

FALMOUTH HOUSING AUTHORITY - COMMISSIONERS BOARD MEETING MINUTES

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The Falmouth Housing Authority conducted a General Session Commissioners Board Meeting on Tuesday, September 21, 2021 at 4:30 p.m. via a virtual meeting pursuant to Massachusetts Governor Charles D. Baker's Order Suspending Certain Provisions of the Open Meeting Law dated March 12, 2020. The public were invited to join in the meeting by going to:

Link: <https://us02web.zoom.us/j/84285651140> Meeting ID: 842 8565 1140

Audio Access: 1-646-558-8656 Meeting ID: 842 8565 1140

MEMBERS PRESENT: Patricia Favulli
Michael Galasso
Kathleen Haynes
Robert Mascali (*logged in at 4:44 p.m.*)
Stephen Patton

STAFF PRESENT: Bobbi Richards, Executive Director
Leslie Pearce, Assistant Director
Chuck Starr, Fiscal Officer

OTHERS PRESENT: Chris Kicza - Winslow Architects
Teresa Ewald – Fenton, Ewald & Associates
Carrie Gentile – Falmouth Enterprise
Laura Bancroft

OPEN SESSION

At 4:31 p.m. Patricia Favulli called the meeting to order. To accommodate the schedule of

Winslow Architects and Fenton Ewald, Patricia Favulli requested that the agenda items be taken out of order.

Resolution 2022-014

Steve Patton moved to take agenda items out of order. Kathleen Haynes seconded.

4-Ayes (Favulli, Galasso, Haynes, Patton) 0-Nays MOTION CARRIED

Appointment of Kathleen Haynes to Board of Commissioners: Appointment 9/13/21-6/30/26

Patricia Favulli, Michael Galasso and Steve Patton welcomed Kathleen Haynes to the FHA Board of Commissioners.

Report of Maintenance Department

-Harborview Piping Project – Certificate of Final Completion – VOTE

Chris Kicza reported that last week the certificates of substantial completion for the Harborview project. There are several items still needed from the contractor such as release of liens from subcontractors and accounting of extra materials which would go the FHA maintenance department. These are in process.

The work has been phased with phase one consisting of work in the units finished on April 20 after review by Chris Kicza and FHA. Phase two was completed on June 3 and phase three consisting of the first floor corridors finished on September 1. Chris Kicza assured that nothing in the certificates of substantial completion relieves the contractor of doing what they are supposed to do to finalize the project.

There is a one-year warranty which starts when the certificates of substantial completion are signed. The contractors could be responsible for issues that develop after the one year warranty given extenuating circumstances.

Michael Galasso asked that signed off copies of the building inspection be provided. Chris Kicza said that he did not have copies but would follow up with the contractor. Bobbi Richards noted that though the agenda lists the vote to be on ‘final’ completion, the vote is actually for ‘substantial’ completion.

Patricia Favulli proposed that since this is just a vote on substantial completion and not final, perhaps the vote could be taken without the signed off inspection cards. Bobbi Richards asked that the vote of approval for substantial completion be taken contingent upon the signed off building permit cards being provided later.

Resolution 2022-015

Michael Galasso moved to approve the Certificate of Substantial Completion provided a copy of the signed off building permit cards is attached to the Certificate of Final Completion. Steve Patton seconded.

4-Ayes (Favulli, Galasso, Haynes, Patton) 0-Nays

MOTION CARRIED

-Emergency Safety Grant update re: Harborview/Tataketa apartments

Bobbi Richards reported that HUD has not made a decision on the two questions posed to it by the FHA: Can there be an extension of the date to obligate funds from the grant and can additional emergency funds be applied for. Bill Keating sent a letter of support to HUD on behalf of FHA.

-Emergency Safety Grant Award for installation of security cameras/equipment at Rose Morin - \$78,963

Bobbi Richards reported that the FHA was pleased to receive a federal grant for \$78,963 that will be used to provide security cameras and other safety upgrades at the Rose Morin property.

-DHCD #096071 Unit renovations (22 Oak, 466 Brick Kiln) – Zander Corporation (Middleboro, MA), Low Bid - \$228,000.00. – VOTE - *Note: FHA cannot accept alternates at this time due to funding constraints.*

Bobbi Richards reported that Zander Corporation was the low bidder for this project which has been a year in process. FHA does not review references, a task undertaken by DHCD, or receive reports on the bidders but if there was negative information, the bidders would not be approved.

Bobbi Richards will inquire about how and why projects are grouped for bidding.

Energy efficiency provisions are incorporated into the process with Cape Light Compact and Rise Engineering providing services.

Resolution 2022-016

Steve Patton moved to approve DHCD #096071 Unit renovations (22 Oak, 466 Brick Kiln) bid by Zander Corporation (Middleboro, MA), for \$228,000.00. Robert Mascali seconded.

5-Ayes (Favulli, Galasso, Haynes, Mascali, Patton) 0-Nays

MOTION CARRIED

-State housing units review

Information provided at Commissioner's request.

-Notice of Annual Performance Maintenance Review (PMR) – September 23, 2021

Bobbi Richards reported that inspections are to be done on Thursday the 23rd.

In the preliminary review, FHA challenged the numbers in a report and the state realized that there was an issue with on line training for the Commissioners. A new finding will be issued.

There was an error on the part of FHA regarding vacancy quarterly reporting; a deadline was missed.

- Lead paint compliance

Information provided at Commissioner's request showing status of lead inspections for all state units and the process of lease up/lead notification was discussed.

-705 units-DHCD deed restrictions related to sale and/or replacement of units

A discussion included the following:

- Bobbi Richards said that there is no update on the questions of whether units may be sold to non-profits or sold and funds used to repair remaining units.

- Steve Patton reported that research of deeds at the Registry of Deeds showed no restrictions on some of the 705s. This should be investigated further.

- Years prior, 25 houses were purchased 'as is'.

- Leslie Pearce said that the houses had been purchased before she began working for FHA 35 years ago.

- Teresa Ewald noted that she has been working with DHCD for 38 years and has seen

them display flexibility with selling of units.

- Bobbi Richards reiterated that DHCD was clear that if a unit is sold then it must be replaced with another unit.

-Salt Sea & Choate – Energy efficiency improvements by Rise Engineering; other projects planned.

Replacement of shower valves was completed; aerators were added in units.

Report of the Accounting Department

-Review of June financials

Teresa Ewald reviewed the final year-end financial numbers. She noted that the federal programs are in good shape with good scoring results by HUD. Some programs such as the 4001 were hard hit but overall, the FHA came out with about + \$50,000.00. A goal will be to increase reserves.

-Public housing aging reports

The FHA has seen a decrease in the amount tenants owe. Bobbi Richards said that the FHA has been working successfully with other agencies that help tenants pay rents.

-Payment of August bills and HAP payments – VOTE

Resolution 2022-017

Steve Patton moved to approve payment of August bills and HAP payments. Michael Galasso seconded.

5-Ayes (Favulli, Galasso, Haynes, Mascali, Patton) 0-Nays

MOTION CARRIED

- Payment of July bills and HAP payments – VOTE

Resolution 2022-018

Steve Patton moved to approve payment of July bills and HAP payments. Michael Galasso seconded.

5-Ayes (Favulli, Galasso, Haynes, Mascali, Patton) 0-Nays

MOTION CARRIED

Approval of General Session Minutes - VOTE

-Minutes of 6/22/21

Resolution 2022-019

Steve Patton moved to approve the General Session Minutes of 6/22/21. Michael Galasso seconded.

4-Ayes (Favulli, Galasso, Mascali, Patton) 0-Nays MOTION CARRIED

Note: Haynes not eligible to vote on this issue.

-Minutes of 7/20/21

Resolution 2022-020

Steve Patton moved to approve the General Session Minutes of 7/20/21. Michael Galasso seconded.

3-Ayes (Favulli, Galasso, Patton) 0-Nays MOTION CARRIED

Note: Haynes not eligible to vote on this issue; Zoom connection dropped for Mascali

-Minutes of 8/24/21

Resolution 2022-021

Steve Patton moved to approve the General Session Minutes of 8/24/21. Michael Galasso seconded.

3-Ayes (Favulli, Galasso, Patton) 0-Nays MOTION CARRIED

Note: Haynes not eligible to vote on this issue; Zoom connection dropped for Mascali

-Minutes of 8/26/21

Resolution 2022-022

Steve Patton moved to approve the General Session Minutes of 8/26/21. Michael Galasso seconded.

4-Ayes (Favulli, Galasso, Mascali, Patton) 0-Nays MOTION CARRIED

Note: Haynes not eligible to vote on this issue

Public Comments - None offered.

New Business – Request for board member retreat – open to public – to set policy, direction and

discuss big picture items. Michael Galasso explained that during their years serving on public boards they have found board member retreats to be productive. A discussion included the following:

- The public will be invited but the location should be off site.
- Patricia Favulli informed that Patricia Grace advised that the public must be included and the agenda adhered to.
- Each commissioner could come up with topics that they have questions about or interests in.
- This could be things not typically on the agenda.
- This seems worthwhile but only if done in person.
- Will Bobbi Richards and the staff be invited?
- The public is invited so others may not be excluded.
- January or February may be a good time to have this.

Report of Assistant Director

-Approval of Utility Schedules for eligible voucher programs eff 10/1/21 – VOTE

The wrong forms were distributed and so a vote could not be taken.

Resolution 2022-023

Steve Patton moved to table the vote to approve the utility schedules for eligible voucher programs, effective 10/1/21. Michael Galasso seconded.

5-Ayes (Favulli, Galasso, Haynes, Mascali, Patton) 0-Nays

MOTION CARRIED

-HUD FY22 Fair Market Rents and approval of FHA FY2022 Payment Standards – VOTE

Leslie Pearce explained that FHA would like to go with HUD Fair Market Rents this year. There are so many variables that it can't be known for sure if this or opting for 110% over would allow for more vouchers to be utilized.

Resolution 2022-024

Michael Galasso moved to approve the FY22 Fair Market Rents and approval of FHAs FY2022 Payment Standards. Steve Patton seconded.

5-Ayes (Favulli, Galasso, Haynes, Mascali, Patton) 0-Nays

MOTION CARRIED

Report of the Executive Director

-FCTV – THE Conversation – Racism and Housing airs 10/1/21 via Youtube

Bobbi Richards reported receiving an invitation to participate in the program.

-Gender-neutrality at FHA

Bobbi Richards said that there has been internal conversation about this issue and efforts are being made to move towards gender neutrality with forms being updated to decrease the use of titles and incorporate gender neutral pronouns among other things.

-Project-based program update

Bobbi Richards said that the RFP has not yet been published.

-Tenant complaint (Tataketa) – legal issue

Bobbi Richards said that any discussion regarding a recent tenant complaint forwarded to the newspaper and the board would have to be done in executive session; the matter was sent to FHA's legal representation. Steve Patton acknowledged receipt of communication from tenant.

Next meeting agenda items – due by Tuesday, October 12, 2021

Note: Per Chair request, please submit all agenda items to the Chair (boc1@falmouthhousing.org) to allow for proper planning for future meetings.

Resolution 2022-025

Steve Patton moved to adjourn at 5:58 p.m. Michael Galasso seconded.

5-Ayes (Favulli, Galasso, Haynes, Mascali, Patton) 0-Nays

MOTION CARRIED

Relevant Documents

Summary review of Board of Commissioner Responsibilities (presentation packet from Patricia Grace)

PHN 2021-20 FY2022 Budget Guidelines from DHCD

Link to online board member training email 9/17/21

State portfolio lead compliance reports

Certificate of Substantial Completion – MCI Contracting

June 2021 Financial Reports from Fenton Ewald

Public Housing Aging reports

HUD FY22 Fair Market Rents and Recommended FHA FY22 Payment Standards

Proposed FHA utility allowances effective 10/1/21

Project-based Voucher RFP

General Session Minutes of 6/22/21, 7/20/21, 8/24/21, and 8/26/21