

## MINUTES

REGULAR MEETING

FAIRHAVEN HOUSING AUTHORITY

February 15, 2024

Chairperson Alfonso called the Fairhaven Housing Authority Regular Meeting of February 15<sup>th</sup>, 2024 to order at 2:30 p.m.

On March 24<sup>th</sup>, 2023, the bill to extend Open Meeting Law regulations governing remote participation has passed Massachusetts legislation and been signed by the Governor. This bill will allow remote and hybrid meeting options for public bodies through March 31<sup>st</sup>, 2025. Pursuant to an amendment to Town By-Law Chapter 50-13, all government meetings are available through web/video conference and are recorded.

**PRESENT:** Chairperson Carol Alfonso, Commissioner Ronnie Manzone, Commissioner Timothy Francis, Commissioner Anne Silveira

**ABSENT:** Commissioner Gary Souza.

**STAFF:** Janet Falone & Kim Marie McArdell.

The minutes were recorded by Kim Marie McArdell.

FAIRHAVEN TOWN CLERK  
RCUD 2024 MAR 22 AM 9:47

**Acceptance of the Minutes of the Regular Meeting of January 18<sup>th</sup>, 2024.**

**Voted: Commissioner Manzone made a motion to accept and place on file the Minutes of the Regular Meeting on January 18<sup>th</sup>, 2024. Motion seconded by Commissioner Silveira. Vote Unanimous.**

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

Chairperson Alfonso noted that there is access to the meeting in person and remotely via Zoom. There were no participants in person or on remote zoom.

### **Warrant & Operating Reports**

**Approval of the Warrant - Bills – January 19<sup>th</sup>, 2024, through February 9<sup>th</sup>, 2024**

The Board reviewed the warrant for January 19<sup>th</sup>, 2024, through February 9<sup>th</sup>, 2024.

**Voted: Commissioner Manzone made a motion to approve and place on file the warrant for the bills from January 19<sup>th</sup>, 2024, through February 9<sup>th</sup>, 2024. Motion seconded by Commissioner Francis. Vote unanimous.**

**Approval of the Warrant - Bills – February 10<sup>th</sup>, 2024, through February 15<sup>th</sup>, 2024.**

The Board reviewed the warrant for February 10<sup>th</sup>, 2024, through February 15<sup>th</sup>, 2024.

**Voted: Commissioner Francis made a motion to approve and place on file the warrant for the bills from February 10<sup>th</sup>, 2024, through February 15<sup>th</sup>, 2024. Motion seconded by Commissioner Silveira. Vote unanimous.**

### **January 2024 Tenant Aging Report**

The Board reviewed the Tenant Aging Report for January 2024.

Director Falone informed the Board there is a court date of February 16<sup>th</sup>, 2024 for the 667-1 balance of \$3,408.00.

**Voted: Commissioner Manzone made a motion to accept and place on file the Tenant Aging Report for January 2024. Motion seconded by Commissioner Silveira. Vote unanimous.**

### **January 2024 Breakdown of Vacancy Numbers and Timing**

The Board reviewed the Breakdown of Vacancy Numbers and Timing for January 2024.

**Voted: Commissioner Francis made a motion to accept and place on file the Breakdown of Vacancy Numbers and Timing Report for January 2024. Motion seconded by Commissioner Silveira. Vote unanimous.**

### **Utility Usage and Expense Reports – January 2024**

The Board reviewed the Utility Usage and Expense Reports for January 2024.

**Voted: Commissioner Francis made a motion to accept and place on file the Utility Usage and Expense Reports for January 2024. Motion seconded by Commissioner Manzone. Vote unanimous.**

### **ModPhase General Ledger Warrant Through February 15<sup>th</sup>, 2024**

The Board reviewed the ModPHASE General Ledger Warrant through February 15<sup>th</sup>, 2024.

**Voted: Commissioner Manzone made a motion to approve and place on file the ModPHASE General Ledger Warrant through February 15<sup>th</sup>, 2024. Motion seconded by Commissioner Silveira. Vote unanimous.**

**Fenton, Ewald & Associates – December 2023 Financials**

The Board reviewed the Fenton, Ewald & Associates December 2023 Financials.

**Voted: Commissioner Silveira made a motion to approve and place on file the Fenton, Ewald & Associates December 2023 Financials. Motion seconded by Commissioner Manzone. Vote unanimous.**

**Fenton, Ewald & Associates – Year End Financials 2023**

The Board reviewed the Fenton, Ewald & Associates Year End Financials 2023.

**Voted: Commissioner Francis made a motion to approve and place on file the Fenton, Ewald & Associates Year End Financials 2023. Motion seconded by Commissioner Manzone. Vote unanimous.**

**OLD BUSINESS:**

**Security @ Complexes**

The Director informed the Board the police were called last night, Wednesday, February 14<sup>th</sup>, 2024, to Oxford Terrace. There was a tenant knocking on doors extremely late and not acting themselves. RSC Kendra Rebello placed an elder at risk call with Bristol Elders to hopefully get them some help.

**Pest Control**

Director Falone informed the Board there have been no complaints or issues.

**Smoking**

The Director informed the Board she has an intent to terminate tenancy for a tenant in Oxford Terrace to be done. The verbal, written and office conference steps have been followed. This will give the tenant the right to a grievance hearing. Chairperson Alfonso would like a reminder notice of the FHA smoking policy put into the March 2024 newsletter.

**Oxford Terrace Land 2.2 Acres**

Director Falone informed the Board there are papers stating the 2.2 acres of land near Oxford Terrace is a Non-Profit, FAIR (Fairhaven Affordable Independent Residences, Inc.). CPC funds were used to pay for the lawyer to set up the Non-Profit. It was incorporated in 2009. It is active. The Board members are Jay Simmons, Charles Murphy and Jeffrey Lucas. The Director is still looking into the feasibility study.

**NEW BUSINESS:**

**Change Order No. 017 – Project #094069 – MODPhase - Oxford Terrace**

The Board reviewed Vareika Construction's proposed change order number 017 in the amount of \$139,980.34, the work to be performed, as well as the individual costs. The total amount to date for change orders is \$691,828.73 out of the \$850,000.00 change order contingency included in the State money received.

**Voted: Commissioner Silveira made a motion to approve Vareika Constructions' change order number 017 in the amount of \$139,980.34. Motion seconded by Commissioner Francis. Vote unanimous.**

**Executive Director Board Review**

Chairperson Alfonso addressed Executive Director Falone & The Board:

While it is the time of year for our Executive Director evaluation, our Board did their due diligence and independently conducted their evaluation as a Board. We understand and appreciate the important challenges that Executive Director Falone has encountered and how well she has used her skills in addressing them. Some of her many strengths include being a good listener and communicator as well as having strong leadership qualities. Executive Director Falone continues in being well prepared at all of the board meetings and exceeds in keeping the Board well informed on all issues. Executive Director Falone meets all required assignments and is especially great with quick responses in the concerns of the Board. The Board overwhelmingly has come to the consensus that the Executive Director is meeting all goals and organizational strategies including short and long range planning. She is an asset to the Housing Authority. The Board thanks Director Falone for a great job and looks forward to working with her in the future.

**Reject Lowest Bidder for Project #094092**

Director Falone is requesting the Board reject the lowest bidder, Encore Contracting Services, for project #094092, based on an unfavorable reference from Foxboro Housing Authority. The DCAMM evaluation was given to the Board for review.

**Voted: Commissioner Manzone made a motion to reject the lowest bidder, Encore Contracting Services, on project #094092. Motion seconded by Commissioner Silveira. Vote unanimous.**

**Approve Second Lowest Bidder for Project #094092**

Director Falone is requesting the Board approve the second lowest bidder for project #094092, Triumph Roofing, Incorporated. The review and recommendation from RGB Architects was given to the Board for review.

**Voted: Commissioner Manzone made a motion to approve the second lowest bidder, Triumph Roofing, Incorporated, on project #094092. Motion seconded by Commissioner Francis. Vote unanimous.**

**Certificate of Final Completion for Project #094079**

The Certificate of Final Completion for Project #094079, NENA Construction, Incorporated, for \$25,532.22, was given to the Board for review.

**Voted: Commissioner Francis made a motion to approve and place on file the Certificate of Final Completion for Project #094079, NENA Construction, Incorporated, for \$25,532.22. Motion seconded by Commissioner Manzone. Vote unanimous.**

**Certificate of Final Completion for Project #094083**

The Certificate of Final Completion for Project #094083, Brite Lite Electrical Company, Incorporated, for \$9,933.75, was given to the Board for review.

**Voted: Commissioner Manzone made a motion to approve and place on file the Certificate of Final Completion for Project #094083, Brite Lite Electrical Company, Incorporated, for \$9,933.75. Motion seconded by Commissioner Francis. Vote unanimous.**

**Waitlist Update 2024**

The Director gave the Board the Waitlist Statistics for the Housing Authority for review.

There are 11,677 Family Applicants, 1,817 Elderly Applicants, 2,448 Under 60 Disabled Applicants for a total of 15,024 Applicants.

**Tabled Items**

None.

**Communications/Correspondence**

The FHA February 2024 Newsletter was mailed to the Board for review.

**Items/Documents/Forms Not Anticipated**

The Board needs to certify that the Fairhaven Housing Authority is in compliance with the Notification Procedures for Federal and State Lead Paint Laws. The Board also needs to certify the Fairhaven Housing Authority's Top 5 Compensation Form and the Certification of Year End Financial Statements and Tenants Accounts Receivables Data. The Director will submit these forms to EOHLIC as part of the year end procedures.

**Director's Update – February 15<sup>th</sup>, 2024**

Director Falone gave the Board an update on what has been going on at Fairhaven Housing Authority.

The Housing Authority has a full staff. Kevin Wood has joined the maintenance staff and everyone is happy to have him on board. He came to us from the City of Fall River's Water Department. He is a great asset. Director Falone sat down with all the administrative and maintenance staff individually for annual reviews and to set goals for 2024. One of the objectives has already been met by our maintenance laborer. Schedules were posted in the common area bathrooms and laundry rooms where you can see when the last time the bathroom and/or laundry room was cleaned. The Sheriff's office has had their work crew over at Dana Court painting the ceilings and walls. It was supposed to be a two week project but it is heading into week three. The trash contract is up and an RFQ will be sent out to three or four companies. In Resident Services news the first meeting with the dietician was to help the tenants to work on healthy New Years resolutions. Kendra is busy preparing the annual report to be submitted to EOHLIC for her grant continuation. There was a Valentine's Day party yesterday and a St. Patrick's Party, with bag piper Thomas Thayer, in March. There will be RSC outreach all month at all complexes. A survey is being sent to all residents to see what activities they would like to have in the future. In maintenance & project news Wing C of the ModPhase Project at Oxford Terrace has been pushed back a couple of weeks to the end of March. The maintenance utility building project is moving forward. The design update was accepted at \$610,697.00. The roofs are finished at the cottages and the walkthrough was completed. The project is still open for the rock bed drainage to take place in the spring. After a walk through with the designer there is a tentative design for the exterior brick work, balcony repair & repointing at Dana Court. The design for the electrical upgrade to incorporate new stoves at the cottages has been submitted to EOHLIC. The roof project at Building 100 was on this meeting's agenda to accept the second lowest bid. LEAN came in on 12/18/2023 to advise on Air Source Heat Pumps at Anthony Haven. There has been no follow up on this visit.

New projects for 2024:

#094091 - Oxford Terrace Fire Alarm Upgrade (After the ModPhase Project is completed)

#094093 - Anthony Haven Bathroom Exhaust

#094094 - Anthony Haven Window Replacement (Possible LEAN Project)

#094095 - Green Meadows Building 100 Hardwire Smokes & CO2s

**Questions or Concerns of Commissioners**

Chairperson Alfonso gave kudos to maintenance for their snow removal efforts during the storm last Tuesday.

**Future Agenda Items**

None.

**Adjournment**

**Voted: Commissioner Francis made a motion to adjourn at 3:05 p.m. Motion seconded by Commissioner Silveira. Vote unanimous.**

Respectfully submitted,

*Janet Falone*

Janet Falone  
Executive Director

*JEF/kmm*