.

**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 by the Executive Director. Scronics has been onsite to review what needs to be done. The last visit was Thursday, January 8<sup>th</sup>, 2026. Director Falone does not have a start date but the Notice to Proceed was issued for December 22<sup>nd</sup>, 2025.

**Slider Replacement @ Oxford Terrace 667-3 #094101**

EOHLIC designer Juliett Barja met with Fairhaven Housing Authority.

**Anthony Haven Lean Project**

Advanced windows to perform caulking and insulation (\$60,403), GEM Plumbing to install Air Source Heat pumps (\$415,985). This is a Low-income Multi-family Retrofit Program. A mockup unit was completed Thursday, January 8<sup>th</sup>, 2026 it was reviewed Friday January 9<sup>th</sup>, 2026. All the work outside can be done. A schedule will be drawn up and the residents will be notified before proceeding to the units.

**Tabled Items**

None.

**Items/Documents/Forms Not Anticipated**

None.

**Director's Update –January 15, 2025**

The contractors for the air source heat pump project at Anthony Haven are onsite. We have another abandoned unit that has been vacant since March. We have been in contact with the resident who is giving up the unit and we will not need to take the unit by legal means. Eversource gave the proceed notice on the EV charging stations which should move forward in January. We are waiting for Eversource to install their equipment before we start work on our location. An EV policy will need to be instituted. The Director is evaluating our options in regard to Solar on the 100 McGann building. Trash pickup was spotty over the holidays. A call was placed to E.L. Havey and they will be giving us credits. It is a New Year and we will move forward and also schedule a meeting with the EL Harvey representative. Met with Jim from Habitat for Humanity and showed him the land and will get to him the paperwork I have. We received another letter from a resident abutted to the 2.2 land.

**RSC News**

The month of December has been busy with the RSC providing a Holiday party that served over 75 people in the Oxford Terrace community room. The RSC will be working with ADA Community Outreach Coordinator, Mandy to enroll residents in SRTA transportation. This is for residents to go to their appointments as well as Walmart and grocery stores. The RSC was able to assist and enroll residents with SRTA transportation through Demand Response Reasonable Accommodations through their PCP. The RSC supports all FIIA residents with help for MassHealth, Social Security, Medicare, Coastline, Fairhaven Council on Aging, SRTA and SNAP. The RSC has helped 147 residents for the year 2025.

**Maintenance**

Maintenance is upgrading the flooring in the office to vinyl plank flooring and removing all the carpets. We have four vacancies two of which need new kitchens and new flooring.

**Questions or Concerns of Commissioners**

None.

**Future Agenda Items**

None.

**Adjournment**

**Voted: Commissioner Manzone made a motion to adjourn at 3:35 p.m. Motion seconded by Commissioner Simmons.**

**Vote Unanimous.**

Respectfully submitted,

*Janet Falone*

Janet Falone  
Executive Director

*JEF/MJ*