

MINUTES

REGULAR MEETING

FAIRHAVEN HOUSING AUTHORITY

January 18, 2024

Commissioner Ronnie Manzone called the Fairhaven Housing Authority Regular Meeting of January 18th, 2024, to order at 2:30 p.m.

PRESENT: Commissioner Ronnie Manzone, Commissioner Gary Souza, Commissioner Timothy Francis, Commissioner Anne Silveira.

ABSENT: Chairperson Carol Alfonso

FAIRHAVEN TOWN CLERK
RCUD 2024 FEB 15 PM5:35

STAFF: Janet Falone, Nicole Reusch.

The minutes were recorded by Nicole Reusch.

Acceptance of the Minutes of the Regular Meeting of December 21st, 2023.

Voted: Commissioner Francis made a motion to accept and place on file the Minutes of the Regular Meeting on December 21st, 2023. Motion seconded by Commissioner Silveira. Vote Unanimous.

Tenant/Public Participation/ In Person or Remote

Commissioner Manzone noted that there is access to the meeting in person and remotely via Zoom. No tenant participation.

Warrant & Operating Reports

Approval of the Warrant - Bills – December 22nd, 2023, through January 12th, 2024

The Board reviewed the warrant for December 22nd, 2023, through January 12th, 2024.

Voted: Commissioner Souza made a motion to approve and place on file the warrant for the bills from December 22nd, 2023, through January 12th, 2024. Motion seconded by Commissioner Francis. Vote unanimous.

Approval of the Warrant - Bills – January 13th, 2024, through January 18th, 2024.

The Board reviewed the warrant for January 13th, 2024, through January 18th, 2024.

Voted: Commissioner Francis made a motion to approve and place on file the warrant for the bills from January 13th, 2024, through January 18th, 2024. Motion seconded by Commissioner Souza. Vote unanimous.

December 2023 Tenant Aging Report

The Board reviewed the Tenant Aging Report for December 2023.

Voted: Commissioner Francis made a motion to accept and place on file the Tenant Aging Report for December 2023. Motion seconded by Commissioner Souza. Vote unanimous.

Bad Debt Write Off

The Board reviewed the Bad Debt Write Off of \$2,806.54 and \$724.00

Voted: Commissioner Francis made a motion to accept the Bad Debt Write Off of \$2,806.54 and \$724.00. Motion seconded by Commissioner Silveira. Vote unanimous.

December 2023 Breakdown of Vacancy Numbers and Timing

The Board reviewed the Vacancy Numbers and Timing Report December 2023.

Voted: Commissioner Souza made a motion to accept and place on file the Breakdown of Vacancy

Cash Forecast Report - October 1st, 2023, through December 31st, 2023

The Board reviewed the Cash Forecast Report from October 1st, 2023, through December 31st, 2023.

Voted: Commissioner Souza made a motion to approve and place on file the Cash Forecast Report from October 1st, 2023, through December 31st, 2023. Motion seconded by Commissioner Silveira. Vote unanimous.

Solar Income Report

The Board reviewed the Solar Income Report

Voted: Commissioner Francis made a motion to approve and place on file the Solar Income Report. Motion seconded by Commissioner Souza. Vote Unanimous

Fenton, Ewald & Associate - December 2023 Financials

Director Falone informed the Board that the Report for the December 2023 Financials will be presented next month with the year-end Reports.

OLD BUSINESS:

Security @ Complexes

Director Falone informed the board there is nothing to report.

Pest Control

Director Falone informed the board there is nothing to report.

Smoking

Director Falone informed the Board we are evaluating each development for a smoking area. We do have smoking area only signs and the policy will need to be updated. Once smoking locations have been determined the Director will bring it before the Board.

Project #094089 Master Meeting – electrification- Asbestos testing Phase I UEC visited 1/11/2024.

Director Falone informed the Board that the project is for an electrical upgrade. Leak and Asbestos testing have been completed. Once the testing reports come in, that will be shared with the Board.

Spring Street Garage

Director Falone and the Board decided to remove Spring Street Garage from the Agenda.

Oxford Terrace Land 2.2 Acres

Director Falone will continue to look into this matter, no update yet. This will stay on Agenda.

NEW BUSINESS

Change Order No. 016 – Project # 094069 – MODPhase - Oxford Terrace

The Board reviewed Vareika Construction's proposed change order number 016 in the amount of \$48,883.28, the work to be performed, as well as the individual costs. The total amount to date for change orders is \$551,848.39 out of the \$850,000.00 change order contingency included in the State money received.

Voted: Commissioner Francis made a motion to approve Vareika Constructions' change order number 016 in the amount of \$48,883.28. Motion seconded by Commissioner Souza. Vote unanimous.

Execute Design Contract Project #094088 Select Brick Repointing RGB Corp.

The Board reviewed RGB Corporation's design contract for Dane County's select brick repointing project.

Executive Certificate of Substantial Completion Project #094083

The electrical and fire alarm system upgrade project at Anthony Haven has been completed.

Voted: Commissioner Francis made a motion to approve and place on file the Executive Certificate of Substantial Completion for Project #094083. Motion seconded by Commissioner Souza. Vote unanimous.

Tabled Items:

None.

Communications/Correspondence

The Fairhaven Housing Authority January 2024 newsletter was given to the Board for review.

Items/Documents/Forms Not Anticipated

None.

Director's Report/Update December 2023

Director Falone gave the Board an update on what's been going on at Fairhaven Housing Authority. Director Falone and Maintenance Supervisor Tom Caron interviewed candidates for the Maintenance Mechanic Position. Director Falone will then make an offer and hopefully, the candidate will start in February. Director Falone and Kim McArdell took a course in sustainability via zoom and decided after the roof is complete, at Building 100, they would then start talking about getting solar. The State is talking about EV charging stations, if we do anymore parking lots, we will need to incorporate the cable/conduit while the parking lot is open. Due to rebates for the low income, tenants would be able to start purchasing electric cars. Commissioner Ronnie Manzone informed us that Governor Healey is pushing the Green Program, an electric car has been purchased at the Sheriff's Department. In Resident Service Coordinator news, we put in for a grant extension for another year, but we haven't heard back. The annual report through the end of this month is still being worked on. RSC Kendra Rebello is out this week due to her mother's passing. The projects we still have going on are in Oxford Terrace, Wing C, which will hopefully be done in March. We will then just have Wing E which is only twelve units. We just closed the door and fire alarm projects. We still have the maintenance utility building; the design went from \$1,320,000 to \$850,000 and then \$610,000. Linda from EHOLC was contacted to see if we can move forward, we are still over \$10,000. If not, then we would need to re-allocate to something else. Commissioner Ronnie Manzone mentioned we need to make this happen. Commissioner Anne Silveira would like us to consider naming the maintenance utility building, John Rousseau, who was a long-time employee and board member. It would be an honor if we name the maintenance building after him. Commissioner Ronnie Manzone mentioned the decision was made early on. The roof project at the cottages are complete except for the rock beds which will be done in the Spring. The McGann Terrace dumpster enclosures are complete. The brick work at Dana Court is coming along. The roof project for building 100 has gone out to bid, a walk through has been completed. We should know shortly what the next phase will be. Oxford Terrace needs a fire alarm upgrade which will be completed at the end of the ModPhase project. The window replacement project at Anthony Haven has CPC funding. LEAN has a walk through if approved, the money will be given back to CPC. LEAN is also looking at putting in air source. Commissioner Souza asked if the funding from the CPC is not used if we could put it back into public housing. The funding can't be used this year.

Questions or Concerns of Commissioners

Commissioner Silveira would like to make sure the maintenance staff are wearing uniforms identifying themselves as employees of the Fairhaven Housing Authority. No sweatpants or open toe shoes. Shorts are allowed. A boot allowance is given once a year. Director Falone will go over the policy of wearing uniforms with the staff when she does the reviews.

Adjournment

Voted: Commissioner Souza made a motion to adjourn at 3:06 p.m. Motion seconded by Commissioner Silveira. Vote unanimous.

