

MINUTES

REGULAR MEETING

FAIRHAVEN HOUSING AUTHORITY

MAY 16th, 2019

Chairman Simmons called the Regular Meeting of May 16th, 2019 to order at 1:52 p.m.

PRESENT: Jean Rousseau, Anne Silveira, Chairman Simmons arrived at 1:45 p.m.

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 – April 18th, 2019

Voted: Commissioner Rousseau made a motion to accept and place on file the Minutes of the Regular Meeting of April 18th, 2019. Motion seconded by Commissioner Silveira. Vote unanimous.

Tenant Participation

Rod Lopez told the Board that the gutters are leaking at the seams near the entrance ways of Anthony Haven. Director Sheedy will have maintenance look at them. Mr. Lopez is upset that he has to move his bicycle from the hallway of the building. Commissioner Rousseau stated that the bicycle is blocking the entrance to the maintenance room and is against the no storage in common areas policy of the Housing Authority. A concrete pad is incorporated into the masonry project being completed this year. Maintenance will install a bicycle rack and build a covering once the pad is completed. Chairman Simmons suggested getting a small storage shed for bicycles only until the covered rack is completed. Director Sheedy will look into options for a shed.

Approval of the Warrant – Bills from April 19th, 2019 through May 10th, 2019

Commissioner Rousseau asked about the Araujo Brothers invoice. The Director informed the Board that the invoice was for a new computer board & its installation for one of the mini split units at Oxford Terrace.

Voted: Commissioner Rousseau made a motion to accept and place on file the warrant from April 19th, 2019 through May 10th, 2019. Motion seconded by Commissioner Silveira. Vote unanimous.

Approval of the Warrant – Bills from May 11th, 2019 through May 16th, 2019

Voted: Commissioner Silveira made a motion to accept and place on file the warrant for bills from May 11th, 2019 through May 16th, 2019. Motion seconded by Commissioner Rousseau. Vote unanimous.

Tenant Credit Accounts

The tenant accounts receivable credit balances for April 30th, 2019 were reviewed by the Board.

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

Utility Spreadsheets

The Utility Spreadsheets for April 2019 were reviewed by the Board.

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

Fenton, Ewald & Associates – March 2019 Financials

The March 2019 financials were reviewed by the Board.

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

Fenton, Ewald & Associates – March 2019 Quarterly Financials

Director Sheedy informed the Board that the Housing Authority is on track and the accountant has no concerns.

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

Old Business

Security @ Complexes

Director Sheedy informed the Board there was a tenant to tenant exchange at another building where the police were called. The issue was resolved by the police and she has a copy of the report. Chairman Simmons asked if the conflict resolution committee could be helpful. The Director stated that she can suggest mediation as this is a long standing feud not bullying. Director Sheedy & Diane will be meeting with a couple here at Oxford Terrace who had woken their neighboring tenants with a late night argument. The Director is also working on having the agreement signed from the mediation that was held between two tenants here at Oxford Terrace.

Old Business**FHA Tree/Landscape Plan**

The Director informed the Board that the next step of work by G. Bourne Knowles will be the planting of new flowering, low maintenance trees in the fall. Maintenance has started the mowing and trimming on the grounds. Smoky & Manny have been putting in flowers at all of the building front entrances.

Old Business**Pest Control**

Director Sheedy informed the Board that a bed bug issue was contained at one unit and has had two treatments. Waltham Pest Services believes a third treatment will probably not be needed; just an inspection. Waltham Pest Services is one of the two proposals received. They quoted \$4,570.00 for yearly fees. Flynn Pest Control quoted \$2,040.00. Flynn Pest Controls proposal was not written to agree with the spec provided. Chairman Simmons asked the Director to speak to Flynn Pest Control about the differences in the proposal and to then make the decision.

Old Business**Bicycle Storage**

Bicycle storage was discussed during Tenant Participation.

Old Business**E.D. Contract Info – Possible Lawsuit**

The Director informed the Board there will be a meeting on May 29th, 2019 between the lawyer putting together the law suit, MassNAHRO, and the potential plaintiffs. Director Sheedy will be attending and will keep the Board informed.

Old Business**Board Member Appointment**

Chairman Simmons informed the Board that the official notice from the town shows a member of the Planning Board and Nicholas Silvia will be submitting letters of interest in the vacant Board position. Letters of interest may be submitted to the Selectman's Office until Wednesday, May 29th, 2019. The joint meeting with the Selectmen is scheduled for Monday, June 3rd, 2019. This position will be on the ballot in 2020.

New Business**Results of Performance Management Review**

Director Sheedy informed the Board that the Housing Authority's Performance Management Review went fine. The Authority was under spent on budget line item extraordinary maintenance; the accountant is looking into not having to allocate specific funds into that account. There were no health or safety violations. Jim, Scott Becca & Kim will be attending a Regional DHCD Inspection Training in June. The Director and the maintenance staff are reviewing a potential new work order system with tablets and or cell phones. Chairman Simmons would like the Director to put together a response to DHCD regarding any negative items.

New Business**Certificate of Final Completion & Release of Retainage – Oxford Terrace Roof Fan Project**

Commissioner Rousseau noted that the contract for descriptions were different from page one to page two and would like them corrected. Chairman Simmons questioned the change order of \$14,785.37. Director Sheedy explained it was for wiring issues that were found during installation of the timer switches. Chairman Simmons expressed his dissatisfaction with the planning and design architects as well as the engineers who miss items that should be included in the design but end up becoming costly change orders. Chairman Simmons does not find the change orders acceptable on a continued basis.

Voted: Commissioner Rousseau made a motion to approve the final completion for Araujo Bros. Plumbing & Heating in the sum of \$7,534.10. Motion seconded by Commissioner Silveira. Commissioner Rousseau & Commissioner Silveira voted in favor. Chairman Simmons Opposed.

New Business**Partial Release of Retainage – Dana Court Paving Project**

The Certificate of Final Completion will follow when the punch list is finalized; the hydro seeding still needs to be completed.

Voted: Commissioner Silveira made a motion to approve the partial release of retainage for Century Paving & Construction in the sum of \$5,639.30. Motion seconded by Commissioner Rousseau. Commissioner Rousseau & Commissioner Silveira voted in favor. Chairman Simmons Opposed.

New Business**Senior Supportive Services Application – September 19th, 2019**

Director Sheedy informed the Board that the Housing Authority is on the list for potential Capital Grants through the ModPHASE initiative. The Director will be meeting with Paula Shiner of Coastline as well as sitting in on a state info session next month. Director Sheedy believes that the application should be submitted for the Oxford Terrace Development. Oxford Terrace is the development most likely to meet the eligibility requirements and has the best possibilities. Chairman Simmons would like this topic kept on the agenda.

Tabled Items

None.

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

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

MassNAHRO Newsletter - May 2019

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

Items/Documents/Forms Not Anticipated**Public Housing Notice 2019-13 - Technical Assistance for Vacant Land Development**

The Director informed the Board that Massachusetts Housing Partnership is offering technical assistance for any Local Housing Authority interested in opening up surplus land for development. Director Sheedy will be reaching out to the MHP. Chairman Simmons would like the Director to look into the Boy Scouts or Sheriffs Crew for clearing/cleaning up the land and making it walkable. Chairman Simmons would like this topic kept on the agenda.

Directors Report – May 16th, 2019

Voted: Commissioner Rousseau made a motion to accept and place on file the Directors Report for May 16th, 2019. Motion seconded by Commissioner Silveira. Vote unanimous.

Questions or Concerns of Commissioners

None.

Future Agenda Items

Public Housing Notice 2019-13 - Technical Assistance for Vacant Land Development

Adjournment

Voted: Commissioner Rousseau made a motion to adjourn at 4:58 p.m. Motion seconded by Commissioner Silveira. Vote unanimous.

Respectfully submitted,

Kris Sheedy

Krisanne Sheedy
Executive Director

KS/kmm