

MINUTES

REGULAR MEETING

FAIRHAVEN HOUSING AUTHORITY

AUGUST 15<sup>th</sup>, 2019

Chairman Simmons called the Regular Meeting of August 15<sup>th</sup>, 2019 to order at 1:08 p.m.

RECEIVED  
TOWN CLERK

**PRESENT:** Jay Simmons, Jean Rousseau, Anne Silveira

**ABSENT:** John Farrell, Nicholas Sylvia

2019 SEP 24 A 8:51

**STAFF:** Krisanne Sheedy, Kim Marie McArdell

**TENANTS:** Rod Lopez of Anthony Haven, Linda Amaral, Leroy Bowman, Jane Burnell, Jocelyn Roderick, Elizabeth Jesus, Lillian Horsley, Irene Moniz, Barbara Jacobs, Soonok Ferreira, Donna Donnelly, Durward Fowle and Diane Botelho of Dana Court.

FAIRHAVEN,  
MASS.

The minutes were recorded by Kim Marie McArdell.

**Acceptance of the Minutes of the Regular Meeting of July 18<sup>th</sup>, 2019**

**Voted: Commissioner Silveira made a motion to approve and place on file the Minutes of the Regular meeting of July 18<sup>th</sup>, 2019. Motion seconded by Commissioner Rousseau. Vote unanimous.**

**Tenant Participation**

Rod Lopez told the Board that the paint over the front door of Anthony Haven is peeling. Mr. Lopez believes 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 would also like the common areas of Anthony Haven cleaned more thoroughly. Director Sheedy will have maintenance see what needs to be done regarding the peeling paint. A landscaping company will be looking over the property and giving an estimate on Monday, August 19<sup>th</sup>, 2019. The Director is looking into possibilities of a worker to help with the cleaning of the common areas.

**Voted: Commissioner Rousseau made a motion to take item 8. C. in new business out of order. Motion seconded by Commissioner Silveira. Vote unanimous.**

**Dana Court Tenants-Issues and Requests**

Barbara Jacobs let the Board know that she loves living here and that maintenance does a good job; her only request would be if the outside of the windows and sliders can be cleaned. Linda Amaral would like to see the entranceway/canopy cleaned and the rat traps removed. Leroy Bowman would like to see more done with the landscaping and a fan for the upstairs hallways. Donna Donnelly would like to know if exterior mosquito & flea spraying could be done. The Board had a lengthy discussion regarding the tenant's requests. The Director will make a request to Bristol County Mosquito Control regarding spraying and will see what the exterminator can do for exterior fleas. Maintenance will see what can be done regarding the entranceway/canopy. They will also remove the rat traps as well as the white plastic chairs. A landscaping company will be looking over the property and giving an estimate on Monday, August 19<sup>th</sup>, 2019. The Board agreed that the tenants are responsible for their own window cleaning. They also voted not to put up any more parking signs.

**Voted: Commissioner Silveira made a motion to not have any more parking signs placed at Dana Court. Motion seconded by Commissioner Rousseau. Commissioner Silveira and Commissioner Rousseau voted yes. Chairman Simmons abstained.**

Chairman Simmons will keep the Dana Court items 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 July 19<sup>th</sup>, 2019 through August 9<sup>th</sup>, 2019**

The Warrant from July 19<sup>th</sup>, 2019 through August 19<sup>th</sup>, 2019 was reviewed by the Board.

**Voted: Commissioner Rousseau made a motion to approve and place on file the warrant from July 19<sup>th</sup>, 2019 through August 9<sup>th</sup>, 2019. Motion seconded by Commissioner Silveira. Vote unanimous.**

**Approval of the Warrant – Bills from August 10<sup>th</sup>, 2019 through August 15<sup>th</sup>, 2019**

Commissioner Rousseau asked the Director about the Guido's Plate Glass Service, Inc. amount paid. The Director stated that there was an entrance door that the glass needed to be replaced due to a flying rock during weed whacking/lawn maintenance.

**Voted: Commissioner Silveira made a motion to approve and place on file the warrant for bills from August 10<sup>th</sup>, 2019 through August 15<sup>th</sup>, 2019. Motion seconded by Commissioner Rousseau. Vote unanimous.**

**Tenant Credit Accounts**

The tenant accounts receivable credit balances for July 31<sup>st</sup>, 2019 were reviewed by the Board.

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

**Utility Spreadsheets**

The Utility Spreadsheets for July 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 July 2019. Motion seconded by Commissioner Silveira. Vote unanimous.**

**Fenton, Ewald & Associates – July 2019 Financials**

Director Sheedy informed the Board that she needs to work with the accountant regarding the Extraordinary Maintenance breakdown of accounts. Everything is reflected but the Director is not sure if everything is in the correct categories.

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

**Old Business****Security @ Complexes**

The Director stated that there have been a few calls to the police for disgruntled tenant to tenant calls. Sometimes for valid reasons and sometimes for perceived and not valid reasons. There were no arrests. One of the incidents did not even have a formal report it was just noted in the log. The tenant must contact the responding officer to have them add more detail. The tenant has not done so. These incidents are at the cottages where we do not have security cameras. Director Sheedy & Jim Leavitt have been looking into solar camera options. They are very pricey and will only cover a general view.

**Old Business****Pest Control**

Director Sheedy had Rebecca set flea traps inside at Dana Court. There was no evidence of flea activity.

**Old Business****Bicycle Storage**

Commissioner Rousseau noted that a tenant at Anthony Haven is still storing a bicycle in a common area of the building. Now that a bicycle rack has been provided he would like a violation letter sent to the tenant explaining that the bicycle needs to be stored either in their apartment or at the bicycle rack. The bicycle can no longer be stored in a common area of the building. Chairman Simmons would like a copy of the Housing Authorities common area storage policy included.

**Voted: Commissioner Rousseau made a motion to send a violation letter to the tenant storing their bicycle in a common area of Anthony Haven. Motion seconded by Commissioner Silveira. Vote unanimous.**

**Old Business****ModPHASE / Supportive Services APP**

The Director supplied the Board with drafts of the ModPHASE cover letter and application. Director Sheedy will be working to complete the application and the list of required attachments and exhibits due by Friday, September 13<sup>th</sup>, 2019. The Director will have an open meeting at Oxford Terrace with tenants so they can be aware, informed, and contribute if they choose to. There is a requirement of the Boards vote of application approval and certified by an extract of the meeting minutes due with the application.

**Voted: Commissioner Rousseau made a motion to approve the ModPHASE application. Motion seconded by Commissioner Silveira. Vote unanimous.**

**Old Business****Vacant Land Development**

Director Sheedy met with Laura Schufelt of Mass Housing Partnership to discuss the vacant land. Ms. Schufelt walked the 2.2 acre parcel and thought the Housing Authority could expand the land into the Oxford Terrace courtyard making the parcel larger with potential for more units on the lot. Chairman Simmons would like to make sure that if this happens that construction only be done on the original 2.2 parcel; the Oxford Terrace courtyard land would be the open space for the new development. Commissioner Rousseau and Commissioner Silveira agree with Chairman Simmons. The Director will continue to work on how to move forward with the vacant land development.

**New Business****Policy - A/C or Space Heaters at Oxford Terrace**

The Director spoke to Attorney Grace regarding the tenant who has put an air conditioner in their bedroom window at Oxford Terrace. According to Attorney Grace this is not a lease violation. She recommends generating a policy stating what is and is not admissible. The policy also needs to include the steps to follow if a second source of heat or air conditioning is required, including but not limited to; making the office aware, an assessment of the apartment temperature, and further letters to the tenants physician(s) to define their assertion of the need for an additional heat or air conditioning source. Director Sheedy will work with Attorney Grace in putting the policy together.

**New Business****Breakdown of Vacancy Numbers & Timing**

The breakdown of Vacancy Numbers & Timing were reviewed by the Board.

**Voted: Commissioner Rousseau made a motion to accept and place on file the Breakdown of Vacancy Numbers & Timing. Motion seconded by Commissioner Silveira. Vote unanimous.**

**New Business****Dana Court – Seating, Shelter, Bushes, Benches, Signs, & List of Dana Court Projects**

Taken out of order; Discussed at the beginning of the meeting after tenant participation.

**New Business****Certificate of Final Completion – Dana Court Paving**

**Voted: Commissioner Rousseau made a motion to accept and pay the Certificate of Final Completion for the Dana Court Paving Project. Motion seconded by Commissioner Silveira. Vote unanimous.**

**New Business****Anthony Haven Masonry Project – Update**

Director Sheedy supplied the Board with a copy of the memo sent to the residents of Anthony Haven giving them an overall idea of the upcoming work schedule. Chairman Simmons would like maintenance to check with the tenants to see if they need help clearing off their porches.

**New Business****Executive Director List of Accomplishments**

The Executive Director List of Accomplishments & Revised Executive Director List of Accomplishments were reviewed by the Board.

**Voted: Commissioner Rousseau made a motion to accept and place on file the Executive Director List of Accomplishments and the Revised Executive Director List of Accomplishments. Motion seconded by Commissioner Silveira. Vote unanimous.**

**Tabled Items**

None.

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

Chairman Simmons asked that the Fairhaven Feast be included in the next newsletter. Commissioner Silveira suggested a reminder for tenants to ask their visitors and family to park in the visitor's parking lot also be in the next newsletter.

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

**Mass NAHRO Newsletter - July 2019**

The Director informed the Board that Mr. David Hedison, Executive Director of Chelmsford Housing Authority, has been named the new president of Mass NAHRO. Mr. Hedison will be the one helping the staff of Fairhaven Housing Authority become the Low Income Tax Credit Managing Agent of the Oxford School.

**Voted: Commissioner Rousseau made a motion to accept and place on file the Mass NAHRO August 2019 newsletter. Motion seconded by Commissioner Silveira. Vote unanimous.**

**Items/Documents/Forms Not Anticipated**

Director Sheedy supplied the Board with layouts and a quote for furnishings for the common areas at Dana Court. Interior Resources is on the Commbuys State Bid List and has a showroom in Foxborough. There is a six to eight week turnaround time from ordering to delivery.

**Directors Report – August 15<sup>th</sup>, 2019**

The Director informed the Board that Resident Service Coordinator Diane Rocha has added four hours to her work week.

**Voted: Commissioner Rousseau made a motion to accept and place on file the Directors Report for August 15<sup>th</sup>, 2019. Motion seconded by Commissioner Silveira. Vote unanimous.**

**Questions or Concerns of Commissioners**

Commissioner Rousseau questioned when the new maintenance garage construction would begin. Director Sheedy believes a spring start for the new maintenance garage and the window replacement project at McGann Terrace Building 100. Commissioner Silveira would like to give the staff an early release on the Friday before the Labor Day Holiday. She would also like to have the next Board Meeting at McGann Terrace Building 100.

**Voted: Commissioner Silveira made a motion to close the office at noon on August 30<sup>th</sup>, 2019. Motioned seconded by Commissioner Rousseau. Vote unanimous.**

**Future Agenda Items**

Interior common area seating at Dana Court, Exterior Seating at Dana Court, Bushes/Landscaping at Dana Court, List of projects at Dana Court.

**Adjournment**

**Voted: Commissioner Rousseau made a motion to adjourn at 4:24 p.m. Motion seconded by Commissioner Silveira. Vote unanimous.**

Respectfully submitted,

*Kris Sheedy*

Krisanne Sheedy  
Executive Director

*KS/knm*