

MINUTES

FAIRHAVEN TOWN CLERK
RCUD 2023 NOV 16 PM 3:30

REGULAR MEETING

FAIRHAVEN HOUSING AUTHORITY

October 19, 2023

Chairperson Alfonso called the Fairhaven Housing Authority Regular Meeting of October 19th, 2023, to order at 2:30 p.m.

PRESENT: Chairperson Carol Alfonso, Commissioner Ronnie Manzone, Commissioner Gary Souza, Commissioner Timothy Francis, Commissioner Anne Silveira

ABSENT: None.

STAFF: Janet Falone, Kim Marie McArdell & Nicole Reusch.

The minutes were recorded by Kim Marie McArdell.

Acceptance of the Minutes of the Regular Meeting of September 21st, 2023.

Voted: Commissioner Francis made a motion to accept and place on file the Minutes of the Regular Meeting on September 21st, 2023. Motion seconded by Commissioner Silveira. Vote Unanimous.

Tenant/Public Participation/ In Person or Remote

Chairperson Alfonso noted that there is access to the meeting in person and remotely via Zoom. Mary Staffon of Oxford Terrace participated in person with no participants remotely.

Warrant & Operating Reports

Approval of the Warrant - Bills - September 22nd, 2023, through October 13th, 2023

The Board reviewed the warrant for September 22nd, 2023, through October 13th, 2023.

Voted: Commissioner Manzone made a motion to approve and place on file the warrant for the bills from September 22nd, 2023, through October 13th, 2023. Motion seconded by Commissioner Souza. Vote unanimous.

Approval of the Warrant - Bills - October 14th, 2023, through October 19th, 2023.

The Board reviewed the warrant for October 14th, 2023, through October 19th, 2023.

Voted: Commissioner Francis made a motion to approve and place on file the warrant for the bills from October 14th, 2023, through October 19th, 2023. Motion seconded by Commissioner Manzone. Vote unanimous.

September 2023 Tenant Aging Report

The Board reviewed the Tenant Aging Report for September 2023.

Director Falone informed the Board that the 667-1 balance of \$3,031.54 has a court ordered repay agreement.

Voted: Commissioner Souza made a motion to accept and place on file the Tenant Aging Report for September 2023. Motion seconded by Commissioner Silveira. Vote unanimous.

September 2023 Breakdown of Vacancy Numbers and Timing

The Board reviewed the Breakdown of Vacancy Numbers and Timing for September 2023.

Voted: Commissioner Silveira made a motion to accept and place on file the Breakdown of Vacancy Numbers and Timing Report for September 2023. Motion seconded by Commissioner Francis. Vote unanimous.

Utility Usage and Expense Reports - September 2023

The Board reviewed the Utility Usage and Expense Reports for September 2023.

Voted: Commissioner Francis made a motion to accept and place on file the Utility Usage and Expense Reports for September 2023. Motion seconded by Commissioner Souza. Vote unanimous.

Solar Account Income Report

The Board reviewed the Solar Account Income Report.

Voted: Commissioner Manzone made a motion to accept and place on file the Solar Account Income Report. Motion seconded by Commissioner Francis. Vote unanimous.

ModPhase General Ledger Warrant September 2023

The Board reviewed the September 2023 ModPHASE General Ledger Warrant.

Voted: Commissioner Souza made a motion to approve and place on file the September 2023 ModPHASE General Ledger Warrant. Motion seconded by Commissioner Manzone. Vote unanimous.

ModPhase General Ledger Warrant October 2023

The Board reviewed the October 2023 ModPHASE General Ledger Warrant.

Voted: Commissioner Francis made a motion to approve and place on file the October 2023 ModPHASE General Ledger Warrant. Motion seconded by Commissioner Silveira. Vote unanimous.

Cash Summary Report

The Board reviewed the Cash Summary Report.

Voted: Commissioner Francis made a motion to accept and place on file the Cash Summary Report. Motion seconded by Commissioner Souza. Vote unanimous.

Fenton, Ewald & Associates - September 2023 Financials

The Board reviewed the September 2023 Financials.

Director Falone informed the Board no budget revisions are needed.

Voted: Commissioner Souza made a motion to approve and place on file the Fenton, Ewald & Associates September 2023 Financials. Motion seconded by Commissioner Manzone. Vote unanimous.

OLD BUSINESS:**Security @ Complexes**

Director Falone informed the Board there was an incident with a resident allowing someone to stay at their apartment. The police were called, and the person was removed from the property. The Director will be in contact with the police and will get their reports and then have a conference with the resident.

Pest Control

The Director informed the Board the exterminator has completed the second of three treatments in the unit with bed bugs. There was no live activity in the unit. Director Falone will try to get the residents some assistance in preparing for the third treatment.

Maintenance Garage Update

Director Falone informed the Board she was still waiting for the State approval before the project can go out to bid.

Smoking

The Director informed the Board now that the weather is cooler there are a lot more issues of smoking in units. She will start doing walk throughs. Also, we have received the gazebo and as soon as the staff has time, they will put it together.

Gas Company Replacing Piping/Electrification 667-1 & 667-2

Director Falone informed the board that we have a company that will do the leak survey. The company is trying to locate the machine used to conduct the test. This equipment is very difficult to find. The company is going to put in writing how difficult completing this test is so we can show EOHLC at the end of the year that we are trying to comply. The engineer who is designing the project was on site today with someone from Eversource. The project will likely start a year from now.

Dumpster Enclosures – Project #094086 – Fencing

The Director informed the Board Dig Safe has already been on site and the project should be completed in the first two weeks of November.

Spring Street Garage

Director Falone informed the Board she has no new information to report. She did speak with the Building Inspector and the property is not commercially zoned.

Oxford Terrace Land 2.2 Acres

The Director informed the Board she has no new information to report.

Personnel Policies

Director Falone informed the Board she combined the two different personnel policies into a draft for the Board to review. The Director and the Board reviewed and discussed every section of the draft, made changes, and Director Falone will have an updated draft for the Boards approval at the next meeting.

NEW BUSINESS:**Project # 094085 – Roof Replacements at Green Meadows 667-1**

The Director gave the Board the letter from RGB Architects recommending they award the contract to JJS Universal Construction Company.

Voted: Commissioner Souza made a motion to award the contract for project # 094085 to JJS Universal Construction Company for the base bid of \$232,000.00 and add alternate #1 in the amount of \$110,000.00 for a total amount of \$342,000.00. Motion seconded by Commissioner Manzone. Vote unanimous.

Change Order No. 2 – Project # 094079 – Door Replacement – Green Meadows Cottages

The Board reviewed RGB Architects proposed change order number 2 which has no cost but a time extension.

Voted: Commissioner Souza made a motion to approve RGB Architects change order #2's time extension. Motion seconded by Commissioner Manzone. Vote unanimous.

Change Order No. 013 – Project # 094069 – MODPhase – Oxford Terrace

The Board reviewed Vareika Construction's proposed change order number 013 in the amount of \$44,532.16, the work to be performed, as well as the individual costs. The total amount to date for change orders is \$420,954.81 out of the \$850,000.00 change order contingency included in the State money received.

Voted: Commissioner Manzone made a motion to approve Vareika Construction's change order number 013 in the amount of \$44,532.16. Motion seconded by Commissioner Francis. Vote unanimous.

Project # 094092 – Roof Replacements at Green Meadows 667-2

The Board reviewed EOHLC's Work Order Scope of Services and Design Contract.

Voted: Commissioner Francis made a motion to approve and execute EOHLC's Work Order Scope of Services and Design Contract. Motion seconded by Commissioner Manzone. Vote unanimous.

Executive Director Contract and Salary

The Board reviewed EOHLC's Executive Director Contract and Salary Renewal. Director Falone's Contract expires January 17th, 2024. Chairperson Alfonso will complete the Executive Director Evaluation Form. The Director is asking for a 7% increase in her salary and a three-year contract. After a discussion the Board agreed to the salary increase and the three-year contract. All members of the Board are more than satisfied with Director Falone's work performance.

Voted: Commissioner Francis made a motion to Give Executive Director Falone a three-year contract with a 7% increase in her salary. Motion seconded by Commissioner Manzone. Roll Call Vote: Chairperson Alfonso – Yes, Commissioner Silveira – Yes, Commissioner Manzone – Aye, Commissioner Souza – Yes, Commissioner Francis – Yes.

Tabled Items

Broadband Grant – Update:

Director Falone informed the Board she sent the tentative Draft Memorandum of Understanding to Attorney Elliott Koch of Driscoll & Driscoll for review. The Director is waiting on the lawyers' comments before giving the Memorandum to the Board for review. There is a zoom meeting scheduled for October 26th, 2023.

Communications/Correspondence

The FHA September 2023 Newsletter was mailed to the Board for review.

Items/Documents/Forms Not Anticipated

None.

Director's Update – October 19th, 2023

Director Falone gave the Board an update on what has been going on at Fairhaven Housing Authority. The Director and Nicole are working on an active list for the one family unit available. Nicole has started her CHAMP training. There is no news from the Civil Service Commission or our legal team as to the status of Leonard vs Fairhaven Housing Authority. The next meeting dates are October 24th & 27th. A legal notice was served to a resident who will not change her mailbox with the post office. The tenant did not reach out in the allotted ten days for a conference. We will have to move forward legally. Hopefully mediation will help resolve the issue. Resident Service coordinators Kendra & Diane have put together a craft fair on Saturday, December 2nd. Dietician Barbara Canuel, from Community Nurse Home Care, will be doing a food presentation in honor of Diabetes month. University of Massachusetts Dartmouth Nursing Department students have started blood pressure clinics monthly at each site. Kendra & Diane are also busy helping tenants with address changes and packing as the ModPHASE project resident moves will begin November 6th. There is a walkthrough today for the door replacement project at the Cottages to make a punch list of outstanding items. The general contractor will be on hand to make any corrections he can. The bushes around the Cottages were removed by a contractor within 4 feet of the building so that we may have all the new rock beds put in as part of the roof replacement project. The tenants were very upset and called the Senators office and EOHLC. This project was set up over two years ago and the specifics of the bushes being removed were part of the original plans. I will meet with the tenants at the end of the project, and we will get some landscaping put back on site. The fire alarm upgrade at Anthony Haven has been signed off by the Fire Inspector and a walk through is needed. The exterior brick work at Dana Court is still in the design phase.

Questions or Concerns of Commissioners

Commissioner Silveira would like to give the employees of the Fairhaven Housing Authority some additional time off during the Thanksgiving holiday as a gift from the Board. It should be noted that the staff has Friday November 24th off if they work Veterans Day November 10th or use a personal or vacation day per existing policy.

Voted: Commissioner Manzone made a motion to give the Fairhaven Housing Authority staff Wednesday, November 22nd, 2023, off for the Thanksgiving holiday. Motion seconded by Commissioner Silveira. Vote unanimous.

Future Agenda Items

Home Rule Petition.

The Director explained to the Board that the Home Rule Petition is a lot of work and the way that the waiting list is now being worked local Fairhaven residents have been housed with three more on the active list. One of these applicants will have to be sent to EOLHC for approval as they are related to a Board member. A new CHAMP update has an outside company, ASG, proving priorities. The housing Authority will prove preferences.

Adjournment

Voted: Commissioner Francis made a motion to adjourn at 3:58 p.m. Motion seconded by Commissioner Manzone. Vote unanimous.

Respectfully submitted,

Janet Falone

Janet Falone
Executive Director

JEF/kmm