

MINUTES

REGULAR MEETING

FAIRHAVEN HOUSING AUTHORITY

NOVEMBER 21, 2019

Chairman Jay Simmons called the Regular Meeting of November 21, 2019 to order at 1:15 p.m.

**PRESENT:** Chairman Simmons, Commissioners Jean Rousseau, Anne Silveira and Nicholas Sylvia.

**ABSENT:** Commissioner John Farrell.

**STAFF:** Krisanne Sheedy and Jo-Ann Turgeon.

The minutes were recorded by Jo-Ann Turgeon.

**Acceptance of the Minutes of the Regular Meeting of October 17<sup>th</sup>, 2019**

**Voted: Commissioner Rousseau made a motion to accept and place on file the Minutes of the Regular Meeting of October 17, 2019. Motion seconded by Commissioner Silveira. Vote unanimous.**

**Tenant Participation**

No tenants were present at this time.

**Voted: Commissioner Rousseau made a motion to table Tenant Participation. Motion seconded by Commissioner Silveira. Vote unanimous.**

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

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

**Approval of the Warrant – Bills from November 16<sup>th</sup>, 2019 through November 21<sup>st</sup>, 2019**

The Director pointed out that Brook Hinckley is on the warrant due to her being hired to do some of the small jobs regarding some of the projects that are going on. Chairman Simmons suggested the Director go through standard employment procedures and have the proper paperwork in place if she is going to continue to work for the Authority. Commissioner Sylvia suggested she sign a liability waiver and there should be some sort of contractor memorandum of understanding that she is not employed by the Authority when she is engaging in these activities, but acting as an independent contractor. The Director will follow up on that.

**Voted: Commissioner Rousseau made a motion to approve and place on file the warrant for bills from November 16<sup>th</sup>, 2019 through November 21<sup>st</sup>, 2019. Motion seconded by Commissioner Silveira. Vote unanimous.**

**Tenant Account Aging Report and Tenant Credit Accounts Receivable Balances**

The Tenant Account Aging Report and the Tenant Credit Accounts Receivable Balances for October 31<sup>st</sup>, 2019 were reviewed by the Board. Director Sheedy informed the Board the amount for \$445 on the Aging Report was due to a sudden death. At some point the amount will be written off.

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

**Tenant Credit Accounts**

The Tenant Credit Account balances for October 31<sup>st</sup> were reviewed by the Board.

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

**Utility Spreadsheets**

The Utility Gas and Electric Spreadsheets for October, 2019 were reviewed by the Board.

The Director informed the Board that the solar funds are getting to be an incredible source of income. Of the two host agreements, one will be paying the Authority close to \$5,000 per month and the second one in process should be up and running by January with about the same amount coming in each month. The Director explained how the payments are deposited into the accounts.

**Voted: Commissioner Rousseau made a motion to accept and place on file the Utility Spreadsheets for Electric and Gas for October 31, 2019. Motion seconded by Commissioner Silveira. Vote unanimous.**

**Breakdown of Vacancy Number and Timing**

The Breakdown of Vacancy Numbers and Timing Report was given to the Board for review. Commissioner Silveira asked why it was noted "locks changed" was listed on one of the apartments. The Director stated there was an issue between family members so the Authority had to change them.

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**Voted: Commissioner Rousseau made a motion to accept and place on file the Vacancy Log. Motion seconded by Commissioner Silveira. Vote unanimous.**

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

Director Sheedy informed the Board the financials just came in this morning. Commissioner Rousseau asked about the Budget Planning and Meeting Schedule. The Director confirmed the meeting will be on December 12, 2019. She sat down with the accountant and she was looking at, based on the budget guidelines that the state issues, they gave the Authority a 10% adjustment that can go to most categories. It does not necessarily apply to salaries. Anything that is applied above and beyond the maximum 3% that the state allows would have to be put through as a "re-organization" or "revising of a titles". She hopes to work it through and submit it to the state to see how it proceeds from there. Commissioner Rousseau asked about budget for Brooke Hinckley. The Director stated she is included in the maintenance salary line item with money already built in for temps. There is also money set aside for the retirement payment for July 1, 2020.

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

**Budget Planning and Meeting Schedule**

The meeting is scheduled for December 12, 2019.

**Old Business**

**Security @ Complexes**

The Director informed the Board two thirds of the cameras have been installed at Building 100 and one of the issues that existed there has come to a demise. She informed the Board firefighter Oliveira has retired but still might be available for the Authority in the future.

**Old Business**

**Pest Control**

Director Sheedy informed the Board all is now quiet.

**Old Business**

**Bicycle Storage**

Director Sheedy informed the Board that the bicycle that has been an issue has been moved from the interior common hallway to the exterior personal apartment balcony on the outside of it secured with a chain and covered. The bicycle should be on the other side of the balcony. She consulted with Attorney Grace to see if she could have it removed but Attorney Grace said the Authority could not. In the past, a notice was sent to all tenants asking them to remove their belongings from the storage rooms. The Authority needs to develop a formal storage in common areas policy.

**Voted: Commissioner Rousseau made a motion to have the Director create a No Storage in Common Area policy for all facilities. Motions seconded by Commissioner Silveira. Vote unanimous.**

**Old Business**

**ModPHASE / Supportive Services APP**

The Director informed the Board DHCD will be issuing an announcement hopefully within the next month or two and we will know then if we were successful. She will inform the Board as soon as she hears something.

**Old Business**

**Vacant Land Development**

The Board had a lengthy discussion regarding the vacant land development. Director Sheedy spoke with Laura Shufelt of Mass Housing Partnership. Ms. Shufelt sent a copy of the memo from the engineers who came out to look at the property. Ms. Shufelt has a lot of questions that the Board will have to discuss and decide upon so she will know how to proceed. Director Sheedy stated if the Authority wants to develop the surplus land as affordable housing, it will be the same as the last time the Authority tried to develop the courtyard and only got one response to the RFP. The Authority would probably have to lease or sell the land for someone else to develop. The Authority would have no ability to earn money from it or manage it. At this point in time, that is the way it still exists. Commissioner Rousseau suggested the Authority make this information available to the town so they realize the Authority is making every effort to try and develop the land. The Director stated she will look at every possibility and avenue. Chairman Simmons asked the Director if the Authority received any formal notification from the town asking what the Authority is doing with the land. The Director stated she has not. Chairman Simmons suggested building four low income family houses. Director Sheedy would like Laura Shufelt from Mass Housing Partnership who has much more experience with development, especially affordable housing development come down and speak with the Board to discuss and answer questions they have. The Board agreed to have her come down and give the Board more information sometime in December or in January of 2020.

**Old Business****Dana Court Seating, Shelter, Bushes, Benches, Signs**

The Director told the Board the new furniture for Dana Court will be coming in within the next month or so. Amanda, formally of G. Bourne Knowles came down to look at the trees again but Director Sheedy has not received her proposal yet. She stated there is one more tree that needs to be removed at Building 100. A large branch came off during the last storm and it was recommended that the tree come down. Chairman Simmons wants to be sure the Authority is keeping track of how many trees are being removed so the Authority can replant that same amount of trees. Commissioner Rousseau suggested the project to be postponed until spring.

**Old Business****Smoking Policy**

The Director stated she will work on a date to hold a public hearing for tenants to express their concerns regarding smoking, if smoking should be permitted at all on housing authority properties, if the smoking distance should be changed or if the Authority should just have designated smoking areas. The Director will talk to Laura of Mass Housing Partnership and find out if she is available in January or February for a meeting with the Board. If available in January, the smoking public hearing for tenants will be in February. A notice will be posted in the Neighborhood News, the Town Hall, the housing authority monthly newsletter and at all of the complexes. The notice will also be delivered to all tenants.

**Old Business****RSC Application - Approve**

Director Sheedy did submit an application for the Resident Service Coordinator but learned they are only going to be funding 40 applications. She does not know how high up on the list the Fairhaven Housing Authority will be. If the Authority ends up with Senior Supportive Service Housing it will need its own position at Oxford Terrace. She is still waiting to hear something.

**Old Business****Secondary Heat or A/C at Oxford Terrace Policy**

The Director presented the Board with a Space Heater and Air Conditioner policy for Oxford Terrace Policy for the Board to review. The Board discussed briefly the contents of the policy. They agreed if another building acquires heater/AC units, they will revise the policy at that time to include that complex. Chairman Simmons asked the Director to include the date when the policy was adopted. She will add that to the policy.

**Voted: Commissioner Rousseau made a motion to approve the Space Heater and Air Conditioner Space Policy for Oxford Terrace. Motion seconded by Commissioner Silveira. Vote unanimous.**

**Old Business****CPC Application**

The next CPC meeting is Wednesday, December 4<sup>th</sup> at 6:30 p.m. The Director has not heard anything from CPC saying the Authority needs to be present at the meeting to discuss our application or answer any questions. She found out about the application due date one week before it was due and had to rush to get that one application in before the deadline.

**Voted: Commissioner Rousseau made a motion to accept and place the CPC application on file. Motion seconded by Commissioner Silveira. Vote unanimous.**

**New Business****Approve & Sign all Docs for Host Solar Agreement #II**

The Director gave the Board the second host solar agreement with Terraform. She sent the agreement to Attorney Lata to review and gave the Board the memo he sent back with his comments for review. She now has the corrected document for Board signature. The Board needs to sign the Deposit Account Control Agreement (DACA) which sets things up with Rockland Trust. The other document she gave the Board is a consent agreement that states the Fairhaven Housing Authority agrees to be a host for the solar entity.

**Voted: Commissioner Rousseau made a motion to have the Board sign all the documents necessary to move forward with the host solar agreement. Motion seconded by Commissioner Silveira. Vote unanimous.**

**New Business****Banking-sign New Signature Cards, Consider Transfer of Investment Monies**

The Director contacted with Rockland Trust who stated they cannot do anything for the Authority. Their rates have actually dropped. MMDT's rate is at 1.94% for a money market account, a short term bond is 2.21% and Southern Mass Credit Union is offering different versions of CD's. They are claiming the Authority will have the ability to make a minimal amount of withdrawal or deposit. The rate is 2.25% for a 15 month and the rate for a 9 month is 2.15%. The Board discussed the options.

**Voted: Commissioner Rousseau made a motion to utilize the 15 month CD at 2.25% with Southern Mass Credit Union. Motion seconded by Commissioner Silveira. Vote unanimous.**

#### **Tabled Items**

**Voted: Commissioner Rousseau made a motion to remove Tenant Participation from Tabled Items. Motion seconded by Commissioner Silveira. Vote unanimous.**

#### **Communications/Correspondence FHA Newsletter - November 2019**

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

#### **Mass NAHRO Newsletter - 2019**

The Mass NAHRO newsletter for November was not available.

#### **Items/Documents/Forms Not Anticipated**

Director Sheedy gave the Board two Public Housing Notices. One is called the Creative Place-making Grant application grant which is not due until April of 2020. It lists the types of projects that are eligible for capital funds. The Board discussed the different projects that are available. The Director will look into it. Chairman Simmons wants it on the agenda for next month under New Business so the Board can discuss it further. The other Public Housing Notice is a Small Project Grant Round with a list of things the Director is looking to submit into the Department such as exhaust fans, ponding areas, reasonable accommodation projects, trip and fall hazards, damaged stair treads, etc. the Board reviewed the list of the different types of work. The Director will look into it further and submit an application. The deadline for the application is December 15<sup>th</sup>. Commissioner Rousseau asked about the Water and Sewer consumption report that was not discussed but in the Board packet. Chairman Simmons asked the Director to put it on the Agenda for next for so the Board can discuss it.

#### **Directors Report – November 21, 2019**

**Voted: Commissioner Rousseau made a motion to accept and place on file the Directors Report for November 21, 2019. Motion seconded by Commissioner Silveira. Vote unanimous.**

#### **Questions or Concerns of Commissioners**

Commissioner Silveira asked if the card table at Dana Court is going to be replaced. Director Sheedy stated it will be replaced with a new one that is very similar. She also asked the Director if the Fairhaven Housing Authority will supply a charging station for electric cars. The Director stated she will contact DHCD and find out what infrastructure the Authority will need. Commissioner Rousseau suggested the Authority should add a charging station at Anthony Haven when the new parking lot is done. Chairman Simmons mentioned to the Board he read an article that there is a city building housing structures that require no tools and takes 20 minutes to assemble for homeless people.

#### **Future Agenda Items**

None.

#### **Adjournment**

**Voted: Commissioner Rousseau made a motion to adjourn at 3:36 p.m. Motion seconded by Commissioner Silveira. Vote unanimous.**

Respectfully submitted,

*Kris Sheedy*

Krisanne Sheedy  
Executive Director

KS/jt