

MINUTES

REGULAR MEETING FAIRHAVEN HOUSING AUTHORITY JANUARY 09, 2020

Chairman Simmons called the Fairhaven Housing Authority Regular Meeting of January 09, 2020 to order at 1:09 p.m. Attendance was taken by Chairman Simmons.

PRESENT: Chairman Jay Simmons, Commissioners Anne Silveira, Jean Rousseau and John Farrell.

ABSENT: Commissioner Nicholas Sylvia.

STAFF: Krisanne Sheedy, Jo-Ann Turgeon.

The minutes were recorded by Jo-Ann Turgeon.

Acceptance of the Minutes of the Regular Meeting of December 12, 2019

Voted: Commissioner Rousseau made a motion to accept and place on file the Minutes of the Regular Meeting of December 12, 2019. Motion seconded by Commissioner Silveira. Vote unanimous.

Tenant Participation

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

Approval of the Warrant – Bills January 3rd through January 9th, 2020

Director Sheedy informed the Board that the MHT Excavating invoice for \$17,560.00 was for the water main break at 100 McGann Terrace.

Voted: Commissioner Farrell made a motion to approve and place on file the warrant for bills from January 3rd through January 9th, 2020. 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 December 31st, 2019 were reviewed by the Board. Commissioner Farrell asked about the over 90 day balance at Green Meadows on the Aging Report. The Director stated it is for damages that incurred by a tenant.

Voted: Commissioner Rousseau made a motion to accept and place on file the Tenant Account Aging Report for December 31, 2019. Motion seconded by Commissioner Silveira. Vote unanimous.

Utility Spreadsheets

No utility spreadsheets were available for December 31, 2019.

Voted: Commissioner Farrell made a motion to review the Utility Spreadsheets for Electric and Gas for December 2019 at the February meeting. Motion seconded by Commissioner Rousseau. Vote unanimous.

Vacancy and Timing Report

Voted: Commissioner Rousseau made a motion to accept and place on file the Vacancy and Timing Report for December 2019. Motion seconded by Commissioner Silveira. Vote unanimous.

Fenton Ewald & Associates-November 2019 Financials

The Director informed the Board the November and December 2019 Financials are not completed yet.

Voted: Commissioner Farrell made a motion to review the November and December 2019 Financials when they are available to the Board. Motion seconded by Commissioner Silveira. Vote unanimous.

Southern MA 15 Month CD

Director Sheedy informed the Board that the Southern Mass Credit Union rate for a 15 month CD is 2.05% with only one withdrawal allowed at no cost. If there is anything above and beyond that, it has to be on a case by case basis.

Voted: Commissioner Rousseau made a motion to deposit \$1,000,000.00 into a 15 month CD at Southern Mass Credit Union and the remainder of the reserves in the platinum fund. Motion seconded by Commissioner Farrell. Vote unanimous.

Old Business

Security @ Complexes

The Director stated there were a few small issues at Dana Court the Authority and the police were addressing. She informed the Board Jim Leavitt is half way through installing cameras at Building 100 and trying to get back there to finish. She asked the police to come back to do a community walk through and they agreed. She let the Board know cameras need to be installed at the Cottages soon.

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Old Business**Pest Control**

Director Sheedy informed the Board there are no issues at this time.

Old Business**Bicycle Storage**

The Director informed the Board there is nothing new regarding bicycle storage.

Old Business**ModPHASE / Supportive Services APP**

Director Sheedy gave the Board the press release announcing the \$3,856,786 in grants through the Modernizing Public Housing and Serving Elders (ModPHASE) initiative to be used to pay for design and construction costs for upgrades at Oxford Terrace which will include fire alarm upgrades, kitchen and bathroom modernization, window and balcony slider replacements and bringing the six existing accessible units up to current 'Americans with Disability Act' standards. The Authority will also contract new services to residents through Buzzards Bay speech therapy and M.O. Life medical transportation services. The Authority was also awarded another \$1.07 million from the state's Compliance Reserve for Accessibility Improvements.

Voted: Commissioner Rousseau made a motion to place the ModPHASE Supportive Services Award Letter, the DHCD press release and related information on file. Commissioner Silveira seconded the motion. Vote unanimous.

Old Business**Vacant Land Development**

The Director spoke with Paul Foley of the Fairhaven Planning Department. He told the Director that the two properties are still on the map as two separate properties. The person involved with potential development, Laura Shufelt, is coming in February.

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

Director Sheedy informed the Board the new furniture for Dana Court will be coming on Friday, January 17th. Once the furniture is delivered some of the new artwork will be put up.

Old Business**Smoking Policy**

The Board discussed how they would move forward with the smoking situation and decided a tenant survey would be a good idea before a public hearing. That way the Authority could see where the tenants stand on the smoking issue; are they in favor of no smoking at all, moving the smoking distance further away to 25 feet or have designated smoking areas at least 100 feet away from an entrance or building per complex. Commissioner Silveira suggested one of the questions should be whether the tenant smokes or not. The Board decided to hold the public hearing after results of the survey.

Old Business**RSC Application - Approve**

The Director stated the application has been submitted to DHCD but there is no update on the RSC application. The Authority is waiting for their decisions and the issue of the awards.

Old Business**PHN 2019-26 Creative Place-Making**

Director Sheedy informed the Board the latest application out there for a grant is one to create outdoor area activities for residents. The Regional Capital Assistance Team has put out some guidance to assist with this grant award. The application is not due until April.

Old Business**Common Area /Storage Policy**

The Director informed the Board she is still working on revising the policy to make it clear there is no storing of anything in the common areas that belongs to a tenant and a second policy that refers to reducing the amount of decorations on the apartment doors, placement of area decorative rugs, nailing into the doors, etc.

Voted: Commissioner Rousseau made a motion to review the draft of the Common Area/Storage Policy at the February Board meeting. Motion seconded by Commissioner Silveira. Vote unanimous.

New Business**Annual Town Report**

Voted: Commissioner Rousseau made a motion to place the Annual Town Report on file. Motion seconded by Commissioner Silveira. Vote unanimous.

New Business**Town Committee Questionnaire**

Director Sheedy gave the Board the Town Committee Questionnaire for a round table discussion. The Board reviewed and completed the questionnaire.

New Business**Formula Funding Award FY 2023**

The Director informed the Board the Authority was awarded \$433,623 in Formula Funding for Fiscal Year 2023 to use toward capital improvement priorities.

Voted: Commissioner Rousseau made a motion to place on file the FY 2023 Formula Funding Award. Motion seconded by Commissioner Silveira. Vote unanimous.

Tabled Items

There were no tenants present at this time.

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

Communications/Correspondence**FHA Newsletter – January 2020**

The Director informed the Board there were 95 people that attended the Resident Holiday Party. She stated next year the Authority will try to get volunteers to serve the food.

Voted: Commissioner Rousseau made a motion to accept and place on file the Fairhaven Housing Authority January 2020 newsletter. Motion seconded by Commissioner Silveira. Vote unanimous.

Mass NAHRO Newsletter

The Director stated there is a recap of the Fall conference in the newsletter.

Voted: Commissioner Rousseau made a motion to accept and place on file the Mass NAHRO November/December 2019 Newsletter of file. Motion seconded by Commissioner Silveira. Vote unanimous.

Items/Documents/Forms Not Anticipated

Director Sheedy gave the Board the press release regarding the state funding award and the ModPHASE award.

Directors Report – January 9, 2020

The Director informed the Board the sheriff's crew will be available next week for two weeks. They will be installing carpet at Anthony Haven.

Voted: Commissioner Rousseau made a motion to accept and place on file the Fairhaven Housing Authority Directors Report for January 9, 2020. Motion seconded by Commissioner Silveira. Vote unanimous.

Questions or Concerns of Commissioners

The Board discussed the next meeting date and decided they would hold it on Thursday, February 6, 2020.

Future Agenda Items

None.

Adjournment

Voted: Commissioner Rousseau made a motion to adjourn at 3:24 p.m. Motion seconded by Commissioner Silveira. Vote unanimous.

Respectfully submitted,

Kris Sheedy

Krisanne Sheedy
Executive Director

KS/jt