

FALMOUTH HOUSING AUTHORITY, 115 SCRANTON AVE., FALMOUTH, MA

GENERAL SESSION: July 11, 2017

MEMBERS PRESENT: Patti B. Haney, Chairperson  
Holly Wilson  
Sari Budrow  
Patricia Favulli  
Ernest Mayberry

MEMBERS ABSENT: None

STAFF PRESENT: Leslie Pearce, Assistant Director  
Robert Arsenault, Maintenance Director

OTHERS PRESENT: Unknown

The General Session of the Board of Commissioners of the Falmouth Housing Authority was convened at 1:00 pm in the Community Room of Harborview Apartments.

The Chairperson announced that the Secretary will be recording this meeting as usual for the purpose of preparation of meeting minutes.

NEW BUSINESS

Approval of Minutes

Approval of the minutes of June 13, 2017 were tabled.

Approval of Payment of Bills & HAP Payments

Ms. Favulli moved approval of the payment of bills and HAP payments, Seconded by Ms. Wilson.

5-Ayes                      0-Nays                      MOTION CARRIED.

Public, Tenant Representative Comments:

There was no public comment.

Review General Rules of Order and Conduct for Meetings:

Ms. Haney reviewed and distributed a Code of Professional Ethics for Housing Authority Commissioners as printed by PHADA. The board briefly discussed it and agreed that they would like to customize it at a future meeting.

*Document Reference: PHADA Code of Professional Ethics Housing Authority Commissioners template.*

Update from Maintenance Director on Significant Projects:

Tatakot – Sewer Tie-In:

Mr. Arsenault reviewed the progress on the bidding package of the Tatakset Sewer Tie-In. They are discussing changes on the proposed holding tank and the package should be ready to go out to bid soon.

Harborview – Windows, Alarm Panel:

The window installation project should begin next week. There will be storage containers placed in the back-parking lot to hold the windows. The alarm panel project has been temporarily placed on hold.

Scattered Site (705) Houses – Update on significant projects including roofs, septic systems, and vacant unit rehabilitation:

Mr. Arsenault reported that he submitted the application to DHCD for the force account work to rehab Meredith Drive, and he is waiting for approval to begin. There is a 705-house eviction in progress that will need to be rehabbed at the same time, and is anticipated to be in poor condition. Finally, the 705-house sewer tie-ins will most likely begin in August.

Other Maintenance projects:

There is an emergency repair needed at Choate Lane, with the basement entrance wall. One of the roofs that we did not receive funding for from the town is leaking very badly and will need to be repaired as an emergency. REAC inspections will be coming up in September 12 – 14, 2017; these are our Federal Properties being inspected by HUD. There will be some parking area repairs at both Harborview & Tatakset.

Review Vacancy/Turnover Report:

Mr. Arsenault reviewed the vacancies whereas the unit at Salt Sea from last month has been completed. He was not able to access the report that Tom had usually completed.

Review Work Order Report:

Mr. Arsenault reviewed the work order report for June 2017 with 145 work-orders completed.  
*Document Reference: Falmouth Housing Authority Work-Order Report June-2017.*

Board Chair Report

Financial Statements – Year to date review through May 31, 2017:

Ms. Haney reviewed the financial statements through May 2017. The board briefly discussed the Net Metering contract, but there was no new activity to report.

*Document Reference: Falmouth Housing Authority Financials through May 31, 2017.*

Executive Director/Interim Director Search Update and Discussion:

Ms. Haney reported that Mr. Dauwer had received 8 resumes and that he has sent a preliminary matrix of the candidate's qualifications that he is still quantifying. This will be updated and distributed at the next meeting. It is anticipated that four or five of the candidates will be interviewed. The board discussed pursuing the Interim Director position, Mr. Dauwer has recommended two candidates to be reviewed.

Schedule Special Meeting of BOC Re: Interim Director (7/18):

The board tentatively scheduled on July 18, 2017 to interview candidates for the Interim Director position if the candidates are available. They further discussed the schedule for Executive Director Interviews. Ms. Haney will confirm the schedule with the consultant.

Annual Board Reorganization:

The reorganization of the board was tabled until after the process of hiring a new Executive Director is complete. Ms. Pearce briefly updated the board on some of the reporting responsibilities that have been on-going during the Interim period. Ms. Favulli moved for the staff to contact the computer software company and get the e-mails forwarded, and Ms. Haney to get the former director's desk unlocked and retrieve the laptop; Seconded by Ms. Wilson.

5-Ayes                      0-Nays                      MOTION CARRIED.

Utility Allowances:

The utility allowance schedules have not been received as of the meeting date.

Review Recent Public Housing Notices Issued by HUD and/or DHCD:

Ms. Haney will distribute the recent Public Housing Notices to the board.

Review Section 8 Tracking Report:

Ms. Haney and Ms. Pearce reviewed the Section 8 Tracking report illustrating 98.64% voucher utilization, with 316 of the 319 currently issued. Ms. Pearce further reviewed the update of the waiting lists, and reviewed the application and qualification process.

*Document Reference: CY-2017 Section 8 Tracking Report through June 2017.*

Review Management Fees due from FHC Entities:

The Corporation May 2017 invoice was for \$23,440.83.

Report from Community Preservation Committee Representative:

Ms. Wilson reported that she mentioned to the preservation committee that there was still an outstanding invoice owed to the Housing Authority. The board agreed to put this on the agenda for the next meeting. Ms. Wilson will bring it up at the next CPC meeting.

Future Agenda Items and Possible Site Visits:

There was nothing new discussed.

NEXT REGULAR MEETING DATE – August 8, 2017; 1:00 pm Tataket Community Room

General Session adjourned at 2:49 pm.

Moved by Ms. Budrow; Seconded by Ms. Favulli.

5-Ayes                      0-Nays                      MOTION CARRIED.

FALMOUTH HOUSING AUTHORITY, 115 SCRANTON AVE., FALMOUTH, MA

GENERAL SESSION:

July 18, 2017

MEMBERS PRESENT: Patti Haney, Chairperson  
Patricia Favulli  
Sari Budrow  
Holly Wilson  
Ernest Mayberry

MEMBERS ABSENT: None

STAFF PRESENT: None

OTHERS PRESENT: Brittany Feldott, Falmouth Enterprise

The General Session of the Board of Commissioners of the Falmouth Housing Authority was convened at 11:30 am in the Community Room of Harborview Apartments.

Interview candidates for short term Interim Director position:

John McKeown

Currently ED at Pembroke and Halifax housing authorities

Has adequate experience with small HAs.

Knows as interim that he would be filling in temporarily so spoke about triaging situations.

Says he has closed out 30 construction projects in last 12 months

Would have no problem in (his estimation) fitting in the extra work

Has spoken with both of his current HA boards and they have agreed to let him work in Falmouth as interim director if offered the position.

At the end of the interview he informed the board that he was very interested in having the full-time position as executive Director. Feels he can prove himself fit for the permanent position.

The second candidate for this position was unable to be interviewed at this meeting. He will be interviewed on 7/20 and a decision will be made following that interview.

General Session adjourned at 12:30 pm.

Moved by Ms. Budrow; Seconded by Mr. Mayberry.

5-Ayes          0-Nays          MOTION CARRIED.

FALMOUTH HOUSING AUTHORITY, 115 SCRANTON AVE., FALMOUTH, MA

GENERAL SESSION:

July 20, 2017

MEMBERS PRESENT: Patti Haney, Chairperson  
Patricia Favulli  
Sari Budrow  
Holly Wilson  
Ernest Mayberry

MEMBERS ABSENT: None

STAFF PRESENT: None

OTHERS PRESENT: Brittany Feldott, Falmouth Enterprise

The General Session of the Board of Commissioners of the Falmouth Housing Authority was convened at 11:00 am in the Community Room of Harborview Apartments.

Interview candidate for short term Interim Director position

Edward Roderick

Recently retired as after 7-years at Yarmouth Housing Authority

Very knowledgeable about facilities and maintenance

Experience with Section 8 housing and regulations

Has staff management experience

Lives in Rhode Island

Has limited window of time for this position due to travel plans would leave first week of September

Following the interview, the Commissioners discussed the qualifications of this candidate and the candidate interviewed on July 18, Robert McKeown. It was determined that Mr. Roderick's limited availability could be a problem as well as limited experience with housing authority finances and budgets. Mr. McKeown was viewed favorably by Commissioners for the position. On a motion by Ms. Budrow; Seconded by Ms. Favulli the board voted to offer the position of Interim Director to John McKeown.

4-Ayes          1-Nay          MOTION CARRIED.

The chair asked that the offer be contingent on the approval of DHDC and/or consultation with Attorney Pat Grace. The board unanimously agreed.

General Session adjourned at 12:15 pm.

Moved by Ms. Budrow; Seconded by Mr. Mayberry.

5-Ayes          0-Nays          MOTION CARRIED.

FALMOUTH HOUSING AUTHORITY, 115 SCRANTON AVE., FALMOUTH, MA

GENERAL SESSION:

July 27, 2017

MEMBERS PRESENT: Patti Haney, Chairperson  
Patricia Favulli  
Sari Budrow  
Holly Wilson  
Ernest Mayberry

MEMBERS ABSENT: None

STAFF PRESENT: None

OTHERS PRESENT: Consultant, Leo Dauwer, Interview panel Tenant representatives:  
Thomas Hoye, Harborview, Deborah Cotton, Tataket  
Kathy Dyer, Choate Lane, & Sandra Bearse, Salt Sea

The General Session of the Board of Commissioners of the Falmouth Housing Authority was convened at 9:02 am in the Community Room of Harborview Apartments.

Ms. Haney informed the board that she spoke with attorney Patricia Grace from DHCD regarding the possible employment of Mr. McKeown as Interim Director, on behalf of the Housing Authority Board of Commissioners. Her response was that it is against DHCD policy to offer a position of that nature to anyone who is currently employed on a fulltime basis by another Housing Authority. She advised that the Falmouth Housing Authority could not offer the position to this individual.

Leo Dauwer, the consultant retained by the housing authority to assist in the search for a new Executive Director was introduced. He discussed the process that he had gone through in and selecting the candidates to be interviewed. He outlined the process we would follow in the upcoming interviews and our schedule for the day. Interviews began at 9:30.

Paul Dumouchel

Property management experience is important  
Strong relationship with DHCD in finance and management  
Strong relationship must be made with the town management  
Currently working at 2 housing authorities  
Has experience working with resident service coordinator  
Sets aside 2 hours a week to meet with residents.  
Experience with both federal and state housing  
Has secured an emergency grant from HUD  
Has worked with union employees

Jeffery Stern

Extensive experience with his family's business  
Familiar with public laws and municipal regulations  
Talked about membership in Leased Housing Association

Jeffery Stern - Continued

Important to change outdated rules through legislation

Feels that he could improve the housing authority by bringing "private company thinking" in while working within the regulations

Community commitment is important

11:15 The meeting was closed. Lunch was made available to board members and all other members of the interview panel.

12:35

Meeting was reconvened with above participants (Ms. Budrow arrived at 12:55)

Bobbi Richards

Currently Assistant director at Barnstable Housing Authority

Familiar with Cape Cod and the issues residents face here

Extensive experience in monitoring affordable units

Familiar with maintenance issues and work order systems

Feels board of Commissioners should be kept informed of major issues

Advocates for staff training on a regular basis

Has "Open door Policy"

Experience with web sites

Team work is a priority

Kimberly Conn

Currently 9-year employee at FHA

Has had added responsibilities each year of employment

Extremely well versed in all aspects of the housing authority budget

Familiar with state and federal regulations

Priority would be compliance training for staff to address deficiencies

Rotate staff to learn other jobs

Important for staff to buy into changes

Staff at the housing authority must remember that it is a business

Familiar with work order system

Be sure that every employee understands their role and responsibilities

Leslie Pearce

Employed by FHA since 1985

Has held many positions, increased responsibilities

Feels office may be understaffed, would look at job structures

Role of ED is to be the face of the housing authority

Look at ways to save money, possibly solar panels

Need to upgrade properties owned by FHA

Familiar with monitoring

Familiar with state regulations

Would work with tenant associations

Was involved with nonprofit entity Falmouth Housing Corporation development

The open meeting was closed with a Motion by Ms. Budrow; Seconded by Ms. Favulli at 4:15 pm followed by a Motion by Ms. Budrow; Seconded by Mr. Mayberry, to open Executive Session to discuss merits of candidates and vote for the new director and reconvene open meeting following Executive session.

4:57 pm Motion was made to end Executive session, roll call taken, regular session was reconvened.

General Session adjourned at 4:59 pm.

Moved by Ms. Budrow; Seconded by Ms. Favulli.

5-Ayes      0-Nays      MOTION CARRIED.



FALMOUTH HOUSING AUTHORITY, 115 SCRANTON AVE., FALMOUTH, MA

GENERAL SESSION:

August 1, 2017

MEMBERS PRESENT: Patti B. Haney, Chairperson  
Holly Wilson  
Sari Budrow  
Patricia Favulli  
Ernest Mayberry

MEMBERS ABSENT: None

STAFF PRESENT: Kimberly Conn, Financial Manager

OTHERS PRESENT: Brittany Feldott, Reporter Falmouth Enterprise

The General Session of the Board of Commissioners of the Falmouth Housing Authority was convened at 10:00 am in the Community Room of Harborview Apartments.

#### NEW BUSINESS

##### Capital Fund Budget Revisions & Close-Outs-Vote

The board briefly discussed the budget revisions as distributed. Further clarifications were reviewed by Kimberly Conn, Financial Manager. She explained the general issues related to the process of closing out of CFP 2007-2014. Ms. Favulli moved to accept the revisions as discussed; Seconded by Mr. Mayberry.

5-Ayes 0-Nays MOTION CARRIED.

*Document Reference: CFP Budget Revisions 2007-2014 dated August 1, 2017.*

##### Discussion & Vote on Executive Director Candidates

The board discussed the two final candidates being considered for the position of Executive Director. Ms. Haney reported that Consultant, Leo Dauwer provided information on the due diligence, and had contacted both candidates prior to the meeting to discuss salary ranges. They were both within the range of salary that the housing authority was able to offer. After a short discussion, a motion was made by Ms. Budrow; Seconded by Ms. Favulli to offer the position of Executive Director to Bobbi Richards, currently Assistant Director of the Barnstable Housing Authority, pending results of a Cori check.

5-Ayes 0-Nays MOTION CARRIED.

General Session adjourned at 10:23 am

Moved by Ms. Favulli; Seconded by Ms. Budrow.

5-Ayes 0-Nays MOTION CARRIED.

FALMOUTH HOUSING AUTHORITY, 115 SCRANTON AVE., FALMOUTH, MA

GENERAL SESSION:

August 8, 2017

MEMBERS PRESENT: Patricia Favulli, Chairperson  
Patti Haney  
Sari Budrow  
Holly Wilson  
Ernest Mayberry

MEMBERS ABSENT: None

STAFF PRESENT: Robert Arsenault, Maintenance Director  
Leslie Pearce, Assistant Director

OTHERS PRESENT: Joseph Netto, & Tataketa Tenant Representatives

The General Session of the Board of Commissioners of the Falmouth Housing Authority was convened at 1:05 pm in the Community Room of Tataketa Apartments.

Public and Tenant Comments:

Joe Netto, was interested in gaining information about the process used by the FHA to select and retain tenants in subsidized housing and what could be done in the case of problematic tenants. The process was explained by Leslie Pearce, and legal rights of tenants and neighbors were outlined. Mr. Netto also talked about the 705-house in his neighborhood being in disrepair and asked the housing authority to improve the property's appearance. A short discussion followed and Mr. Netto thanked the board for their consideration.

Approval of Payment of Bills & HAP Payments

Ms. Favulli moved approval of bills and HAP payments, Seconded by Mr. Mayberry.  
5-Ayes          0-Nays          MOTION CARRIED.

Approval of Minutes-VOTE:

Ms. Favulli moved approval of the June 13, 2017 minutes; Seconded by Mr. Mayberry.  
5-Ayes          0-Nays          MOTION CARRIED.

Ms. Favulli moved approval of the June 29, 2017 minutes; Seconded by Mr. Mayberry.  
5-Ayes          0-Nays          MOTION CARRIED.

Update from Maintenance Director:

Tataketa – Sewer Tie-In:

Mr. Arsenault reported that the Tataketa sewer tie in project is going according to schedule, plans are going out to bid by the end of the month. They are hoping for a late freeze this winter to allow for work to begin.

Harborview – Windows, & Alarm Panel:

Mr. Arsenault reported that this project is on hold.

Scattered Site Houses-Roofs, Septic, & Rehabs:

Mr. Arsenault reported that the roof on the Maravista house has been replaced, as an emergency as it could not be held off any longer.

Other Projects:

There were no other projects to discuss at this time.

Review Vacancy/Turnover Report:

Mr. Arsenault reviewed the two turnovers in progress on 705 houses; whereas the house on John Parker Road is in the process of being painted, and the house on Old Barnstable Road is having septic issues.

Review Work Order Report:

Mr. Arsenault reviewed the previous months work orders totaling 138, which is consistent with previous reports on the average number of work orders.

Board Chairperson's Report:

Financial Statements:

Ms. Haney reviewed the financial statements through June 30, 2017. Mr. Mayberry moved approval of the year-end financials; Seconded by Ms. Favulli.

4-Ayes          0-Nays          1-Abstained-Holly Wilson.

Waitlist Updates:

Ms. Pearce reviewed the current waitlist's updates.

Utility Allowances-VOTE:

Ms. Pearce reviewed the current utility allowances. Ms. Haney moved approval of the Utility Allowances effective October 1, 2017; Seconded by Mr. Mayberry.

5-Ayes          0-Nays          MOTION CARRIED.

Board Certification Re: Year-End State Budget – VOTE:

Ms. Haney reviewed the new process for submitting the year-end financials and certifications to the Department of Housing & Community Development (DHCD). Ms. Budrow moved to sign and submit the reports as reviewed earlier; Seconded by Ms. Haney.

5-Ayes          0-Nays          MOTION CARRIED.

HUD 5-year Capital Plan – VOTE:

Ms. Haney reported that she worked diligently with the Management Staff of the Falmouth Housing Authority to submit the HUD 5-year Capital Plan via there new "EPIC" system. After a brief discussion the HUD 5-year Capital Plan was recommended for approval, motion by Ms. Haney; Second by Ms. Budrow.

5-Ayes          0-Nays          MOTION CARRIED.

Update on DHCD unit/bedroom count:

Ms. Haney reported that the current unit/bedroom counts of properties owned or managed by the Housing Authority have been updated in DHCD's database called HAFIS.

Policy Re: Use of FHA Credit/Debit Card- VOTE:

Ms. Haney reviewed the draft Policy re: use of FHA credit/debit card. Discussion was held regarding what the card should be used for (vehicle inspections etc.), points policy and uses etc. use of the card is at the discretion of the Executive Director. On a motion by Ms. Haney; Seconded by Mr. Mayberry the board voted to accept the policy and issue a card temporarily in the name of Kimberly Conn, Financial Manager until a new Director is hired.

5-Ayes            0-Nays            MOTION CARRIED.

Review Section 8 Tracking Report:

Ms. Pearce reviewed the current Section 8 tracking report, whereas numbers remain steady, people are out looking for housing but there's not much out there.

Review of FHC Management Fees:

Ms. Haney reviewed the June 2017 Management Fees totaling \$21,442.50; there was nothing unusual to report.

Executive Director Contract, Timeline, & Related Issues:

Ms. Haney reviewed the final negotiations of the selected candidate for Executive Director, Bobbi Richards. Once a contract is signed, she will give her two-weeks' notice to her current employer.

Recent Public Housing Notices from DHCD & HUD:

There was no discussion regarding recent notices.

Report from Community Preservation Committee Representative:

There was nothing new to report from the CPC representative.

Future Agenda Items:

There was nothing new requested to be included as a future agenda item.

General Session adjourned at 2:45 pm.

Moved by Ms. Budrow; Seconded by Mr. Mayberry.

5-Ayes            0-Nays            MOTION CARRIED.

FALMOUTH HOUSING AUTHORITY, 115 SCRANTON AVE., FALMOUTH, MA

GENERAL SESSION:

August 28, 2017

MEMBERS PRESENT: Patricia Favulli, Chairperson  
Patti Haney  
Sari Budrow  
Holly Wilson  
Ernest Mayberry

MEMBERS ABSENT: None

STAFF PRESENT: Leslie Pearce

OTHERS PRESENT: None

The General Session of the Board of Commissioners of the Falmouth Housing Authority was convened at 1:17 pm in the Community Room of Harborview Apartments.

Interim Director-Staff Assignment for purposes of HUD Submissions-Vote:

The chair informed the board that for funding reporting purposes that an Interim Director must be appointed to enter information into the HUD Secure Systems database. After a brief discussion, Ms. Favulli Moved to authorize Ms. Leslie Pearce, Assistant Executive Director to assume the duties of Acting Executive Director of the Falmouth Housing Authority for functions necessary regarding reporting to Housing & Urban Development (HUD) within the Secure Systems Database until the permanent Executive Director assumes the post; Seconded by Ms. Budrow.

5-Ayes      0-Nays      MOTION CARRIED.

The board further authorized the chair to send the written notice of the above vote to Tracy Johnson-Mack, Portfolio Management Specialist.

General Session adjourned at 1:32 pm.

Moved by Ms. Favulli; Seconded by Ms. Budrow.

5-Ayes      0-Nays      MOTION CARRIED.

FALMOUTH HOUSING AUTHORITY, 115 SCRANTON AVE., FALMOUTH, MA

GENERAL SESSION: September 12, 2017

MEMBERS PRESENT: Patti B. Haney, Chairperson  
Holly Wilson  
Patricia Favulli  
Ernest Mayberry

MEMBERS ABSENT: Sari Budrow

STAFF PRESENT: Bobbi Richards, Executive Director  
Kimberly Conn, Financial Manager  
Robert Arsenault, Maintenance Director  
Leslie Pearce, Assistant Director

OTHERS PRESENT: Paula Roberts, Robert Lovelace, Mary Jane Correia,  
Ellen Sweeney, Deborah Labadini, Paul Grunden, Judith Sacco,  
Joan Wales, Pat Meehan, Ann Egan, Richard McLane,  
&, Leonard Auclair, Harborview

The General Session of the Board of Commissioners of the Falmouth Housing Authority was convened at 1:04 pm in the Community Room of Harborview Apartments.

The Chairperson announced that the Secretary will be recording this meeting as usual for the purpose of preparation of meeting minutes.

NEW BUSINESS

Approval of Minutes

Ms. Favulli moved acceptance of the July 11, 2017; Seconded by Ms. Wilson.  
4-Ayes            0-Nays            1-Absent            MOTION CARRIED.

Ms. Favulli moved acceptance of the meeting of August 1, 2017; Seconded by Mr. Mayberry  
4-Ayes            0-Nays            1-Absent            MOTION CARRIED.

Approval of Payment of Bills & HAP Payments

Ms. Favulli moved approval of bills and HAP payments, Seconded by Mr. Mayberry.  
4-Ayes            0-Nays            1-Absent            MOTION CARRIED.

Public, Tenant Representative Comments:

Harborview tenant representatives discussed the following, first they inquired about how the upcoming inspection rating for the federal properties would be split if additional funding was awarded, Mr. Arsenault explained the process. The tenants thanked the board for the new Executive Director. Sanitary issues were discussed relating to the community rest rooms, community furniture, and trash rooms. The Executive Director will conduct a walk through to address the tenant concerns.

## Update from Maintenance Director on Significant Projects:

### Tatakot – Sewer Tie-In:

Mr. Arsenault reported that the Sewer Tie-In project will be going out to bid at 2:00 pm tomorrow and an update will be available at the next meeting.

### Harborview – Windows, Alarm Panel:

Mr. Arsenault reported that there have been some issues with the construction contractor for the Harborview Window project, and that a meeting is scheduled to discuss and create a punch list. The Harborview Alarm Panel project has been placed on hold, as Mr. Arsenault is working with Ms. Richards on possible solutions.

### Scattered Site (705) Houses – Update on significant projects including roofs, septic systems, and vacant unit rehabilitation, Fordham Road:

Mr. Arsenault reported that he is in the process of putting together a cost value for the repairs needed at Fordham Road. Another 705-house is being turned now, and should be back online by the end of the month. The sewer tie-ins at the 705-houses will be scheduled after the Harborview window project is complete. Mike O'Donnell, Falmouth Housing Authority's licensed plumber has attended a class regarding the grinder pumps for the sewer tie-ins. The 705-house hook-ups will be conducted by him with the exception of the excavation which will be bid out. The town is concerned about the upkeep of the grinder pumps, the tenants living in these specific houses will be educated on the necessary operating maintenance.

### HUD REAC Inspection:

The maintenance crew has been working hard to prepare for the upcoming REAC Inspections. The Admin Building will be inspected first, then Harborview & Tatakot will follow; all tenants have been notified, but the inspector will choose the units that morning.

### Other Maintenance projects:

Mr. Arsenault reported that Mr. O'Donnell will be replacing the boilers over at the Corporation, as they are leaking.

### Review Work Order Report:

Mr. Arsenault reviewed the work order report with 147 work orders completed for the month. There were also maintenance vacations during the month and preparing for the REAC Inspections that took up much of the maintenance staff schedules.

*Document Reference: Falmouth Housing Authority Work Order Report for August 2017.*

### Review Vacancy/Turnover Report:

Mr. Arsenault reviewed the vacancy/turnover report for the 12-month period ending August 31, 2017. There was a unit at Tatakot completed last month with the replacement of flooring. There are two units in progress at Choate and Salt Sea respectively; and three 705-houses in progress, with Fordham Road to be worked on in the next few months after DHCD reviews the cost assessment.

*Document Reference: Vacancy/Turnover Report September 2016 – August 2017.*

Executive Director's Report

Financial Statements – Year to date review through June 30, 2017:

Ms. Conn reviewed the agency wide financials for Fiscal Year Ended June 30, 2017; highlighting the extraordinary maintenance items, the budgeted deficits as well as the payroll fluctuations. There were no further questions.

*Document Reference: Falmouth Housing Authority Financials through Fiscal Year-Ended June 30, 2017.*

Executive Director Correspondence & Activities Report:

Ms. Richards reviewed the set-up of the board packet in the new folders provided. She reviewed the Notice PIH 2017-17 regarding HUD-VASH vouchers, PHN 2017-18 regarding HCVP Manufactured Home Space Rentals, & the REAC Inspection for Federal. She further discussed the Fordham Road fee assessment from DHCD. Other Community highlights included, an open house at FCTV, with PSA's to be released on the Housing Authority, the MassNahro fall conference scheduled for November 13-14, 2017, the upcoming housing court meeting, a monitoring meeting that took place with the Town of Falmouth, tenant meet & greets scheduled with each development, and the Housing Corporation, Falmouth Police Department safety review meeting scheduled, and PHA-Web website updates.

*Document Reference: Executive Director's Report: Correspondence & Activities dated September 12, 2017, PIH 2017-17 HA VASH, DHCD PHN 2013-07 Vacancy Policy and DHCD Falmouth Housing Authority Assessment of Fees, and DHCD PHN 2013-07.*

Personnel Policy: Vacation Time:

Ms. Haney reviewed the draft Addendum to the vacation policy, to address staff hired from other agencies and the maintaining of benefits. The board had various discussions regarding the addendum presented, and decided to put off the discussion for review of current benefit policies. Ms. Conn suggested that the board vote specifically on a policy for the incoming Executive Director, instead of creating a vague blanket policy which could require union input. Ms. Favulli moved to approve Ms. Richards vacation hours incorporating into Falmouth Housing Authority's existing vacation policy, but allowing her previous three and a half years of service to carry forward into the allocation of earnings at her one-year anniversary date; Seconded by Mr. Mayberry.

4-Ayes            0-Nays            1-Absent            MOTION CARRIED.

Waitlist Updates:

Ms. Pearce reviewed the Project-Based Voucher waitlist update of 176 applications that were received, before the list closed on June 30, 2017; all have been entered into the software. Letters have been sent out to the remaining applicants on the Housing Choice Voucher waitlist, as Falmouth Housing Authority will be joining the centralized waitlist on October 1, 2017.

Review Section 8 Tracking Report:

Ms. Pearce reviewed the Section 8 Tracking Report, currently at 98% utilization as required by HUD. There are many tenants out searching for units at this time as there are only 307 out of 319 vouchers currently leased. The board inquired about the what the process was for updating applicants as to their position on the waitlist; Ms. Pearce and Ms. Richards explained the process.

*Document Reference: CY 2017 Section 8 Tracking Report through September 2017.*



Review Recent Public Housing Notices Issued by HUD and/or DHCD:

Ms. Richards reviewed the current public housing notices earlier in her Executive Director's Report. Ms. Favulli moved to approve a letter of consideration be written to DHCD requesting a waiver of the fees for Fordham Road; Seconded by Mr. Mayberry.

4-Ayes          0-Nays          1-Absent          MOTION CARRIED.

Ms. Richards informed the board of the solar credit ribbon cutting that she would be attending, as well as the Mel King Institute upcoming training for Resident Board Members. The board as well as the public attendees discussed the tenant board member elections and their understanding of the process. There is a discrepancy in the process as the Town Charters allow for any individual living in the town to run for the board member election, but the State wants it to be a resident election, therefore the process is still being reviewed.

Review Management Fees due from FHC Entities:

July 2017 Corporation invoice was for \$15,745.44, and the August 2017 invoice was for \$16,880.45.

Report from Community Preservation Committee Representative:

Ms. Wilson discussed the upcoming applications that the Community Preservation Committee will be reviewing for recommendation to Town Meeting.

Future Agenda Items and Possible Site Visits:

Board members suggested the following topics for future agenda items: Benefit policy for Management, Reorganization, Website updates, Commissioner Training Policy.

Discussion of Possible New Regular Meeting Date/Time – VOTE:

The board determined that the current meeting date and time works good for most board members.

NEXT MEETING DATE, October 10, 2017; 1:00 pm Tatakot Community Room

General Session adjourned at 2:25 pm

Moved by Mr. Mayberry; Seconded by Ms. Favulli.

4-Ayes          0-Nays          1-Absent          MOTION CARRIED.

FALMOUTH HOUSING AUTHORITY, 115 SCRANTON AVE., FALMOUTH, MA

GENERAL SESSION:

October 12, 2017

MEMBERS PRESENT: Patti B. Haney, Chairperson  
Holly Wilson  
Patricia Favulli  
Ernest Mayberry  
Sari Budrow

MEMBERS ABSENT: None

STAFF PRESENT: Bobbi Richards, Executive Director  
Kimberly Conn, Financial Manager  
Robert Arsenault, Maintenance Director  
Leslie Pearce, Assistant Director

OTHERS PRESENT: Shirley Lewis, Pat Johnson, John Jenks, Deborah Cotton,  
Hilda Sousa, & Constance Bucchino, Tataket  
Mary Jane Correia, Harborview, & Dorothy Dutra, Rose Morin

The General Session of the Board of Commissioners of the Falmouth Housing Authority was convened at 1:08 pm in the Community Room of Tataket Apartments.

The Chairperson announced that the Secretary will be recording this meeting as usual for the purpose of preparation of meeting minutes.

#### NEW BUSINESS

##### Approval of Minutes

The approval of minutes was tabled for the next meeting.

##### Approval of Payment of Bills & HAP Payments

Ms. Favulli moved approval of bills and HAP; Seconded by Mr. Mayberry.

5-Ayes      0-Nays      MOTION CARRIED.

##### Public, Tenant Representative Comments:

There was no public comment.

##### Update from Maintenance Director on Significant Projects:

##### Tataket – Sewer Tie-In Contract Award - VOTE:

Mr. Arsenault reported that the housing authority only received one bid for the Sewer Tie-In project, and therefore kept the bid process open longer. Robert B. Our Co., Inc. was the only bidder in the amount of \$259,869.00; which came in below the estimate of \$300,000.00. HUD was ok with the fact that the housing authority only had one bidder; and further accepted the Environmental Review as the Sewer Tie-In project was incorporated into the five-year capital fund environmental review plan. Mr. Arsenault suspects that the grinder pumps required as part of the

project is why only one bidder responded. Ms. Budrow moved to award the Sewer Tie-In project to Robert B. Our Co., Inc. in the amount of \$259,869.00; Seconded by Ms. Favulli.

5-Ayes 0-Nays MOTION CARRIED.

*Document Reference: Form for General Bid – Connection to the Town Sewer System for Falmouth Housing Authority dated September 13, 2017 from Robert B. Our Co., Inc. in the amount of \$259,869.00.*

Harborview – Windows Substantial Completion - VOTE:

Mr. Arsenault reported that the window project was a long process, but that they looked fantastic and the project was substantially complete with a few small items pending. After a brief discussion, Ms. Favulli moved to approve the Certificate of Substantial Completion and process payment to the vendor in the amount of \$185,250.00; Seconded by Ms. Wilson.

5-Ayes 0-Nays MOTION CARRIED.

*Document Reference: Certificate of Substantial Completion Homer Contracting, Inc. in the amount of \$185,250.00.*

Harborview – Alarm Panel, Security:

Mr. Arsenault reported that he is in the processing of getting quotes and estimates for the alarm panel and security cameras at Harborview.

Scattered Site (705) Houses – Update on significant projects including roofs, septic systems, and vacant unit rehabilitation:

Mr. Arsenault reviewed the upcoming 705 projects, three houses have been completed with one more to go which will be an extensive turn-over and realistically will be completed by the end of the year. A recent eviction requires another 705 turn-over, but the house is in good shape so it should only take a few days. Other 705 projects include roofs, & septic tie-ins.

HUD REAC Inspection:

Mr. Arsenault reported that there was an error in scheduling for the Rose Morin REAC inspection that will now take place at the beginning of next year. Harborview and Tatakot were inspected and received the same score of 86 as the inspection conducted three years ago. This year there was a 24-hour violation in which a fire extinguisher that was inspected earlier in the year was now discharged. This was corrected immediately and the necessary paperwork was submitted to HUD.

Other Maintenance projects:

There were no other projects to discuss at this time.

Review Vacancy/Turnover Report:

Mr. Arsenault reviewed the vacancy/turnover report through September 2017, with Harborview 221, Choate 22, and the 705 house all to be completed by 10/13/17.

*Document Reference: Falmouth Housing Authority Vacancy/Turnover Report October 2016 – September 2017.*

Review Work Order Report and Use of Electronic Tablets:

Mr. Arsenault reviewed the work order report, which is consistent with previous months. The maintenance staff has been busy preparing for the REAC Inspections, and the replacement of the hot water tanks at 704 Main. The maintenance staff started working with the electronic tablets this morning as a representative from PHA-Web came in this morning to train.

*Document Reference: Falmouth Housing Authority Work Order Report September 2017.*  
Executive Director's Report

Ms. Richards apologized for the confusion on the rescheduling of the meeting this month.

Financial Statements – Year to date review through August 31, 2017:

The board did not discuss the financial statements.

*Document Reference: Falmouth Housing Authority Financials through August 31, 2017.*

Executive Director Correspondence & Activities Report:

Ms. Richards reviewed the appeal letter that was submitted to HUD regarding the REAC Inspection. She further reported that she will be submitting an application to HUD for the ROSS Grant in the amount of \$246,000 over three years. In regards to DHCD, Ms. Richards reviewed the vacancy waiver and the letter she submitted to them requesting the waiver of fees on the Fordham Rd. property. She announced that Leslie & Trisha filmed a public service announcement (PSA), which will be aired soon on FCTV. Ms. Richards reported that she has met with a potential consultant for help putting together a monitoring program and that it will probably take approximately 30-45 days. Additionally, she has met with the Falmouth Police Department regarding safety issues of people loitering in the woods behind Tatakot and that all Maintenance Staff carries “no trespass” orders in their vehicles and will deliver them with the Police Department if someone is reported to be found on the premises. Ms. Richards has met with Capabilities and they are exploring a candidate to work in the buildings cleaning, which will be paid through a State Grant for a six-week period, and then can be hired by the Authority for approximately twelve hours per week. Finally, Ms. Richards reported that the staff has attended many trainings in the last 30-days and that she has attended a meet and greet at all of the complexes. She further mentioned a letter received from a recently leased up Section 8 tenant, acknowledging the great work that the Housing Authority does.

*Document References: Letter dated October 6, 2017 to HUD-REAC regarding Inspection of Rose Morin, Letter dated October 12, 2017 to DHCD regarding Request for Waiver of Vacancy Fees Assessed.*

Website Updates:

Ms. Richards reviewed the recent changes to the website, and explained the process of making changes as the housing authority does not currently have access to do so. She reported that in the near future the housing authority will be taking over the domain to allow internal changes.

Commissioner Training Process:

Ms. Richards requested that board members let her know of any trainings that they wish to attend so that they can be incorporated into the budget.

Waitlist Updates:

Ms. Pearce discussed the Section 8 waitlist, where the housing authority has been exhausting the current list, with 30 applicants remaining. Once the remaining list is completely exhausted, the housing authority will be moving to the centralized wait list.

Review Section 8 Tracking Report:

Ms. Pearce reviewed the Section 8 tracking report currently with a 97.77% utilization rate. In order to retain a high-performer rating the utilization should not fall below 98.00% measured on a

calendar year. Ms. Pearce discussed landlord outreach, and several recommendations were made including getting the assessor cd from Town Hall for a mass mailing.

*Document Reference: CY 2017 Section 8 Tracking Report through October 2017.*

Review Recent Public Housing Notices Issued by HUD and/or DHCD:

Ms. Richards reviewed the recent PIH alerts for September as included in the boards packet.

*Document Reference: Nan McKay General News from September dated October 2, 2017.*

Review Management Fees due from FHC Entities:

The September invoice has not been completed as of the meeting date.

Board of Commissioners Slate of Officers – VOTE:

Ms. Wilson moved to nominate Ms. Favulli as Chair of the Falmouth Housing Authority Board of Commissioners; Seconded by Ms. Budrow.

5-Ayes          0-Nays          MOTION CARRIED.

Ms. Favulli moved to nominate Ms. Budrow as Vice Chair of the Falmouth Housing Authority Board of Commissioners; Seconded by Ms. Wilson.

5-Ayes          0-Nays          MOTION CARRIED.

Two motions were made to nominate the Treasurer of the Falmouth Housing Authority Board of Commissioners, discussion was held regarding the signing of checks, in which the board agreed that if they cannot sign in a particular week then they will be responsible to find their replacement check signer for that week. The following motion was voted where Ms. Favulli moved to nominate Ms. Wilson as Treasurer of the Falmouth Housing Authority Board of Commissioners; Seconded by Ms. Budrow.

3-Ayes          2-Nays: Ms. Haney, & Mr. Mayberry          MOTION CARRIED.

Report from Community Preservation Committee Representative:

The board discussed the funds still owed to the Housing Authority from the CPC regarding the Housing Stabilization program. They further discussed the funds awarded at Town Meeting for preservation of the state's 705-houses. Ms. Conn reported that Mr. Lacey submitted the invoice to the Town again before June 30, 2017 in the amount of \$7,669.00 but the Housing Authority has not yet received a response. It was suggested that Ms. Richards follow up with a request for the reimbursement of the outstanding CPC items to the new chair of their committee.

Future Agenda Items and Possible Site Visits:

The board did not discuss the addition of agenda items at this time.

Discussion of Possible New Regular Meeting Date/Time – VOTE:

The board briefly discussed moving the meeting date/time, and decided to move next month's meeting only; Ms. Favulli moved to schedule the next meeting on the 2<sup>nd</sup> Wednesday of the month for November; Seconded by Ms. Budrow.

5-Ayes          0-Nays          MOTION CARRIED.

NEXT MEETING DATE, November 8, 2017; 1:00 pm Harborview Community Room.

General Session adjourned at 2:10 pm

Moved by Ms. Favulli; Seconded by Ms. Wilson

5-Ayes

0-Nays

MOTION CARRIED.

FALMOUTH HOUSING AUTHORITY, 115 SCRANTON AVE., FALMOUTH, MA

GENERAL SESSION:

November 8, 2017

MEMBERS PRESENT: Patti B. Haney, Chairperson  
Holly Wilson  
Patricia Favulli  
Ernest Mayberry

MEMBERS ABSENT: Sari Budrow

STAFF PRESENT: Bobbi Richards, Executive Director  
Kimberly Conn, Financial Manager  
Robert Arsenault, Maintenance Director  
Leslie Pearce, Assistant Director

OTHERS PRESENT: Paula Roberts (tenant), Paul Grunden (tenant) and  
Richard McLane (tenant); Karen Gardner (Community Health Center)

The General Session of the Board of Commissioners of the Falmouth Housing Authority was convened at 1:00 pm in the Community Room of Tatakot Apartments.

The Chairperson announced that the Secretary will be recording this meeting as usual for the purpose of preparation of meeting minutes.

Ms. Favulli moved to approve taking the session out of order to allow for a presentation from the Community Health Center of Cape Cod; Seconded by Mr. Mayberry.

4-Ayes      0-Nayes      MOTION CARRIED

NEW BUSINESS

Presentation by Karen Gardner, CEO of the Community Health Center of Cape Cod

Ms. Gardner distributed a package of information to the Board and shared that the center is celebrating its 20<sup>th</sup> anniversary. The center began as a free clinic for those individuals experiencing barriers to accessing healthcare, health insurance, and medication assistance. The clinic has grown into a multi-service community health organization and now offers services such as primary care, behavioral health, mental health, dental, pharmacy and optometry. In consideration of reducing barriers and of working more closely with those aging in place and the disabled population, the Center has approached the Falmouth Housing Authority to provide onsite services to the housing residents. Ms. Richards and Ms. Gardner have discussed how better to work with each other onsite at the locations that have space for an outside vendor. The Harborview Apartments have an area that may accommodate onsite services and pharmacy distribution. Ms. Gardner shared that the number of hours of daily services are based on the needs of the residents; the Center is also interested in traveling to other housing authority sites to provide similar services if space is available. The room currently serves as a pass-through to an Exit, so the Town may wish to reallocate the Exit to another area of the Community Room. Mr. Arsenault will review if the space is feasible with the Town of Falmouth and provide an update. An initial plan has been submitted to the Fire Department. The Center will provide the equipment and materials needed for the private

consults in the room. The door will likely need to be replaced. As the housing authority has an electrician on staff, we expect the costs associated with room conversion to be minimal. A cost analysis will be provided after we receive feedback from the Town. The Center is willing to pick up costs that are incurred on their behalf. Ms. Gardner explained that the housing authority would not incur additional liability to locate their services at the housing authority's sites; the Center's insurance fully covers them and they would add the housing authority as an additional insured on the policy. Ms. Gardner shared that they work on a sliding scale for all services. Ms. Richards stated that the grant that funds the service coordinator program, which provides educational presentations and activities for tenants to improve their quality of life begins on March 1, 2018. The goal is to have the Center onsite by March 1, 2018.

Ms. Wilson moved approval of continued research on the project; Seconded by Mr. Mayberry.  
4-Ayes            0-Nays

#### Approval of Minutes

The members reviewed the General Session minutes of September 12, 2017.

Ms. Wilson moved approval of the General Session minutes of September 12, 2017.  
4-Ayes            0-Nays

The members received the General Session minutes of October 12, 2017.

No vote was taken for approval of the October 12, 2017 minutes to allow for additional time for review.

Ms. Favulli requested that Ms. Haney provide to the Board the draft minutes of the meetings held during the Executive Director interview process. Ms. Haney agreed to provide the minutes.

#### Approval of Payment of Bills & HAP Payments

Ms. Wilson moved approval of bills and HAP; Seconded by Mr. Mayberry.  
4-Ayes            0-Nays            MOTION CARRIED.

#### Public, Tenant Representative Comments:

A tenant asked Ms. Gardner if they work on a sliding scale.

#### Update from Maintenance Director on Significant Projects:

##### Tatakot – Sewer Tie-In

Mr. Arsenault stated that the grinder pump for the Tatakot project is scheduled to be delivered approximately December 1, 2017. Construction is scheduled to begin after the pump has been delivered. Mr. Arsenault explained that the grinder system is comprised of four (4) pumps and will be installed underground; a cap will be visible above ground. The pipe will also be underground so there will not be any disruption to the parking lot. The tenants have received education regarding the type of pump, were provided literature and received answers to their concerns at a recent tenant meeting on the project. Ms. Favulli complimented Mr. Arsenault's team on the Open House unit at Tatakot.

#### 689 Bayberry – Annual Meeting



Mr. Arsenault reported that the annual inspection and meeting was held at Bayberry. The condition of the unit, number of turnovers performed since the last review and anticipated projects were discussed. Rehabilitation of units, such as carpet replacement and paint, will be performed when the units become vacant. Staff offices will also be updated (flooring replacement and paint) at a time mutually convenient to the staff and the housing authority.

#### Harborview – Alarm Panel, Security:

Mr. Arsenault reported that he is in the processing of getting quotes and estimates for the alarm panel and security cameras at Harborview.

#### Scattered Site (705) Houses

Mr. Arsenault shared that work orders are higher than usual due to damages caused by winds in the last month. Trees have come down; gutters were disconnected. Inspections at the 705s were also performed.

#### Other Maintenance projects:

Mr. Arsenault stated that boiler checks are currently being performed. Landscape clean ups are being performed at the properties. The tablets are now in use. Maintenance is able to use the tablets to perform work orders, take photos and get assistance by sending the pictures to Mr. Arsenault or other team members if there is a question. The tablets also allow the maintenance to complete existing work orders and add work orders on site if another issue arises versus calling in to the office for a work order to be created. Ms. Richards shared that tenants are being encouraged to sign the work orders on the tablets. It improves accountability for both the tenant and the housing authority; and by photographing the deficiencies, both sides are able to document and time stamp completed repairs. Ms. Wilson asked Mr. Arsenault whether or not 705 tenants regularly call in work orders. Mr. Arsenault replied that it is based on the household; some do and some do not however the housing authority does conduct annual inspections. Ms. Wilson asked if an annual inspection is sufficient as some of the housing stock is in need of repairs. Mr. Arsenault shared that with the implementation of the state “force accounts” the housing authority is in a better position to address multiple needs of a particular unit, rather than basic unit turn areas. This allows the maintenance team to accomplish more projects in a single-unit. The state has also implemented annual reviews of the maintenance system. The unit on Fordham is awaiting approval from DHCD for additional funding. A FISH number should be assigned soon so that the work can begin. Ms. Wilson asked where the funding for Fordham comes from; Mr. Arsenault explained that that money was set aside for 705 repairs in the Capital Improvement Plan, however an additional funding request for Fordham was submitted based on the extent of the repairs needed. Ms. Haney shared that the money that was approved for those types of projects by the Town should also be addressed – and an appeal may be necessary as the Town has retracted the allowance of the funding.

Mr. Arsenault also shared that 24 Choate Lane will be done by the end of the week and 116 at Tatakot took more time because more projects were necessary to be performed.

*Document Reference: Falmouth Housing Authority Housing Stabilization Program Report – CPA Funding approved at the November 2013 Town Meeting (\$40k).*

#### Review Vacancy/Turnover Report:

Mr. Arsenault reviewed the vacancy/turnover report through October 2017.

*Document Reference: Falmouth Housing Authority Vacancy/Turnover Report November 2016-October 2017.*

#### Review Work Order Report

Mr. Arsenault reviewed the work order report through October 2017.

*Document Reference: Falmouth Housing Authority Work Order Report October 1-31, 2017.*

#### Executive Director Correspondence & Activities Report:

Ms. Richards reviewed the Executive Director's Report: Correspondence & Activities. The application for the Ross Service Coordinator's Grant was submitted; response is expected to be received in December 2017. DHCD performed the annual Performance Management Review (PMR), which reviews the maintenance systems to determine if we are in compliance with state expectations, length of work order completion and coding of the work orders, vacancy reporting, and preventative maintenance work. We received a finding for filing a quarterly vacancy report late; however in all other areas of review we scored well. The maintenance team replaced the carpet with laminate wood flooring and repainted the lobby area at the Harborview building. The Community Health Center of Cape Cod has agreed to donate lobby furniture for Harborview. It is furniture designed for aging-in-place communities. We've increased the trash pick up schedule at Harborview and are determining whether the former lobby area furniture should be cleaned or disposed of. The material does not support aging-in-place and top cleaning does not address the soiled interior cushions. FHA hosted a HUD PHA Technical Assistance Conference at the Harborview Apartments. Three (3) HUD representatives presented information regarding various program requirements. Approximately 35 people attended from housing authorities across MA. Ms. Richards and Ms. Pearson will attend the MassNahro conference and Ms. Richards has registered for a conference on procurement through the OIG. FHA continues to sort through its monitoring agreements as it has been discovered that not all of the deeds reference FHA as a monitoring agent. FHA will advertise for a recording secretary and will model the advertisement based on a recent one that the Town of Falmouth's Zoning Department placed in the newspaper. The position will be advertised as a independent contractor opportunity. There is an ongoing complaint at the Rose Morin property regarding parking; however, there is no assigned parking and the handbook does not reference guest parking. Service providers and others park in open spaces and some tenants would like spaces in front of their homes to not allow guest parking. Assigned parking may be implemented. The Open House at Tatakot was a success; 54 people attended and 40 people completed surveys regarding their experience. Each attendee was provided with a tour of the unit, information about the housing authority and an application if requested. A tip sheet was also provided that highlighted how to maximize small space living. A letter of compliance was issued to the Town of Falmouth regarding a monitored project; FHA is also working with DHCD's Mark Southerland on owner refinancing requests. 19 Esker has informed the housing authority of it's intent to sell the unit without the affordable housing restriction. The Town of Falmouth was made aware of the owner's frustration and communications regarding the sale and threat of lawsuit. The owner has requested that FHA not contact them regarding this unit any further – this unit may represent a loss of an affordable unit if the matter is not resolved at the town-level. This owner has secured legal representation to assist with the sale and has notified FHA that a lawsuit may be filed due to the difficulties experienced during the sale attempt. Laura Shufelt (Mass Housing Partnership) was invited to attend the December meeting to provide information on housing projects funding. In particular I have asked her to review 2 Esker Place to determine if this type of unit qualifies for any type of funding if the housing authority were interested in purchasing it for an internal affordable property rental program. Laura has experience in the use of Community

Preservation Funding and will provide additional information regarding the types of projects that can be funded and how to access the funds. Ms. Richards also shared that she has attended the Cape Cod Housing Institute trainings. The Section 8 Model Admin plan will be reviewed and revisions will occur over the next few months. Nan McKay, the company that Ms. Richards has selected to work with on the Model Admin and ACOP Plans for the public housing program, provides quarterly updates – this is feature that is currently missing in the admin plan – it is outdated in a number of areas. An internal review of job positions, descriptions and the layout of the building is also underway. The Mature Workers program has agreed to provide onsite employment preparation and linkage services for our tenants. We have allocated a small meeting room for them to use for this purpose. Ms. Richards and Ms. Conn attended an appreciation dinner hosted by Cape Cod 5. Ms. Richards conducted a Section 8 hearing in regards to a tenant's failure to report income changes and held a staff meeting to review and improve the process for unit turns and vacancy reporting.

Ms. Richards requested that \$600 be allocated from the management account for the annual employee holiday party.

Ms. Haney motioned that \$600 be allocated from the management account for expenditures associated with the annual employee holiday party; Seconded by Ms. Wilson.

4-Ayes          0-Nays          MOTION CARRIED.

*Note: Ms. Richards was asked by the Commissioners to draft a thank you letter to the Setting the Stage (Falmouth) and Boston Interiors (Stoughton) regarding their recent donations of furniture and staging of the unit.*

*Document References and materials distributed to Commissioners: Executive Director's Report: Correspondence and Activities, November 8, 2017; flyer regarding the Open House at Tataket, pictures of the model unit, survey and survey results from the Open House at Tataket. Notice PIH 21015-19 Guidance for Public Housing Agencies (PHAs) and Owners of Federally-Assisted Housing on Excluding the Use of Arrest Records in Housing Decisions; HUD's PHA Technical Assistance Conference Agenda; Informational packet from 1998 regarding the Commissioner Role & Responsibilities, FHA November newsletter, Nahro November newsletter, Town of Falmouth's Recording Secretary ad; news article "CPA Funds for Housing Repairs – Editorial," Email to Bobbi Richards from Peter Staub, Asst. Town Manager – Town of Falmouth regarding "Authorized Use of CPA Funds," flyer "Are You a Member of a Public Board or Commission? Know Your Responsibilities," from the OIG's office; flyer "Commissioner Training" from Nelrod; flyer regarding "2018 Mid-Winter Conference & Exhibition," from NERC NAHRO; and flyer regarding "Grab & Go" emergency preparedness backpacks from the AARP October 2017 bulletin.*

#### Financial Statements – Year to date review through September 30, 2017

Ms. Conn reviewed the financials and fiscal budget to date. DHCD has not issued the budget guidelines, but they are expected prior to the December Board meeting.

*Document Reference: Falmouth Housing Authority Financials through September 30, 2017.*

#### Financial Statements – 2018 Budget

Ms. Conn informed the Board of Commissioners that DHCD has not yet issued the budget guidelines. The guidelines are due to be released prior to the December Board meeting.

*Document Reference: Falmouth Housing Authority Financials through September 30, 2017.*

Request for Audit Services for FYE's 06/30/17 through 06/30/19 proposals

Ms. Conn announced to the Board of Commissioners that, as a part-time employee with an agency that has responded to the Request for Proposals, she must recuse herself from discussions regarding this matter. Ms. Conn exited the meeting room.

Ms. Richards explained that Ms. Conn forwarded a Request for Proposals to four (4) firms. Of the four (4), three responded. Ms. Richards reviewed the bids/information received from Dooley & Vicars, CPA (Richmond, VA), Guyder Hurley, P.C. (Braintree) and Roy & Associates (Bangor, ME). The bid from Dooley & Vicars is \$15,850; Guyder & Hurley is \$15,480; and Roy & Associates responded by indicating that they did not wish to submit a bid at this time. Ms. Richards shared that the housing authority's current firm is Guyder Hurley and requested that the Board of Commissioners vote on the bid award, stating that the difference in bid amounts is approximately \$400. Ms. Richards informed the Board that Ms. Conn works for Guyder Hurley. Ms. Haney asked Dooley & Vicars perform their services on site and if they charge additional travel expenses. Ms. Richards responded that the review would be performed on site and further clarification regarding additional travel costs, if any, will be obtained from the vendor. Ms. Richards also shared that Dooley & Vicars perform auditing services for other MA-based housing authorities. Ms. Wilson asked if there were any conflict of interest issues regarding Ms. Conn's employment with Guyder Hurley and her role at the Falmouth Housing Authority. Ms. Favulli responded stating that it was a question that should be addressed to our legal counsel. Ms. Richards shared that HUD has asked a similar question and our understanding is that HUD has also addressed the question to their own counsel; the housing authority should receive a follow up from HUD regarding the concern. Ms. Richards also shared that Ms. Conn has provided a statement that she signed with Guyder Hurley that addressed whether or not a conflict of interest was present; it was determined by Guyder Hurley that no conflict existed and a copy of the signed document is in Ms. Conn's personnel file. Guyder Hurley has also offered to directly answer any questions presented by the Board of Commissioners regarding this concern. Ms. Conn does not audit the housing authority's files as part of her responsibilities with Guyder Hurley; she is assigned to audit reviews for other housing authorities in MA. The question from HUD is whether or not Ms. Conn's knowledge of matters related to the audit presents a conflict for the housing authority in general. Ms. Richards suggested that because the audit period is at least for a year prior; Ms. Conn's current knowledge of the auditing checklist would not be of current benefit for the housing authority's files that would be subject to audit. If the housing authority were aware, it may be obvious to the auditor because a series of financial interim recertifications would occur in order to fix the issues that were on the auditors checklist. Additionally, the information is public knowledge and the housing authorities are made aware, through the findings process, of the checklist details. Ms. Wilson asked for clarification on whether or not the conflict of interest document was presented by Guyder Hurley at the time of the employment engagement. Ms. Richards responded that the statement was provided recently based on HUD's query, however the document was signed between Ms. Conn and Guyder Hurley at the time of employment engagement. Ms. Favulli acknowledged that the housing authority has used Guyder Hurley in the past and there have been no documented issues; however, the Board must determine whether or not an appearance of conflict of interest exists to ensure that there are no ethical issues present. Ms. Richards asked if the Board would like to seek opinions from our state and federal counsels on whether or not a conflict exists. Ms. Favulli shared that the impression of the Board was that Ms. Conn's relationship with Guyder Hurley was related to an internship only; and not a paid position that was not time-limited. The Board agreed that additional research regarding the appearance of conflict should be sought before a vote can be

placed to determine the bid award. Ms. Richards shared that a cost would not likely be assessed from the state counsel attorney, but a cost will be assessed to the housing authority for the opinion from the federal attorney.

Ms. Haney moved to table the bid award process until a written opinion regarding the appearance of a conflict of interest is received from a state and federal counsel. Seconded by Ms. Wilson.

4-Ayes            0-Nays            MOTION CARRIED.

*Document Reference: Falmouth Housing Authority Bid for Audit Services: 3-Year Proposal FYE 06/30/2017-FYE 06/30/2019, Bid Date: 10/27/2017*

Review Management Fees due from FHC Entities:

Ms. Conn reviewed the September invoice for FHC. It was lower this month due to lower payroll hours and reduced number of work orders for the month. September 2017 Corporation invoice was for \$12,750.76. Ms. Wilson asked if FHC is currently happy with the services of FHA; Ms. Conn responded that a meeting regarding billing was recently held with Ms. Clark, the Executive Director of FHA. No complaints regarding our services were presented during this meeting or at any other time.

Waitlist Updates:

Ms. Pearce discussed the Section 8 Waiting List and shared that five (5) new applicants were added to the list; one (1) person was removed from the list.

Review Section 8 Tracking Report:

The housing authority is, per the utilization report, under leased and our team is working together to determine ways to market the need for affordable units. Under-utilization is a concern because we need 11 people to lease up in order to be in good standing with HUD; the rental market is difficult and the payments standards are low – so finding units to lease are a concern and we may find ourselves with a HUD SEMAP finding if we cannot resolve this issue. Ms. Favulli shared that the Town has a list of home owners, second home owners and multifamily owners that is public record and the housing authority may choose to use it its marketing strategy. Ms. Richards shared that a Spring PSA campaign was also being designed to specifically focus on landlord recruitment. Ms. Richards also discussed how the payment standard includes utilities; the challenge on the Cape is that many rents are based on tenant's paying utilities separately. This reduces the amount of rent that a landlord can collect – and it is lower than the fair market value for the region. The housing authority is actively developing a list of positive outcomes to share with current and future landlords to retain and attract new landlords. HUD has also provided, at our request, suggestions on how to attract new landlords to our program.

*Document Reference: CY 2017 Section 8 Tracking Report through November 2017.*

Annual Payment Standards:

Ms. Pearce shared that the Falmouth Housing Authority, in alignment with the other housing authorities on the Cape, reviewed the HUD FY2018 FMRS and recommend to not exceed the rates at this time. The FHA payment standards will become effective on January 1, 2018. Ms. Favulli asked if FHA has always been in alignment with the other housing authorities on the Cape. Ms. Pearce responded by stating that it is easier to coordinate with other agencies regionally because it benefits the tenants, who tend to move within the same county. Ms. Favulli also asked if the

housing authority issued a voucher from Falmouth and the tenant leased up in Boston, would the Boston payment standard apply? Ms. Pearce confirmed that the Boston Housing Authority's payment standard would apply, and it is higher than the Falmouth Housing Authority's payment standard. Ms. Wilson asked if Plymouth and Bourne were in alignment with the Cape's PMR recommendation. Ms. Pearce shared that Plymouth is in a different county and has chosen to set a different payment standard; however, Bourne has agreed to the payment standard recommendation along with the other Cape agencies. Wareham, Ms. Pearce shared, falls under Boston's payment standard.

Ms. Haney moved to accept the FHA Payment Standards. Seconded by Ms. Wilson.  
4-Ayes      0-Nays      MOTION CARRIED.

*Document Reference: HUD FY2018 FMRs and FHA Payment Standards*

Report from Community Preservation Committee Representative:

Ms. Wilson reported the Housing Assistance Corporation has submitted an application for funding that should go before the town in April for approximately \$200k. Their program mirrors an approved program in Yarmouth. The application has not been discussed by the CPC because town council has to determine if the project is appropriate for CPA funding. There is variance between how towns approved similar projects. Ms. Haney shared the Town has indicated that the units that the Falmouth Housing Authority is seeking funding for were not created with CPA funds - which is a process that formerly applied to playgrounds and not actual housing. Ms. Favulli shared that The Town of Falmouth sought clarification from DOR regarding the reimbursement of housing stabilization funds that were previously approved. Ms. Richards shared that questions regarding how to navigate the process of CPA funding may be beneficial to the housing authority and what the primary differences are in the Town of Falmouth versus other towns.

Ms. Wilson shared that the Town of Falmouth has hired Ms. Carla Ferroni as the new Housing Coordinator and provided background information as found online.

Future Agenda Items and Possible Site Visits:

Mr. Mayberry asked why tenants must pay for cable services in the public housing units. Ms. Richards explained that the buildings have a contract for cable services; and it is a common practice in some other housing developments. This matter will be discussed on a future agenda.

Discussion of Possible New Regular Meeting Date/Time – VOTE:

The third (3<sup>rd</sup>) Tuesday of the month has been proposed but not decided upon. The fee accountant comes the second week of the month and it is difficult to distribute the accounting packet to the Board with ample time for review when the meeting is scheduled for the second (2<sup>nd</sup>) Tuesday of the month. Ms. Conn is able to attend meetings on the 3<sup>rd</sup> Tuesday of the month if that date is agreeable for the Board of Commissioners. Ms. Favulli shared that based on Ms. Budrow's absence, this matter should be tabled for the next meeting.

Ms. Haney moved to schedule the next meeting on the 3<sup>rd</sup> Tuesday of the month for December 19, 2017 at 1:00 p.m. Seconded by Mr. Mayberry.  
4-Ayes      0-Nays      MOTION CARRIED.

NEXT MEETING DATE, December 19, 2017 1:00 pm at the Tatak Community Room.

General Session adjourned at 2:10 pm  
Moved by Ms. Favulli; Seconded by Ms. Wilson  
5-Ayes      0-Nays      MOTION CARRIED.

FALMOUTH HOUSING AUTHORITY, 115 SCRANTON AVE., FALMOUTH, MA

COMMISSIONERS BOARD MEETING

GENERAL SESSION

December 19, 2017

MEMBERS PRESENT: Patricia Favulli, Chairperson

Sari Budrow

Patti Haney

Ernest Mayberry

Holly Wilson

STAFF PRESENT: Bobbi Richards, Executive Director

Leslie Pearce, Assistance Director

Kimberly Conn, Financial Manager

Bob Arsenault, Maintenance Director

Marie Palmer, Resident Service Coordinator

OTHERS PRESENT: Harborview Tenants: Deborah Labidini, Joan Mayberry,

Teresa Windrush, Mary Jane Correia, Paula Roberts, Barbara

Welch, Leonard Auclair; Tatakert Tenants: Shirley Lewis, Pat  
Johnson, John Jenks and Genevieve Clement.

Amy Kullar, Esquire

Mary Gelsthorpe, Recording Secretary

The General Session convened at 1:03pm in the Community Room of Tatakert Apartments.

**Approval of Minutes:**

Ms. Wilson moved the Minutes of October 12, 2017; Ms. Haney seconded. 5 Yes, 0 Nays



Ms. Haney moved the Minutes of November 8, 2017 with amendments.; Ms. Wilson seconded.

4 Yes, 0 Nays, 1 abstention (Ms. Budrow)

**MOTION:** To move out of Open Session into Executive Session to review a tenant matter involving a Board Member.

Roll Call Vote taken:

5 yes 0 Nays Adjourned 1:10pm.

OPEN SESSION RECONVENED AT 2PM.

**Recording Secretary:**

Mary Gelsthorpe was introduced as the Recording Secretary (Independent Contractor).

**Logo:** It was decided to redo the HA Logo and hire a designer for the 70th 2018 Anniversary.

**MOTION:** Ms. Budrow moved to approve \$300 and \$200 for a total of \$500 to create new Logo. Ms. Wilson seconded.

Vote: 5 Yes. 0 Nays

**Location of Staff Holiday Party:** Ms. Richards acquired space at the Anejo Mexican Restaurant on Main Street.

**MOTION:** Ms. Budrow moved to approve \$600 for the staff Holiday Party; Ms. Haney seconded. Vote: 5 Yes. 0 Nays

**FHA Reorganization:**

Ms. Richards is working on rewriting job descriptions and doing a task analysis. The Conference Room and the lobby at the Authority are being redesigned. Personnel Files are being consolidated.

**Presentation:**

The presentation by Laura Shufelt, Mass Housing Partnership, was moved to the next meeting January 9th at 1pm.

**Public and Tenant Representative Comments:**

Attorney Amy Kullar introduced herself and stated that she is the attorney assigned to the Estate of Rev. Crowell, 2 Esker Place. Ms. Budrow recused herself. 2 Esker Place was originally deeded as an affordable housing unit. The Estate will provide a recent appraisal.

**Report of the Maintenance Director:**

*Tataketa:* Mr. Arsenault reported a new septic system was completed for Tataketa. Certificate of Final Completion for Harborview Windows for \$9,750 was voted.

MOTION: Ms. Favulli moved to approve \$9,750 for the final completion of the Harborview Window project; Ms. Wilson seconded.

Vote: 5 Yes. 0 Nays

*Harborview:* Architectural plans for a Community Health Center at Harborview have been submitted to the Town Building Inspector.

*State Properties:* 705's Houses will be inspected for heat, electricity, water, rot, roof with February being the goal for completion. 689 Bayberry House received a new bathroom update.

*Vacancy Report:* There is turnover at Tatakot and Choate.

*Work Orders:* 220 work orders, which included fall clean up and boiler clean up.

**Report of the Fiscal Officer:**

MOTION: Ms. Budrow moved payment of bills and approve HAP payments; Ms. Haney seconded.

Vote: 5 Yes. 0 Nays

MOTION: Ms Haney moved to approve federal property flat rents (eff. 1/1/18) \$1,000, Mr. Mayberry seconded.

Vote: 5 Yes. 0 Nays

The Financial month-end review through 10/31/17 revealed we are overbudget and anticipate a larger deficit in maintenance \$13,971 and management fees \$15,166.

**Report of the Assistant Director:**

*Section 8 Tracking Report:* The report shows 309 people, down 10 utilization.

*Waiting List* - There was a briefing of 20 people.

*Other:* Although there was a briefing this month, the issue of finding housing continues to be an on-going problem. Either the stock is priced far above the HUD payment standard or there is limited stock available in general.

**Report of the Executive Director**

The Executive Director's Report of Correspondence & Activities was distributed and reviewed.

*Update on 2 Esker Place:* FHA is may seek funding options for this unit; is willing to split the costs with the Estate to have the building inspected. There may be drainage issues.

*Tenant Handbooks:* State and federal tenant handbooks will be revised during the 1<sup>st</sup> quarter of 2018.

*Auditing Services:* RFP for Annual Independent Auditing Services FYE's 6/30/17 - 6/30/19: Ms. Conn recused herself because of perceived conflict of interest. The two choices are: Roy and Associates of Rhode Island Maine \$17,000 or Guyder Hurley of Massachusetts \$15,000.

MOTION: Ms. Budrow moved to hire Roy and Associates with the amendment as noted. Mr. Mayberry seconded.

Vote: 5 Yes. 0 Nays

*Other:* Guest computers have been installed at the housing authority and are being provided for tenant and partnership use. Mature Workers of Dennis have qualified one of our tenants for the program; the tenant is interested with working at the Housing Authority through the Mature Workers program and his salary/insurance are provided by the program. Improvements for signage (interior and exterior) are being reviewed. Liability insurance for administrative work provided to the Falmouth Housing Corporation has been finalized.

**CPC (Community Preservation Committee) REPORT:**

Ms. Wilson noted there is a HAC application for \$200,000 for private homes. The Stabilization Fund is looking for \$7,000 reimbursement.

*Section 8 Model Admin Plan revision Ch 1,2, 17:* Seeking approval for the revisions of these chapters for the model admin plan. Plan will cover Section 8 programs including project-based developments.

MOTION: Ms. Budrow moved to approve chapters 1, 2 and 17 of the Section 8 Model Administrative Plan; Ms. Wilson seconded.

Vote: 4 Yes. 0 Nays. 1 Abstention (Ms. Haney)

**NEXT MEETING DATE: January 9, 2018, 1pm at Harborview Community Room.**

General Session adjourned at 3:05pm.

FALMOUTH HOUSING AUTHORITY, 115 SCRANTON AVE., FALMOUTH, MA

GENERAL SESSION:

January 9, 2018

MEMBERS PRESENT: Sari Budrow, Acting Chairperson

Holly Wilson

Ernest Mayberry

MEMBERS ABSENT: Patricia Favulli, Chair

Patti Haney

STAFF PRESENT: Bobbi Richards, Executive Director

Kimberly Conn, Financial Manager,

Robert Arsenault, Maintenance Director

Leslie Pearce, Assistant Director

OTHERS PRESENT: Joan Wales, Margaret Romiya, Paula Roberts, Pat Meehan,

Joe Malp, Mary Jane Correia, Paul Grunden

Laura Shufelt - Mass Housing Partnership

Mary Gelsthorpe, Recording Secretary

The General Session of the Board of Commissioners Meeting of the Falmouth Housing Authority convened at 1:10pm in the Community Room of the Harborview Apartments.

The Chairperson announced that the Secretary will be recording this meeting as usual for the purpose of preparation of meeting minutes.

APPROVAL OF MINUTES:

Mr. Mayberry moved the Minutes of December 19, 2017 as amended, Ms. Wilson seconded.

3-Ayes      0-Nays      MOTION CARRIED

LOGOS: Ms. Richards circulated the Final Logo celebrating the 70th Anniversary of the FHA.

Location of the Staff Holiday Party:

Ms. Richards reserved space at the Anejo Mexican Restaurant at 118 Main Street, Falmouth, Friday, January 19, 2018 at 12:00 noon. Please RSVP.

Public, Tenant Representative Comments:

Joan Wales asked how the new clinic will impact the clinic being planned here. Paula Roberts is knitting scarfs for the homeless and is seeking space to distribute. The Service Center was

suggested since they can distribute there and offer veterans' services. Also, the question was raised how to get the key to the kitchen, and it was noted that the front desk has one to supply for events. Also, it will be noted on the rental form to ask for kitchen key. A posting will occur in the Newsletter on this.

Presentation:

Laura Shufelt, Mass Housing Partnership, gave an extensive talk on how CPA Funds can be used. They can lend money for rental developments. They rehab existing CPA infrastructure. They need DHCD approval; policy change needs to go through Legislative approval. Town Counsel makes the determination. To rescind a Town vote requires citizen petition. Rents are determined at 80% of median income (\$45,000 salary), \$1100 rent.

Update from Maintenance Director on Significant Projects:

Mr. Arsenault reported a new septic system was completed for Tatakot, with approval expected February 5th. Change orders are forthcoming to go underground for a savings. There is a maintenance agreement for a grinder pump with warranty. There were no pipe breaks during the last severe storms. He went through four pallets of ice melt. There are many unanswered questions on his desk to answer. Harborview dishwasher will need replacement since parts are unavailable. A proposal is under review and will have an answer by the end of the week. 705's moving along with added 2nd bath. Work orders are down, very busy with snow removal. There were two turnovers last month and three coming up soon.

Approval of Payment of Bills & HAP Payments; Report from Fiscal Officer

Mr. Mayberry moved payment of bills and approve HAP payments, Seconded by Ms. Wilson.

3-Ayes      0-Nayes      MOTION CARRIED

IRS Mileage Rate will remain at .45, no increase.

The financials through November 2017 were reviewed; GIC bills were not received and will be reflected on the December 2017 statements. Management fees due from FHC will be reviewed next month.

Report of the Assistant Director:

Twenty people are coming off in the waiting list this month. FHA fell below 98% in leased vouchers this month; this is the first year that this has happened. The Section 8 program is down 8 vouchers this month. FHA plans to conduct marketing campaigns to target second home owners and multi-family landlords this quarter. Ms. Budrow reminded FHA to obtain the public list of affordable units from the Town as a marketing tool.

Report of the Executive Director:

The Executive Director's Report of correspondence and activities was provided as an attachment.

A review of MOU Agreement between Cape Health Center of CC and FHA revealed one comment received. The comment was to ensure that the agreement related to all tenants of the Falmouth Housing Authority; not to federal tenants only.

FHA is required to submit a financial policy specific to the COC/CRHI program to resolve an audit finding. Sample program policies have been provided to FHA for review and consideration. FHA will prepare a response for the CRHI audit findings and submit the program policies to the Board at the next meeting.

2 Esker Place is no longer considered an affordable unit according to the Town of Falmouth. Therefore, the Estate is able to sell the unit on the open market with no apparent restrictions. FHA performed a walk-through of the unit. It is estimated that the unit will cost \$50k to rehab. Tear down and installation of a modular unit is also an option. Pricing can be obtained for the cost of the demo. Commissioner Budrow requested that FHA review the unit for drainage and mold. Ms. Richards has researched alternative finance options should the Authority decide to purchase the unit without town funds and use the stock as low-income housing directly through the Authority. If this option is sought, the unit would not count on the Town's affordable list; but would be an "affordable" unit for the purpose of the housing authority. Commissioners Budrow and Wilson stated that they were interested in the housing authority pursuing additional information regarding the property. An appraisal is scheduled for February. The matter will be brought again to the Board of Commissioners in February for a decision on whether or not to secure financing and purchase the unit.

Section 8 Model Admin Plan revision, Chapter 3, chapter by chapter review, requires a vote of approval as written.

Ms. Wilson moved to approve, Mr. Mayberry seconded.

Vote: 3-Ayes      0-Nayes      MOTION CARRIED

Annual Campaign Finance Report Municipal Form requires Board signatures. Any Board member whose term is up must declare that they are running for office to the Town no later than February 20, 2018. Ms. Budrow will need to declare.

#### Training:

PTSD Training is free on line through Mass General Health; a link to the training site was provided. All FHA Admin Staff are required to take the training; Board Commissioners are invited to take the training.

#### Esker Place Units:

The deeds for this development are individual in nature; many of the deeds state different requirements for affordability. 19 Esker Place is now for sale and it is the understanding of the housing authority that the Town released the affordability on this unit.

#### CPC (Community Preservation Committee):

Ms. Wilson and Board agreed to let go of the \$7,000 reimbursement to the Stabilization Fund, it is not forthcoming. Ms. Richards met with the Falmouth Affordable Fund and a representative from the CPC; per the financial officer from the Town of Falmouth, the funds owed to FHA will

not be reimbursed and it is a closed matter. This is because the Town cited compliance issues with how FHA maintained the financial reporting requirement.

Future Agenda Items:

2 Esker Place, COC vote, FY2018 Budget, Furniture in Storage. Please forward Agenda Items to Ms. Richards two weeks ahead of the next meeting, February 20, 2018.

MOTION TO ADJOURN:

Ms. Wilson moved to approve, Mr. Mayberry seconded.

3-Ayes      0-Nays      MOTION CARRIED

NEXT MEETING DATE: February 20, 2018, 1pm at Tatakak Community Room.

General Session adjourned at 3:05pm.

Moved by Ms. Wilson; Seconded by Mr. Mayberry.

FALMOUTH HOUSING AUTHORITY 115 SCRANTON AVE, FALMOUTH, MA

COMMISSIONERS BOARD MEETING

GENERAL SESSION

February 20, 2018

MEMBERS PRESENT: Patricia Favulli, Chairperson

Patti Haney

Holly Wilson

Ernest Mayberry

MEMBERS ABSENT: Sari Budrow

STAFF PRESENT: Bobbi Richards, Executive Director

Kimberly Conn, Financial Manager

Marie Palmer, Resident Service Coordinator

Bob Arsenault, Maintenance Director

OTHERS PRESENT: Steve Cote, Fee Accountant

*Residents:*

Tataketa: Pat Johnson, John Jenks, Connie Caruso, A.Douglas  
Harborview: Bill Cox, Joan Wales, Judy Sacco, Leo Auclair

Mary Gelsthorpe, Recording Secretary

The General Session convened at 1:03pm at the Community Room of Tataketa Apartments.

**FY2018 Budget Review and Approval - Fenton, Ewald & Associates**

Steve Cote reviewed the FYE 6-30-2018 Budget with the Board answering questions as they arose. It was noted the Executive Director requested a reduction in the proposed salary change so that the Financial Manager could come up to scale; the changes were included in the reviewed budget proposal. After brief discussions:

A motion was made by Ms. Haney to move that the proposed Operating Budget for State-Aided Housing of the Falmouth Housing Authority, Program Number 689-1 for fiscal year ending 6/30/2018 showing total revenue of \$26,704 and total expenses of \$26,702 thereby requesting a subsidy of \$0 be submitted to the Department of Housing and Community Development for its review and approval. Ms. Wilson seconded the motion which, upon roll-call, was passed by a vote of 4 to 0.

A motion was made by Ms. Haney to move that the proposed Operating Budget for State-Aided



Housing of the Falmouth Housing Authority, Program Number MRVP for fiscal year ending 6/30/2018 showing total revenue of \$222,509 and total expenses of \$222,995 thereby requesting a subsidy of \$205,694 be submitted to the Department of Housing and Community Development for its review and approval. Ms. Wilson seconded the motion which, upon roll-call, was passed by a vote of 4 to 0.

A motion was made by Ms. Wilson to move that the proposed Operating Budget for State-Aided Housing of the Falmouth Housing Authority, Program Number 400-1 for fiscal year ending 6/30/2018 showing total revenue of \$449,042 and total expenses of \$443,636 thereby requesting a subsidy of \$43,177 be submitted to the Department of Housing and Community Development for its review and approval. Ms. Haney seconded the motion which, upon roll-call, was passed by a vote of 4 to 0.

Ms. Haney moved to approve the overall agency budget as reviewed; seconded by Ms. Wilson.  
4-Ayes          0-Nays          MOTION CARRIED.

Ms. Haney moved to approve the Executive Director's salary increase by budget revision for Fiscal Year Ended 6-30-2018 as discussed during the salary review of the budget process; seconded by Ms. Wilson.  
4-Ayes          0-Nays          MOTION CARRIED.

### **Approval of Minutes**

#### ***Executive Session, December 19, 2017***

MOTION Accept and approve the above Minutes. Ms. Wilson moved, Mr. Mayberry seconded.  
4-Ayes          0-Nays          MOTION CARRIED

***General Session, January 9, 2017 tabled to next meeting.***

### **Announcements**

The annual audit has been performed and completed with some findings. The audit was late due to the change in independent audit companies.

### **Public and Tenant Representative Comments**

Pat Johnson requested the room be put back in same order for Bingo.

It was noted that a tenant has two cars in the parking lot; and it was questioned as to whether there is a rule regarding how many vehicles a tenant may park on housing authority property.

### **Report of Maintenance Director**

**Tatakot:** Mr. Arsenault reported the septic upgrade is moving along quickly, the start is Thursday and the company has gone underground to save money to the housing authority – no significant damage to the parking lot using this method.

The deck walkways will receive review in anticipation of an upgrade if funding is available.

Winslow architects will help with the scope of work; they have pictures of the condition of the walkways. There are pictures of the condition.

**Rose Morin:** The rescheduled REAC inspection will be held on April 20, 2018.

**Harborview:** Two laundry machines have been ordered.

**State Properties:** 705's include a kitchen paint job and flooring refurbish. Four roofs and four septic replacement/hookups scheduled.

**Salt Sea** will receive parking lot lights this summer/fall.

**Safety Crisis Training:** Bob Arsenault reported that he attended the recent training. Alice Training is being offered by police.

**Additional Help Received:** The housing authority has partnered with the Mature Workers Program (MWP) to provide up to 20 hours per week of janitorial work to be provided. The wages are paid through a grant from the MWP program.

**Vacancy Report:** The housing authority completed four (4) turn overs in a 20-day period.

**Work Orders:** 154 last month of which 30 were identified as emergency work orders.

**2 Esker Place:** Ms. Favulli (Chair) recused herself from this discussion.

The home located at 2 Esker Place has sat from more than five (5) years unoccupied and was released from its affordability restriction in 2015. The Owner is deceased and the Estate has offered to sell the property to the housing authority. The Estate provided an appraisal for \$158k, which is the land value of the unit without the affordability restriction. With the affordability restriction, the unit is valued at approximately \$35k. The housing authority is prepared to make an offer and expects to put 20% as a down payment; secure a construction loan that will cover the balance of the purchase price and the rehabilitation. Ms. Richards will research whether or not the Town can reimburse any funds expended for the purchase and/or rehabilitation of this unit – as the unit may count again as affordable with the support of the Town.

MOTION To have Ms. Richards draft a letter of intent to purchase the property for no more than \$120k) and to move forward with an application for the balance of the purchase price and up to \$75k for rehabilitation loan on the property. Mr. Mayberry moved, Ms. Haney seconded.

3-Ayes          1-Recused          0-Nayes          MOTION CARRIED

MOTION To seek reimbursement of purchase funds for 2 Esker Pl from the Town of Falmouth's Affordable Housing Fund. Ms. Haney moved, Mr. Mayberry seconded.

3-Ayes          1-Recused          0-Nayes          MOTION CARRIED

### **Report of the Fiscal Officer**

**FHA Debit Card:** Kimberly Conn, Financial Manager, whose name is currently on the Falmouth Housing Authority debit card will be removed. The Housing Authority debit card will be reissued in the name of the Executive Director, Bobbi Richards, as authorized user and will be

kept under lock and key in her office.

**Update on Solar Credits:** A check was received in the amount of \$16,843.26 for July – October, 2017.

***Payment of Bills/Approval of HAP Payments:***

MOTION To pay bills and approve HAP payments. Mr. Mayberry moved, Ms. Haney seconded.

4-Ayes          0-Nayes          MOTION CARRIED

The January budget will be updated to reflect changes to the budget and salaries will be retroactive to July 1, 2017.

**Report of the Assistant Director**

The report of the Assistant Director was tabled to March 2018.

**Report of the Executive Director**

***Pending Minutes for Approval:***

MOTIONS To move the following Minutes from previous months,

July 18, 2017, July 20, 2017, July 27, 2017 as amended, Executive Session of July 27, 2017, August 27, 2017. The August 8, 2017 minutes were tabled as they were not available.

These Minutes were moved by Ms. Wilson, seconded by Mr. Mayberry.

3-Ayes          1-Abstain          0-Nayes          MOTION CARRIED

Ms. Haney abstained from vote because she was the author of the minutes.

***CORI Policy***

The Falmouth Housing Authority explored a partnership with the Town of Falmouth's Personnel Department. The Town is unable to assist in performing CORI's for the Falmouth Housing Authority's new staff; FHA did not initially want its own employees to perform employee CORI's. Based on the Town's response, FHA will either seek partnerships with other entities that perform CORIs such as the police department or its own staff will perform the CORIs.

***Community Health Care Center of Cape Cod***

A tenant meeting was held at Harborview; tenants expressed concerns regarding the implementation of a clinic. It was suggested that the housing authority explore co-use of the space allocated for the Meals on Wheels program as an alternative to use of the room adjacent to the community room. Ms. Richards informed the tenants that the housing authority may use the community room for trainings, partnership presentations and other events that are of benefit to the housing authority and/or the tenants. She also agreed to explore the use of a small area within the dining/recreation room currently used by the Meals on Wheels Program through Elder

Services.

### ***Harborview Parking and Lobby Furniture***

During the tenant meeting, Ms. Richards shared that the donation of lobby furniture may take up to three (3) more weeks.

The absence of general designated handicap-accessible parking was discussed. The Harborview apartments co-share the parking lot with the housing authority and the Meals on Wheels program; thus, it is not a resident-only designated lot. The existing handicap accessible spaces were assigned directly to tenants, which can occur under the State of MA Architectural Access Board (AAB) for resident-only lots. As Harborview is a federally-funded housing program, additional information is required. Ms. Richards has spoken with representatives from the State AAB, HUD, and the federal ADA. She is waiting for additional information regarding how to resolve the issue of providing general ADA designed spaces. A planner may be required to address the issue. ***More information is provided in the Executive Director's Report of Correspondence, Activities and Training Opportunities, hereby attached.***

***Other Concerns:*** Stop and Shop carts are not allowed as it is a lease violation, unsafe blocking of egress. The Fire Department will conduct a site review of the property soon; lease violation notices may be issued by the housing authority to those tenants that continue to block egresses with shopping carts. The manager at Stop and Shop has requested that tenants not take the carts from the store's lot.

A draft of the program policy drafted for the CRHI grant program will be sent to Board members to review before discussion at the next Board meeting.

### ***Close Public Housing Wait List***

The wait list is at 500 people, a 5-year wait. It was suggested to close the list.

MOTION To close the public housing wait list and publish the paperwork. Ms. Haney moved, Ms. Wilson seconded. The motion was withdrawn after Ms. Conn, Financial Manager, recommended purging the list first.

### **CPC (Community Preservation Committee) REPORT**

Ms. Wilson, CPC Representative, did not have a report on the CPC for this month.

***Next Meeting Date: March 20, 2018, 1pm at Harborview Community Room. An alternate date for the meeting was suggested.***

General Session adjourned at 3:05 pm.

FALMOUTH HOUSING AUTHORITY  
COMMISSIONERS BOARD MEETING DRAFT MINUTES

March 27, 2018 at 1:00 pm  
Harborview Community Room  
115 Scranton Avenue, Falmouth, MA 02540

MEMBERS PRESENT: Patricia Favulli, Chairperson  
Ernest Mayberry  
Sari Budrow  
Patti Haney

MEMBERS ABSENT: Holly Wilson

STAFF PRESENT: Bobbi Richards  
Leslie Pearce  
Kimberly Conn  
Bobby Arsenault

OTHERS PRESENT: Public Housing Tenants (sign in list not complied)  
Douglas Cabral, Esq.

The General Session of the Board of Commissioners Meeting of the Falmouth Housing Authority scheduled for March 13, 2018 was cancelled due to inclement weather.

The General Session of the Board of Commissioners Meeting of the Falmouth Housing Authority was convened at 1:02 p.m. Ms. Favulli called the meeting to order. Note:

There was a request to take the presentation by Douglas Cabral regarding Esker Place out of order. Ms. Haney moved to take the topic out of order. Mr. Mayberry seconded.  
3-Ayes. 0-Nays. 1-Recused Motion passed.

2 Esker Place update and presentation by Douglas Cabral, Esq.  
Ms. Favulli recused herself.

Mr. Cabral reported that negotiations with the seller are ongoing. A purchase and sale agreement for this 3-bedroom is being finalized. It is estimated that rehabilitation of the house will cost \$50,000-\$75,000k. FHA will pay at least 20% down of the purchase price and roll the balance of the purchase into a commercial construction loan through Cape Cod Five Bank. Attorney Cabral shared that a contingency will be put in place regarding the septic system, which has not yet been tested. Should the system fail, the cost to repair/replace may still be an option that FHA is willing to fund based on the purchase price of the home. It is recommended that the system be reviewed and FHA contact the Board of Health to discuss the existing system. A question arose about the condition of the septic system. If the system is failed it was thought that it could be repaired instead of installing a new system. The system will be inspected and the results will be shared with the Board at a future meeting.

Approval of Minutes

General Session – August 8, 2017

Ms. Budrow moved to approve. Mr. Mayberry seconded.  
4-Ayes. 0-Nays. MOTION CARRIED

General Session -January 9, 2018: No quorum.

General Session -February 20, 2018

Ms. Haney moved to approve as amended. Mr. Mayberry seconded.

3-Ayes            0-Nays.            Ms. Budrow abstained.            MOTION CARRIED.

Public and Tenant Representative Comments

Paula Roberts, tenant, asked whether the newsletter should contain solicitations from any entity outside of the housing authority. In particular, Ms. Roberts questioned why mention of First Citizens Bank was included in the newsletter. Ms. Richards agreed to include information regarding the partnership with First Citizens Bank at the next meeting. Ms. Roberts also asked if the Executive Director had received an invitation to speak at the tenant's association meeting for Harborview. Ms. Richards confirmed that an invitation had not yet been received.

Report of the Maintenance Director

- Disposal of Assets:

1996 F350

1999 GMC Sierra

Mr. Arsenault requested a vote for the disposal of the 1996 F350 and 1999 GMC Sierra surplus vehicles.

Ms. Haney moved to permit disposal of both vehicles. Mr. Mayberry seconded.

4-Ayes            0-Nays            MOTION CARRIED

- Federal Properties: Harborview, Tataket, Rose Morin: Mr. Arsenault reported that he will meet with architects this afternoon regarding options for the Harborview parking lot. The group will also examine the walkways at Tataket. Preparation is underway for the HUD REAC Inspection of the Rose Morin property. A vendor has been hired to preview the property and make recommendations on REAC required repairs in advance of the formal HUD inspection.
- Tataket Sewer Hook-up Change Order – VOTE  
Mr. Arsenault reported that there were 2 changes: 1-828 for permits obtained on FHA's behalf by the vendor, and 2-\$4,488 for septic issues. There was an initial savings on this project of approximately \$6800 because the vendor determined they could go beneath the existing asphalt with minimal damage. With the inclusion of the change orders, there remains a small savings for the project.  
Ms. Haney moved to approve. Mr. Mayberry seconded.  
4-Ayes            0-Nays            MOTION CARRIED
- Tataket Sewer Hook-up Substantial Completion – VOTE  
Substantial completion in the amount of \$189,089.36. Mr. Arsenault reported that some funds would be withheld for grass seed and asphalt restoration.  
Ms. Haney moved to approve. Ms. Budrow seconded.  
4-Ayes            0-Nays            MOTION CARRIED
- State Properties: Choate, Salt Sea, 705's Scattered Site Houses, 689-Bayberry: 95 Fordham renovation is completed and now all 705s are leased. Only a few sewer hook ups remain to be done. Preparations are underway for finalization of the plans to replace the lighting and parking lot at Salt Sea.
- Vacancy Turnover: All federal were done within 20 days. One state property took 23 days.
- Work Orders: 121 for the month.

Report of the Fiscal Officer/Executive Director

- Payment of bills and approval of HAP payments – VOTE

Ms. Haney moved to approve. Ms. Budrow seconded.

4-Ayes            0-Nays            MOTION CARRIED

- Financial statements month-end review through January 1, 2018: Ms. Conn reported that there were extraordinary expenses during this time period.

#### Report of the Assistant Director

- Waiting list updates: Ms. Pearce reported that she has begun reviewing the 1<sup>st</sup> 50 people on the list, looking at eligibility.
- Section 8 tracking report – There are 305 out of 319 vouchers leased. Falmouth has absorbed an additional 20 vouchers from Barnstable’s Housing First Program because they are closing their program. The absorption of these vouchers assist Falmouth in ensuring that we exceed the number of lease ups required by HUD on a monthly basis.
- DMHRS program changes: The FHA has had 4 slots from this state funded program. 2 more have just been added.

#### Report of the Executive Director

- Financial Policy for the CRHI Program – VOTE  
Ms. Richards explained that previously the FHA did not identify how rents are posted and collected for it’s CRHI program. A draft policy has been prepared that meets the concerns posed in the 2017 independent audit.

Ms. Budrow moved to approve. Ms. Haney seconded.

4-Ayes            0-Nayes            MOTION CARRIED

- Report of Correspondence, Activities and Training Opportunities:
  - Ms. Richards reported that the 2017 independent federal audit has just been completed. A response is due by the 31<sup>st</sup>. The audit findings and response will be distributed to the commissioners when the response has been drafted.
  - There are 2 anticipated changes in CMR6.0.
  - 5 volunteers have offered testimonial regarding what housing means to them for a PSA taped by FCTV.
  - An architect has been hired to look at the Harborview parking from the state and federal perspective to see what the FHA needs to correct to become ADA compliant for both residential and commercial property requirements.
  - FHA is one of 5 in the state to receive a \$246,000 grant over three years. The ROSS Grant incorporates a social service element into the housing framework for tenants. The service coordinator(s) will work on site to create educational opportunities, facilitate access to resources and services, help tenants stay compliant with leases, and support independent living so they may stay in place as long as possible. An example of an ongoing project through this program is the donation baby bib project to the Falmouth Hospital. Tenants have the opportunity to learn new skills (sewing), socialize (to decrease feelings of isolation and depression) and improve dexterity through this biweekly activity. The goal is to donate 400 bibs within a one year period. Fabrics and sewing machines have been donated to FHA.
  - DTA is working on reissuing SNAP vouchers for the value of food lost during power outages.
  - Ms. Richards is working with tenants to review and revise the resident handbook for the federal properties (Harborview, Rose Morin and Tataketa).
  - FHA is looking to hire a part-time assistant to assist with the HCV Voucher Program/Section 8, Public Housing and provide reception relief.
  - FHA has ended its relationship with its independent contractor Recording Secretary.
  - Harborview received a donation of community furniture, designed for aging-in-place, for the common area lobby, from Community Health Group.
  - The Postmaster recommended installing parcel lockers at Tataketa. Some theft of package deliveries has occurred.
  - Ms. Richards will report to the Board of Selectmen in April regarding the general housing programs and purpose of the housing authority.

- The FHA was without power for about two and a half days during the storm. Staff was sent home as the office had no heating, lighting or other general power. Maintenance worked at the 5 properties throughout the inclement weather.
- Emergency Preparedness process and policy:
  - A discussion included the following:
    - Ms. Richards is developing a committee to address emergency preparedness within the housing authority and will invite key community partners to attend and provide suggestions for improvement. Residents from each property will also be invited to participate.
    - Generators in Tatakot and Harborview serve only the common rooms. The FHA is evaluating what it was able to provide during the past storm. Mr. Arsenaull shared that the grinder pumps at Tatakot are connected to the generator. The system ran low on oil and the generator did not perform for approximately 4 hours. Maintenance has been reminded to check the oil levels on the generator system as they make their rounds to each public housing property during inclement weather.
    - Maintenance will review all outlets powered by the generator to ensure they have a red cover.
    - There should be an emergency cabinet stocked with non-perishable goods and emergency lighting.
    - Tenants should be urged to develop their own emergency plans.
    - The Fire Department contacted Ms. Budrow when they were asked to do wellness checks on tenants and could not find a contact number. There should be a policy in place and at least 2 phone numbers available for emergency contact. The staff should have been in the community rooms and available to help if needed. An emergency phone tree should be developed.
    - The police have Ms. Richards phone number but cell phone service was out for much of the power outage.
    - All agreed that the FHA needed to do better, plan ahead and do things differently prior to the next emergency.
    - An electrician has been hired to review the capacity of the generators and determine if additional areas can be powered.
    - Ms. Budrow recommended that FHA provides its contact number on the signage that is displayed at the buildings for emergency and to consider providing admin staff to work out of heated common room areas at the public housing buildings that have limited power.
    - Mr. Mayberry asked FHA to consider setting a procedure for the types of non-essential appliances that the emergency outlets will power so that medical appliances are powered first.

Adjournment at 2:20pm.

Ms. Budrow moved to adjourn. Mr. Mayberry seconded.

4-Ayes

0-Nays

MOTION CARRIED



FALMOUTH HOUSING AUTHORITY  
COMMISSIONERS BOARD MEETING MINUTES  
April 24, 2018 at 1:00 pm  
Tatakot Community Room  
138 Teaticket Highway, E. Falmouth, MA 02536

MEMBERS PRESENT: Patricia Favulli, Chairperson

Patti Haney

Holly Wilson

Ernest Mayberry

Sari Budrow

MEMBERS ABSENT: None

STAFF PRESENT: Bobbi Richards

Leslie Pearce

Bobby Arsenault

OTHERS PRESENT: Shirley Lewis, Hilda Sousa, Gigi Clemmons, Pat Johnson, Carol Landers, Joanne Moore, Paul Grunden, Linda Howard,

Maureen McIver (Independent Contractor) - Recording Secretary

The General Session of the Board of Commissioners Meeting of the Falmouth Housing Authority was convened at 1:01 p.m. Ms. Favulli called the meeting to order.

Approval of Minutes

Ms. Wilson moved to accept the Minutes of the General Session of January 9, 2018. Ms. Budrow seconded. Ms. Haney abstained.

4-Ayes      0-Nays      1-Abstain      MOTION CARRIED

The vote to accept the Minutes of the General Session of March 27, 2018 was tabled to the next general session meeting.

Announcements - MassNAHRO Conference: May 20-23, 2018, Sea Crest Hotel, Falmouth: Those interested in attending were urged to get information to Bobbi Richards by April 30, 2018.

Public and Tenant Representative Comments

Joanne Moore inquired about the area disturbed by the sewer tie-in at Tatakot. This will soon be hydroseeded. Paul Grunden urged that common sense be employed when formulating a weapons policy.

Report of the Maintenance Director

Bob Arsenault reported the following:

- Federal Properties: Harborview, Tatakot, Rose Morin: Looking at the best solution to fixing the walkways. Some septic tie-ins are underway.
- Harborview parking lot and sidewalk update: The parking lot survey has been reviewed. While there are enough parking spaces (101), there remains issues with how the handicap spaces are allocated. There are no general spaces for the commercial use buildings on the site. Options, including construction, are being discussed.
- Generator capacity/expansion at Harborview and Tatakot: A third-party electrician has reviewed the matter and advised that the current generators have some capacity for additional hook ups. The matter will be further reviewed.
- State Properties: Choate, Salt Sea, 705's Scattered Site Houses, 689-Bayberry: Outside cleanup is underway. The garden has been tilled at Choate and community input is being sought for future plantings. A meeting with the Asst. Director and tenants is being scheduled. All 705s are occupied.

Ms. Haney moved to accept the state Annual Capital Improvement Plan (CIP). Mr. Mayberry seconded.

5-Ayes            0-Nays                            MOTION CARRIED

Ms. Haney moved to approve amendments to CFA 5001 Amendment 5 – FY2020 Formula Funding Award. Mr. Mayberry seconded.

5-Ayes            0-Nays                            MOTION CARRIED

Reports Review

Vacancy Turnover: There are currently no vacancies in public housing and no units are off-line.

Work Orders: There were 151 work orders in March, which is a typical amount for the housing authority.

Report of the Financial Manager: Ms. Conn not in attendance.

Ms. Haney moved to accept the payment of bills and approval of HAP payments. Ms. Wilson seconded.

5-Ayes            0-Nays                            MOTION CARRIED

Ms. Haney moved to approve Fenton, Ewald & Associates, P.C. for the period of July 1, 2017 – June 30, 2018. Ms. Wilson seconded. Ms. Budrow abstained.

4-Ayes            0-Nays            1-Abstain                            MOTION CARRIED

Report of the Assistant Director

Waiting list updates: 50 inquiries were sent out. Responses were received from about half and, of those, 28 are in the process of determining eligibility. 14 vouchers were received from Barnstable HIV/AIDS and developmentally disabled programs.

Section 8 tracking report: 310 are under lease agreements.

Report of the Executive Director

Ms. Richards reported that there will be a free training offered in June or July, through a partnership with PIH Inspections, to landlords to guide them as they prepare their properties for the federal Housing Quality Standards inspection. A mailing is planned for second-home owners to encourage participation in the HCV program.

Pregnancy Accommodation Policy – VOTE: The policy was prepared by Foley and Foley, P.C. and this policy is required based on either federal or state employment law changes.

Ms. Haney moved to accept the Pregnancy Accommodation Policy as written. Seconded by Ms. Wilson.

5-Ayes            0-Nayes                            MOTION CARRIED

Breastfeeding Accommodation Policy – VOTE: The policy was prepared by Foley and Foley, P.C. and this policy is required based on either federal or state employment law changes.

Ms. Haney moved to accept the Pregnancy Accommodation Policy as written. Seconded by Ms. Wilson.

5-Ayes            0-Nayes                            MOTION CARRIED

Tenant Weapons Policy – VOTE: Vote was tabled to the May meeting. Additional input is sought from the attorneys, Commissioners and tenants before a vote is taken. Use of the term “weapon” as opposed to specific weapons was discussed. A revised draft version will be posted at the tenant complexes and mailed to all 705-tenants for comment. Comments were asked to be sent to Ms. Richards by May 18, 2018.

- Independent Single Audit period ending June 30, 2017: Ms. Richards reviewed findings and noted that the findings indicated improvement from last year’s audit.
- 2 Esker Place update: A \$65,000 P/S agreement has been signed. An aggressive construction schedule will be sought.

Report of Correspondence, Activities and Training Opportunities provided by Ms. Richards.

- First Citizens Bank Media Winter partnership: The bank scrolled a landlord year-round rental opportunities flyer for the FHA at its Mashpee and Falmouth locations in the months of March and April. FHA agreed to include information about the bank’s services to tenants in the newsletter and host an informational afternoon.
- Market rate properties – move in process modeling: In order to provide better service to tenants, the staff is being encouraged to get out of the office and meet with tenants, be more interactive and develop better relationships. Ms. Pearce will visit market rate properties to see how services are provided in this realm.
- Donations are being sought for carts for residents to use. The Tatakot property has been cited for blocking egresses with shopping carts from off-site markets.

A 705-tenant eviction that was underway has now been halted; FHA, its state attorney and the tenant have agreed to retain the tenancy with compliance measures.

Report from Community Preservation Committee representative: Ms. Wilson reported that the CPC is increasingly involved with community housing.

Future agenda items – The Board agreed to submit May session agenda items to Ms. Richards no later than May 18, 2018.

Next scheduled meeting (pending discussion regarding other proposed 2018 dates) – 1:00 pm on Tuesday, May 29, 2018 (4<sup>th</sup> Tuesday); Harborview Community Room

General Session adjourned at 2:00 p.m. Moved by Ms. Haney; Seconded by Ms. Budrow.

5-Ayes

0-Nayes

MOTION CARRIED

FALMOUTH HOUSING AUTHORITY  
COMMISSIONERS BOARD MEETING DRAFT MINUTES  
May 29, 2018 at 1:00 pm  
Harborview Community Room  
115 Scranton Avenue, Falmouth, MA 02540

MEMBERS PRESENT: Patricia Favulli, Chairperson  
Holly Wilson  
Ernest Mayberry  
Sari Budrow

MEMBERS ABSENT: Patti Haney

STAFF PRESENT: Bobbi Richards  
Leslie Pearce  
Kimberly Conn  
Bobby Arsenault

OTHERS PRESENT: Paul R. Grunden, Linda Howard, Deb Labadini

Maureen McIver, (Independent Contractor)-Recording Secretary

The General Session of the Board of Commissioners Meeting of the Falmouth Housing Authority was convened at 1:03 p.m. Ms. Favulli called the meeting to order.

Approval of Minutes

The vote to accept the Minutes of the General Session of March 27, 2018 was tabled.

Ms. Budrow moved to accept the Minutes of the General Session of April 24, 2018. Ms. Wilson seconded.

4-Ayes            0-Nays            1-Absent            MOTION CARRIED

Public and Tenant Representative Comments

Linda Howard expressed concern about the air conditioning policy. As Harborview, Rose Morin and Tatakot are all federal properties they should be treated equitably and all have air conditions installed. There is confusion about the installation charges as well.

Report of the Financial Manager

Ms. Conn reported that the budget has not yet been approved by DHCD .

Ms. Budrow moved approval of HAP payments Ms. Wilson seconded.

4-Ayes            0-Nays            1-Absent            MOTION CARRIED.

Report of the Assistant Director

Waiting list updates: Work has been ongoing on eligibility for a list of about 25.

Section 8 tracking report: Goal is to have leases and contracts by July 1.

Choate gardening project is going well. FHA/tenant relations are improving through the Authority's increased efforts to establish regular schedules to visit each property and engage tenants in education and betterment activities.

Report of the Maintenance Director

Bob Arsenault reported the following:

- Federal Properties: Harborview, Tatakot, Rose Morin  
Harborview parking lot: Three options have been identified. Estimates are being sought.  
Sidewalk: Tree that is damaging sidewalk belongs to town but will not be removed due to Shade Tree Act. Repair options are being investigated.  
Windows update: Ventilation options are being investigated and estimates sought.  
REAC results: The highest scores ever have been achieved.

State Properties: Choate, Salt Sea, 705's Scattered Site Houses, 689-Bayberry

- 705 – Septic Replacement Bids – VOTE: Mr. Arsenault reported that all bids came in slightly over budget. He requested that approval of the lowest bid be given contingent upon his completion of reference checks.

Mr. Mayberry moved to accept the bid contingent on satisfactory references. Ms. Budrow seconded.  
4-Ayes            0-Nays            1-Absent            MOTION CARRIED

Other Maintenance projects and updates: Lead testing of the 705s revealed lead in one exterior residence. Tenants were able to remain as this was remediated. Inspections will begin soon.

Vacancy Turnover: Presently 3 federal and one State.

Work Orders: 204 this past month.

Report of the Executive Director

Draft of Employee Handbook: Ms. Richards passed out the draft and urged commissioners to review.

Tenant Weapons Policy – VOTE: Ms. Richards passed out 2 draft policies. After discussion commissioners favored the draft that stated Massachusetts Law rather than the draft that referenced Massachusetts Law. It was noted that commissioners could cite the law or copy the law but not interpret the law.

Ms. Wilson moved to accept the version that contained the full listing of Massachusetts General Law. Ms. Budrow seconded.

3-Ayes            1-Nay (Mayberry)            1-Absent            MOTION CARRIED

2 Esker Place update:

Construction schedule, clear title issue: Ms. Richards explained that on 5/25 the office was notified that the town had never issued a formal notice of release. The seller has requested a 2-week extension. Mr. Arsenault reported that the house is structurally sound though there is much work to be done. This involves more labor than materials.

Funding and other discussion: The Cape Cod 5 is aware of the title issue. CP funding may be sought after the purchase is finalized. FHA will contribute \$20k toward the purchase price of \$65k; \$45k will be financed and a construction loan of up to \$75k is being finalized.

Certification of vote (February 2018): It was noted that a vote had been taken already and there was no dissent at that time.

Report of Correspondence, Activities and Training Opportunities

- Working to get bids to install window in lobby of Harborview.
- Working to correct sidewalk problems. Tree belongs to town but repair is responsibility of FHA.

- Considering a DHCD approved project for expansion of Salt Sea that connects to town sewer and develops modular units that are ADA compliant.
- Weekly tenant handbook review meetings have been held at Harborview.
- Submitted donations request to EDIC for \$17k for generators for Salt Sea and Choate.
- AD Pearce has worked to resolve fraud with a tenant resulting in collection of \$14k.
- Met with town's Housing Coordinator and Housing Production Plan Consultant to discuss FHA's housing portfolio.
- Working with Mature Workers Program to create a part time Maintenance Office Assistant position funded through the MWP grant to perform work order related duties.
- Advertised for Federal Housing Program Specialist.
- Landlord outreach/education continued.

Report from Community Preservation Committee representative: Ms. Wilson reported that opportunities are available for FHA to seek funding for predevelopment costs.

Future agenda items – due to FHA by June 6, 2018

- Presentation to employees and Commissioners by Patricia Grace, Esq.
- Revision to tenant Air Conditioner Policy – VOTE

Next scheduled meetings (pending discussion regarding other proposed 2018 dates) – 1:00 pm on Tuesday, June 12, 2018 (2nd Tuesday); Tatak Community Room (correction from Agenda)

Other proposed meeting dates for 2018: Suggested dates are as follows: July 10, 2018, August 21, 2018, September 18, 2018, October 16, 2018, November 13, 2018 and December 11, 2018.

General session adjourned at 2:26. Moved by Ms. Budrow. Seconded by Ms. Wilson.

3-Ayes      0-Nayes      1-Absent      MOTION CARRIED

List of Documents Used:

Falmouth Housing Authority Statements of Revenue and Expenses for March 31, 2018 – prepared by Fenton, Ewald & Associates, P.C.

Falmouth Housing Authority's Billing to the Falmouth Housing Corporation for April, 2018

Falmouth Housing Authority's HAP Accounting Cash Payment/Receipt Register for April, 2018

Falmouth Housing Authority's Revolving Account at Cape Cod Five (Ending in 3133) for April, 2018

Section 8 Utilization Report for January 2018 through April 2018

Falmouth Housing Authority's Work Order Report for April, 2018

Letter from H. Vezina regarding private road repairs

Executive Directors Report: May 29, 2018

Considerations for the Air Conditioner Policy Revision

Public Housing Assessment System Score Report for Interim Rule, FYE 06/30/17

Draft Minutes of April 24, 2018 Board of Commissioners Meeting

Vacancy/Turnover Report: July 2017 – April 2018

Draft Employee Handbook, Updated May 2018

Draft Policy Prohibiting Dangerous Weapons In and On Falmouth Housing Authority Properties (Two versions – with and without full MA General Law)

HUD Notice PIH 2018-09, May 21, 2018, “Implementation of the Federal Fiscal Year (FFY) 2018 Funding Provisions for the Housing Choice Voucher Program.”

FHA Newsletter, “What Do You Say, FHA?” May 2018

2018 Hurricane Preparedness Webinar, flyer provided by the MA Emergency Management Agency



FALMOUTH HOUSING AUTHORITY  
COMMISSIONERS BOARD MEETING DRAFT MINUTES

June 12, 2018 at 1:00 pm  
Tatakēt Community Room  
115 Scranton Avenue, Falmouth, MA 02540

MEMBERS PRESENT: Sari Budrow, Acting Chairperson  
Holly Wilson  
Ernest Mayberry  
Patti Haney

MEMBERS ABSENT: Patricia Favulli

STAFF PRESENT: Bobbi Richards  
Leslie Pearce  
Kimberly Conn  
Bobby Arsenault

OTHERS PRESENT: Pat Johnson, Linda Howard, Hilda Sousa, Chester Mayo, Bob Davis,  
Connie Caruso

Maureen McIver, (Independent Contractor)-Recording Secretary

The General Session of the Board of Commissioners Meeting of the Falmouth Housing Authority was convened at 1:08 p.m. Ms. Budrow called the meeting to order.

Approval of Minutes

The vote to accept the Minutes of the General Session of March 27, 2018 was tabled.

The vote to release the Executive Session of December 19, 2017 was tabled.

Ms. Wilson moved to accept the Minutes of the General Session May 29, 2018. Mr. Mayberry seconded.

4-Ayes            0-Nays            MOTION CARRIED

Announcements

Presentation by Patricia Grace, Esq.: Tabled to July 10

MassNahro Board of Commissioners Training at FHA, Saturday 7/21/18

Public Hearing on Revised 5-Year Plan for Federal Public Housing, Monday 7/2/18 at 1:00pm,

Harborview Apartments: There is an additional \$160k available in the HUD Capital Plan. A public hearing is required to revise the annual and 5-year plan.

Public and Tenant Representative Comments: None offered.

Report of the Maintenance Director

Bob Arsenault reported the following:

- Federal Properties:

Harborview-Four options were presented for a plan to bring the parking lot into ADA compliance. Comments included concerns for people backing into the thoroughfare, replacement of the bench if it was moved, loss of the focal point. It was noted that it is illegal to ask about the nature or severity of someone's disability. It was suggested that angle parking be considered. The commissioners requested quotes on plans 3 and 4.

Tatakēt- Discussion is underway regarding repair of the decks. An email estimate came in at \$671,500. Enclosing them may be a good option as maintenance often must blow snow off of them after a storm. As building codes can change from year to year, it may be best to complete the repairs for all walkways at once.

Tatakert Elderly Housing Sewer Connection, retainage (\$5,167.64)- VOTE :

Ms. Haney moved to approve. Ms. Wilson seconded.

4-Ayes                    0-Nays                    MOTION CARRIED

- State Properties:

The septic installer received very good reviews and they will begin work in a few days. Ms.

Richards has gone before Falmouth EDIC to request a donation for the purchase of generators at Choate and Salt Sea. Falmouth EDIC has suggested that if a donation is not approved, it may be willing to provide a low-interest loan with lengthy repayment terms.

Vacancy Turnover: There were 2, one at 14 days and the other at 8 days.

Work Orders- 275 for the month.

#### Report of the Financial Manager

- Payment of bills and approval of HAP payments – VOTE

Ms. Haney moved to approve. Ms. Wilson seconded.

4-Ayes                    0-Nays                    MOTION CARRIED

- Financial statements month-end review through April 30, 2018

Ms. Conn reported that DHCD has approved the budget.

- Review of management fees due from FHC entities

- Account Receivable Write-Offs - \$13,505.37 – VOTE

There were several evictions resulting in the need to write off \$13,505.37. FHA will continue to pursue the repayment of debts owed through collection efforts.

Ms. Haney moved to approve. Ms. Wilson seconded.

4-Ayes                    0-Nays                    MOTION CARRIED

#### Report of the Assistant Director

- Waiting list updates- Ms. Pearce reported that she is working on eligibility for the recent applicant pull.

- Section 8 tracking report-To be presented next month.

#### Report of the Executive Director

- Draft of Employee Handbook-Ms. Richards reported that a staff meeting has been held regarding the handbook and the labor attorney is now reviewing. She hopes to have the draft in July.

- Sexual Harassment Prohibition Policy - VOTE

Ms. Wilson moved to approve. Mr. Mayberry seconded.

4-Ayes                    0-Nays                    MOTION CARRIED

- Air Conditioner Procedure and Policy – VOTE-Tabled.

- Office Closing Procedure and Policy – VOTE- Ms. Richards reported that she has researched the policies of other agencies. The draft presented calls for staff to subscribe to the internal phone tree. The commissioners may not be involved with the tree due to open meeting law concerns. Everything must go through the chair for the commissioners.

Ms. Haney moved to approve the draft as amended. Ms. Wilson seconded.

4-Ayes                    0-Nays                    MOTION CARRIED

- 2 Esker Place update- Still working with the seller to resolve affordability paperwork issues with the Town and DHCD.

- Report of Correspondence, Activities and Training Opportunities-

Preparing to apply for CP funding in August for Salt Sea expansion.

Solar energy is being pursued in a property where the roof needs replacing. Oil bills must be obtained from the tenant who is exiting.

Report from Community Preservation Committee representative

Ms. Wilson reported that the Falmouth Housing Fund is moving forward. The Housing Coordinator and Town Planner have been helpful. The Board asked Ms. Wilson to prepare a summary report for the purpose of sharing information regarding CPC meetings. The summary is to be provided Ms. Richards in advance of the meeting so that it may be distributed with other meeting documents.

Future agenda items – due to FHA by July 2, 2018

- Report of Correspondence Revised 5-Year Plan for Federal Public Housing – VOTE
- Budget Year-End Certifications – VOTE
- Employee Handbook - VOTE
- Reorganize Committee

Next scheduled meetings (pending discussion regarding other proposed 2018 dates) –  
1:00 pm on Tuesday, July 10th, 2018 (2ndTuesday); Harborview Community Room

Adjournment at 2:37pm.

Ms. Wilson moved to adjourn. Mr. Haney seconded.

4-Ayes            0-Nayes            MOTION CARRIED