

MINUTES

REGULAR MEETING

FAIRHAVEN HOUSING AUTHORITY

JULY 18, 2019

Commissioner Rousseau called the Regular Meeting of July 18, 2019 to order at 1:01p.m.

PRESENT: Jean Rousseau, Anne Silveira, Nicholas Sylvia. Chairman Simmons arrived at 1:05 p.m. and Commissioner Farrell arrived at 1:10 p.m.

STAFF: Krisanne Sheedy, Jo-Ann Turgeon

TENANTS: Linda Amaral, Leroy Bowman, Jane Burnell, Jocelyn Roderick, Elizabeth Jesus, Lillian Horsley and Diane Botelho of Dana Court.

The minutes were recorded by Jo-Ann Turgeon.

Acceptance of the Minutes of the Regular Meeting of June 20, 2019

Voted: Commissioner Rousseau made a motion to accept the Minutes of the Regular meeting of June 20, 2019. Motion seconded by Commissioner Silveira. Vote unanimous.

Acceptance of the Minutes of the Executive Session – June 20th, 2019

Voted: Commissioner Rousseau made a motion to accept and place on file the Minutes of the Executive Session of June 20th, 2019 but not make them available to the public. Motion seconded by Commissioner Silveira. Vote unanimous.

Tenant Participation

Dana Court Tenants-Issues and Requests

Tenants from Dana Court attended the Board meeting voicing their concerns regarding the air conditioner in the common area. Linda Amaral and Leroy Bowman stated it is filthy and only works well when just a few people are in the room. Mr. Bowman asked the Board why tenants are not able to place chairs on the new blacktop on the walkways as the chairs leave divots in the blacktop but they are able to place chairs in the parking lot without making divots. Tenants feel that the asphalt placed down in the parking lot is not the same as the asphalt on the walkways. Director Sheedy explained she contacted Mike Carter at GCG who assured her the asphalt in the parking lot and the walkways are the same but the parking lot was rolled out by a much heavier roller than the walkways and that is probably the reason. Mr. Bowman also stated there is a flea problem at Dana Court. Tenants informed the Board the bushes near the dumpster and flagpole are half dead. They would like to see them removed and grass planted so they can put chairs over there instead of on the walkway or cement. They also asked the Board if the octagon picnic table can be moved over near the flagpole. Tenants presented photos to the Board of the areas they were referring to. Commissioner Farrell agreed the bushes are an eyesore and should be removed. Chairman Simmons requested the photos be collected and kept as part of the meeting. Commissioner Silveira expressed her resentment of Dana Court tenants calling their building a "ghetto." Tenants are also asking for the gazebo to be moved from the back of the building to the front. They feel they need some kind of shelter for tenants who are waiting for a ride. Chairman Simmons stated the Authority will not move the gazebo but, if necessary, will purchase another gazebo. Ms. Amaral stated Dana Court needs a few more signs reading "Resident Parking Only." Ms. Amaral asked the Board if residents could place some kind of mesh along the bottom part of the patio rails in order to keep skunks off the porch. Chairman Simmons let the tenants know in order to discuss all these issues as a Board, they will have to be placed on next month's agenda. He thanked the tenants for coming and encouraged them to attend the next Board meeting.

Approval of the Warrant – Bills from June 21st, 2019 through July 12th, 2019

Commissioner Rousseau asked about the WB Mason invoice for maintenance supplies noting that he thinks the invoice should be under office supplies. The Director stated that some of our maintenance supplies are stocked by WB Mason, such as paper towels, so the Authority has been ordering through them.

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Voted: Commissioner Farrell made a motion to approve the warrant from June 21st, 2019 through July 12th, 2019. Motion seconded by Commissioner Rousseau. Vote unanimous.

Approval of the Warrant – Bills from July 13th, 2019 through July 18th, 2019

Commissioner Farrell asked the Director if the Authority had a contract with the company we purchased the copier from. The Director stated we have a contract for the copier to be serviced. He asked about the trash removal fees. The Director stated that is the standard fee for trash removal and some of the complexes have multiple pickups per week.

Voted: Commissioner Rousseau made a motion to approve and place on file the warrant for bills from July 13th, 2019 through July 18th, 2019. Motion seconded by Commissioner Silveira. Vote unanimous.

Current Cash Forecast

The current cash forecast from 4/1/2019 through 6/30/2019 was given to the Board for review.

Voted: Commissioner Rousseau made a motion to accept and place on file the Current Cash Forecast for the period 4/1/2019 through 6/30/2019. Motion seconded by Commissioner Silveira. Vote unanimous.

Tenant Credit Accounts

The tenant accounts receivable credit balances for June 30th, 2019 were reviewed by the Board. They were also given an aging report for review.

Voted: Commissioner Rousseau made a motion to accept and place on file the Tenant Credit Account balances for June 30, 2019. Motion seconded by Commissioner Silveira. Vote unanimous.

Utility Spreadsheets

The Utility Spreadsheets for June 2019 were reviewed by the Board. The Director stated to the Board the Authority is making some headway as far as receiving the rest of the net metering credits that were due.

Voted: Commissioner Rousseau made a motion to accept and place on the file the utility spreadsheets for electric and gas for June 2019. Motion seconded by Commissioner Silveira. Vote unanimous.

Fenton, Ewald & Associates – June 2019 Financials

Director Sheedy informed the Board that the accountant would like to see the reserves heading in the other direction but is pleased with the way things are with the Authority.

Voted: Commissioner Rousseau made a motion to accept and place on file the Fenton, Ewald and Associates June 2019 Financials. Motion seconded by Commissioner Silveira. Vote unanimous.

Fenton, Ewald & Associates – June Quarterly 2019 Financials

Voted: Commissioner Rousseau made a motion to accept and place on file the Fenton, Ewald and Associates June 2019 Quarterly Financials. Motion seconded by Commissioner Silveira. Vote unanimous.

Old Business

Security @ Complexes

Commissioner Rousseau asked if the cameras at Building 100 were completed. The Director stated they are not but can possibly be installed during the time maintenance needs to be there for the roof fan replacements.

Old Business

FHA Tree/Landscape Plan

Director Sheedy gave the Board the spec for the landscape work, a list of companies that received the landscape spec along with a quote from the one company that responded. One other company asked for an extension. The Board discussed the cost and the scope of work that is being proposed.

Voted: Commissioner Rousseau made a motion to accept the proposal from B. Melo Landscaping and give the Executive Director discretion as to what services will be needed and to negotiate pricing. Motion seconded by Commissioner Silveira. Vote unanimous.

Chairman Simmons asked the Director to place Dana Court seating, shelter, removal of the bushes and the placement of benches on the agenda as a separate item for discussion next month.

Old Business

Pest Control

Director Sheedy will look into the flea issue at Dana Court. This is the first time that she has heard of it.

Old Business

Bicycle Storage

Commissioner Rousseau asked if a bicycle rack is in place at Anthony Haven. The Director told the Board there is not a rack there but she will have maintenance take care of it.

Old Business

MOD Phase / Supportive Services APP

Director Sheedy and Molly Parris from RCAT finalized the Capital Assistance Plan. They discussed the list of projects needed to be done in order to upgrade Oxford Terrace. Molly is putting together estimates that are required for the Senior Supportive Housing application. One of the items on the list will be replacing all the tubs at Oxford with a walk in shower and a full roll-in for the six handicap units. The application is due on September 13th in order to be considered and will need a vote from the Board at the August meeting. At that time the Board should have a clear list of what the Authority is looking to do and possible costs. She will re-connect with Coastline Elderly Services who will hopefully provide additional support services and a resident coordinator to either work with Diane Rocha or allow Diane Rocha to take care of the other complexes. She needs to do some research and find out if the Authority has to pay for those additional services. Tenants will also have to be moved to other apartments or to a hotel and their belongings into storage and she needs to know who will cover that cost.

Voted: At 2:56 p.m. Chairman Rousseau made a motion to take a 5 minute recess. Motion seconded by Chairman Simmons. Vote unanimous.

The Board reconvened at 3:04 p.m.

Old Business

Vacant Land Development

Director Sheedy informed the Board she sent in to the state that the Authority is interested in working on the Authority's vacant land behind Anthony Haven as the Public Housing Notice had asked her to do. They responded stating they were looking for public housing existing land, not a vacant lot. They stated they would have Laura Shufelt of Mass Housing Partnership come to Oxford Terrace to further discuss the vacant land. The Authority will move forward and see what she suggests. The Board discussed in detail the e-mail they received from the Director of Planning and Economic Development, Paul H. Foley, suggesting a dog park for that vacant lot.

Voted: Commissioner Farrell made a motion to have the Director respond to the e-mail from the Director of Planning & Economic Development that the Board is not in support of a dog park at the North Street location. Motion seconded by Commissioner Rousseau. Vote unanimous.

New Business**Approve Capital Plan**

Director Sheedy presented the Capital Improvement Plan from the Regional Capital Assistance Team to the Board for review and discussion and asked the Board to inform her of any other projects they think could be added to the Plan.

Voted: Commissioner Rousseau made a motion to approve the Capital Plan for Fiscal year 2020 as presented. Motion seconded by Commissioner Silveira. Vote unanimous. Commissioner Sylvia was not present but had no objections when he returned.

New Business**Executive Director Performance Evaluation**

Chairman Simmons asked the Director to provide a list of things that have been done and what projects the Director plans to complete in the future to the Board. Some board members have already submitted the evaluation forms.

New Business**DHCD Tenant Survey Results**

Director Sheedy submitted a Resident Survey form from the Department of Housing and Community Development and two reports of the results of that survey showing how Fairhaven Housing Authority compared with other medium housing authorities and the entire state. 150 surveys out of 284 were completed from Fairhaven Housing Authority. Overall, Fairhaven Housing Authority scored above average.

Voted: Commissioner Farrell made a motion to accept and place on file the DHCD tenant survey results. Motioned seconded by Commissioner Rousseau. Vote unanimous.

New Business**Renew RCAT contract**

The Regional Capital Assistance Team is a group of project managers who work with the authorities to get projected and capital planning going. \$50,000 is the ceiling of what they could work with but now it has expanded to \$100,000. The Director informed the Board RCAT does very well with capital planning and she does not have a problem renewing the three year contract. It is of no cost to the Authority. The Board reviewed the RCAT contract.

Voted: Commissioner Rousseau made a motion to renew the three year RCAT contract. Motioned seconded by Commissioner Silveira. Vote unanimous.

New Business**A/C or Space Heaters at Oxford**

The Director wanted to make the Board aware that the heat pumps are in every apartment at Oxford Terrace providing heat and air conditioning. Most tenants are happy with it but she heard comments from time to time that the air conditioning or the heat is not sufficient. She has heard some tenants have put in space heaters in addition to the heat pumps and she now received information that an additional air conditioner has been placed in a tenant's bedroom window. She made a verbal request for the Tenant to remove the air conditioner but the tenant has provided a doctor's letter for the need of the additional air conditioner. Based on that, the Director thinks others will do the same. Commissioner Farrell suggested that when a reasonable accommodation such as this is requested, maintenance needs to go into the apartment and do laser thermal testing to see if the temperature is within the scope of what the law allows and make sure it is documented. Commissioner Rousseau suggested if an additional air conditioner has been installed without permission of the Authority, that they be informed in writing that this is a lease violation. Commissioner Farrell asked the Director to send a memo out the Oxford tenants that AC's are not allowed at Oxford Terrace and place the topic on the agenda for

discussion next month. Director Sheedy will place a call to the Attorney Grace. The Board will revisit the topic next month.

Tabled Items

None.

Communications/Correspondence**FHA Newsletter - July 2019**

Commissioner Farrell suggested to place in the newsletter for next month a reminder for tenants to ask their visitors and family to park in the visitor's parking lot.

Voted: Commissioner Farrell made a motion to place on file the Fairhaven Housing Authority July 2019 newsletter. Motion seconded by Commissioner Rousseau. Vote unanimous.

Mass NAHRO Newsletter - July 2019

A July 2019 Mass NAHRO newsletter was not available.

Items/Documents/Forms Not Anticipated

Director Sheedy put on the table a letter from DHCD regarding the CHAMP website. Commissioner Farrell noted that the number family applications have significantly increased in the last month and asked the Director if the family waitlist can be closed. The Director will contact DHCD and make a formal request. The Board discussed the number of vacancies this year at Fairhaven Housing Authority and talked about ways to cut the time a vacancy is turned over.

Directors Report – July 18th, 2019

Director Sheedy informed the Board she will be on vacation beginning July 25th and will be returning on August 5th. The Authority's AUP audit will be conducted on Monday, July 22nd.

Voted: Commissioner Rousseau made a motion to accept and place on file the Directors Report for July 18th, 2019. Motion seconded by Commissioner Farrell. Vote unanimous.

Questions or Concerns of Commissioners

Commissioner Silveira feels it is necessary to increase the Resident Service Coordinator's hours. Commissioner Farrell agreed. Chairman Simmons is in agreement but would like the Board to be informed as to how she will use the additional hours she will be given.

Voted: Commissioner Rousseau made a motion to, at the discretion of the Director, place the Resident Service Coordinator on full time hours as long as she is available and the budget can support the expense. Motion seconded by Commissioner Silveira. Vote unanimous.

Future Agenda Items

None.

Adjournment

Voted: Commissioner Rousseau made a motion to adjourn at 5:06 p.m. Motion seconded by Commissioner Silveira. Vote unanimous.

Respectfully submitted,

Kris Sheedy

Krisanne Sheedy
Executive Director

KS/jt