

MINUTES

REGULAR MEETING

FAIRHAVEN HOUSING AUTHORITY

JUNE 20th, 2019

Chairman Simmons called the Regular Meeting of June 20th, 2019 to order at 1:13 p.m.

PRESENT: Jay Simmons, Jean Rousseau, Anne Silveira, John Farrell, Nicholas Sylvia

STAFF: Krisanne Sheedy, Kim Marie McArdell

TENANTS: Rod Lopez of Anthony Haven.

The minutes were recorded by Kim Marie McArdell.

Acceptance of the Minutes of the Regular Meeting – May 16th, 2019

Voted: Commissioner Rousseau made a motion to accept and place on file the Minutes of the Regular Meeting of May 16th, 2019. Motion seconded by Commissioner Silveira. Chairman Simmons, Commissioner Rousseau, and Commissioner Silveira voted yes. Commissioner Farrell and Commissioner Sylvia abstained.

Tenant Participation

Rod Lopez told the Board that the grass at Anthony Haven needs to be mowed more often and more efficiently; also the weed whacking needs to be done at the same time. He suggested the Housing Authority hire seasonal help for the yard work. Chairman Simmons stated that the rain has been prohibitive this season. Commissioner Farrell stated that it is not just here at the Housing Authority but everywhere that landscaping is behind schedule because the rain has been an issue this season. Commissioner Silveira would like the entrances at all of the complexes be a little neater. Commissioner Rousseau would like to see a spring & fall cleanup at all of the complexes. Director Sheedy will look into getting a landscape company for the spring & fall cleanups as well as a backup for maintenance if needed. She will also have two more urns of flowers placed at the back entrance of Anthony Haven. Mr. Lopez would like a mini split unit placed in the community room at Anthony Haven so they do not have to ask for the air conditioner to be put in/out of the window. Commissioner Rousseau suggested looking into just a unit for air conditioning as the room has central heating.

Approval of the Warrant – Bills from May 17th, 2019 through June 14th, 2019

Voted: Commissioner Rousseau made a motion to accept and place on file the warrant from May 17th, 2019 through June 14th, 2019. Motion seconded by Commissioner Silveira. Vote unanimous.

Approval of the Warrant – Bills from June 15th, 2019 through June 20th, 2019

Commissioner Silveira questioned what the mileage reimbursement is for the Housing Authority's employees who attend training. The Director explained that the state rate is \$.45 per mile.

Voted: Commissioner Rousseau made a motion to accept and place on file the warrant for bills from June 15th, 2019 through June 20th, 2019. Motion seconded by Commissioner Silveira. Vote unanimous.

Tenant Credit Accounts

The tenant accounts receivable credit balances for May 31st, 2019 were reviewed by the Board. Commissioner Farrell would like to see a tenant aging report for 30-60-90 days & total at the next Board meeting.

Voted: Commissioner Rousseau made a motion to accept and place on file the Tenant Credit Account balances for May 31st, 2019. Motion seconded by Commissioner Silveira. Vote unanimous.

Utility Spreadsheets

The Utility Spreadsheets for May 2019 were reviewed by the Board. Chairman Simmons would like Director Sheedy to look into when the refunds from Clearway are to be accepted.

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

Fenton, Ewald & Associates – April 2019 Financials

Director Sheedy informed the Board that the Housing Authority has a healthy reserve of 145%.

Voted: Commissioner Rousseau made a motion to accept and place on file the April 2019 Financials. Motion seconded by Commissioner Silveira. Vote unanimous.

Fenton, Ewald & Associates – May 2019 Financials

The May 2019 financials were reviewed by the Board.

Voted: Commissioner Rousseau made a motion to accept and place on file the May 2019 Financials. Motion seconded by Commissioner Silveira. Vote unanimous.

Old Business**Security @ Complexes**

The Director informed the Board there was an issue with a tenant who has been yelling off their balcony at all hours. The police have responded to other tenant complaints/calls. Director Sheedy & Diane will be meeting with the tenant.

Old Business**FHA Tree/Landscape Plan**

Director Sheedy will be working with Amanda (Formerly with G. Bourne Knowles) regarding the fall plantings. Commissioner Rousseau would like to see a spring & fall cleanup at all of the complexes. Commissioner Silveira would like to see the hedges trimmed & mulch at all of the complexes. Commissioner Farrell would like Director Sheedy to look into part time seasonal staff for landscaping/grounds keeping. The Director will look into getting either a landscape company or a seasonal employee and get back to the Board.

Old Business**Pest Control**

Director Sheedy is working on the proposals for preventative/scheduled pest control. She is thinking of putting the proposal back out to bid. Commissioner Silveira would like a warning notice put into July's Newsletter about the Fisher Cat that has been on the property.

Old Business**Bicycle Storage**

The Board had a lengthy discussion regarding putting a bicycle storage shed at Anthony Haven.

Voted: Commissioner Farrell made a motion to place a shed at Anthony Haven for bicycle storage. Motion seconded by Chairman Simmons. Commissioner Rousseau, Commissioner Silveira, Commissioner Farrell, & Commissioner Sylvia opposed. The motion does not carry.

Old Business**MOD Phase / Supportive Services APP**

The Director informed the Board that this is an elaborate program. It is a capital improvement initiative to provide service rich environments that allow residents to age in their community. This will be done in partnership with a local service agency like Coastline. This will transform one development into an ADA compliant property. This will be a very large, multi-year project. There are a lot of requirements for the application due September 13th, 2019. Molly from RCAT will be helping the Director with the process. The Board, as a whole, agrees that Director Sheedy move forward with the process.

New Business**Vacant Land Development**

Director Sheedy informed the Board that the Massachusetts Housing Partnership is offering technical assistance, valued at up to \$25,000.00, for any local housing authority interested in developing vacant land. A letter of support from the Board needs to be included in the email request. The Board would also like the Director to inquire with the town regarding the field behind Anthony Haven.

Voted: Commissioner Rousseau made a motion of support for the request of technical assistance. Motion seconded by Commissioner Silveira. Vote unanimous.

New Business**Summer Holiday Schedule**

The Director asked the Board if the office can be closed on July 5th, 2019.

Voted: Commissioner Silveira made a motion to close the office on July 5th, 2019. Motioned seconded by Commissioner Farrell. Vote unanimous.

Voted: Commissioner Farrell made a motion to close the office at noon on August 30th, 2019. Motioned seconded by Commissioner Rousseau. Vote unanimous.

New Business**Revised Candle Policy**

Director Sheedy presented the Board with a more detailed candle/open flame policy draft.

Voted: Commissioner Farrell made a motion to approve the candle/open flame policy draft. Motioned seconded by Commissioner Rousseau. Vote unanimous.

New Business**Release of Final Retainage – Dana Court Paving**

Voted: Commissioner Farrell made a motion to approve the full release of retainage for the Dana Court Paving Project. Motioned seconded by Commissioner Rousseau. Vote unanimous.

New Business**Award Low Bid – Anthony Haven Masonry Project**

The Director informed the Board that Costa Brothers Masonry of Fairhaven won the bid for the masonry project at Anthony Haven.

Voted: Commissioner Farrell made a motion to approve the low bid to Costa Brothers Masonry for \$113,000.00. Motioned seconded by Commissioner Rousseau. Vote unanimous.

New Business**Certificate of Sub & Final Completion – Auto Doors at Oxford Terrace**

Voted: Commissioner Farrell made a motion to approve and pay the certificates of substantial & final completion of \$3,862.50 for the automatic doors at Oxford Terrace. Motioned seconded by Commissioner Rousseau. Vote unanimous.

New Business**Approve Proprietary Window – 100 McGann Terrace**

Director Sheedy presented the Board with the information regarding the bedroom window replacement option for building 100 at McGann Terrace. The project is a CPC partial awarded job.

Voted: Commissioner Farrell made a motion to approve the Anderson 400 Series tilt-wash double-hung windows. Motioned seconded by Commissioner Sylvia. Vote unanimous.

New Business**Bad Debt Write Off**

The Director informed the Board that a tenant passed away leaving a \$428.00 balance owed to the Housing Authority.

Voted: Commissioner Rousseau made a motion to approve the bad debt write off of \$428.00. Motioned seconded by Commissioner Silveira. Vote unanimous.

New Business**DHCD Wage/Asset Approval**

Director Sheedy apprized the Board of Public Housing Notice 2019-16. The Board will need to give approval regarding wage match. This approval will indicate that all authorized employees have read & signed attachments E/F.

Voted: Commissioner Farrell made a motion to approve, accept and adopt the DHCD Wage Asset Match Procedures. Motioned seconded by Commissioner Rousseau. Vote unanimous.

Tabled Items

None.

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

The Director informed the Board that State Representative William Straus visited Oxford Terrace today. He went table to table and talked to all the residents who attended. The request he received most frequently was for a crosswalk in front of Oxford Terrace. Representative Straus is going to bring this request to the attention of the State Department of Transportation. Commissioner Farrell would like a notice put into July's Newsletter about not feeding the wildlife on the property.

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

MassNAHRO Newsletter - June 2019

Director Sheedy informed the Board that there is no MassNAHRO Newsletter. They will be doing weekly mini newsletter email updates. MassNAHRO is working on the time frame of when actual newsletters will be done.

Items/Documents/Forms Not Anticipated

Chairman Simmons would like Director Sheedy to send a card to Greg Tutcik thanking him for his service on the Board and wishing him well in his future endeavors. The Director presented the Board with a response letter to DHCD regarding the Housing Authority's Performance Management Review results.

Directors Report – June 20th, 2019

The Director informed the Board that the Housing Authority's wait list has 417 applications for the six family units and 419 applications for the elderly-handicapped-disabled units. Director Sheedy wanted the Board to be aware how cumbersome the new state CHAMP system is and how unmanageable the waiting lists have become. The Board agrees that the Director can advocate for the Fairhaven Housing Authority in simplifying the application process.

Voted: Commissioner Rousseau made a motion to accept and place on file the Directors Report for June 20th, 2019. Motion seconded by Commissioner Silveira. Vote unanimous.

Questions or Concerns of Commissioners

Commissioner Silveira would like the other Board members to take a ride around and look at the porches at all of the complexes. She would like the porch policy placed on next month's agenda.

Future Agenda Items

Tenant Porch Policy

Voted: Commissioner Rousseau made a motion to take a three minute recess. Motion seconded by Commissioner Farrell. Vote unanimous.

At 4:48 p.m. Chairman Simmons announced that the Board would be going into Executive Session to discuss strategy with respect to collective bargaining or litigation. If an open meeting may have detrimental effect on the bargaining or litigation position of the public body and the chair so declares in open session the Board may go into Executive Session. Chairman Simmons noted that the Board would reconvene in open session upon the conclusion of the Executive Session. Roll call Vote: Chairman Simmons Yes, Commissioner Silveira Yes, Commissioner Farrell Yes, Commissioner Sylvia Yes, Commissioner Rousseau Yes. The Board entered into Executive Session.

At 5:23 p.m. Commissioner Rousseau made a motion that the Board reconvene the Open Session of the Fairhaven Housing Authority Regular Meeting. Motion seconded by Commissioner Farrell. Roll call Vote: Chairman Simmons Yes, Commissioner Silveira Yes, Commissioner Farrell Yes, Commissioner Sylvia Yes, Commissioner Rousseau Yes. The Board entered into Regular Session.

Adjournment

Voted: Commissioner Sylvia made a motion to adjourn at 5:25 p.m. Motion seconded by Commissioner Rousseau. Vote unanimous.

Respectfully submitted,

Kris Sheedy

Krisanne Sheedy
Executive Director

KS/kmm