

GENERAL SESSION

MEMBERS PRESENT: Robert Wilkie
Charles Haynes
Anthony Glista
Harvey Clauson

STAFF PRESENT: James Conley, Executive Director
Dorothy McLane, Stenographer

OTHERS PRESENT: Frank Duffy, Esquire
Hugh McCartney, Falmouth Enterprise
Greg Bryant, Cape Cod Times
Wilette McNeary, League of Women Voters
Mr. Servis
Elderly Tenants

The meeting was called to order at 10:00 a.m.

Roll call was taken: Mr. Wilkie - here; Mr. Haynes - here; Mr. Glista - here; Mr. Clauson - here.

Approval of Minutes of June 10, 1985

Mr. Clauson moved to approve the minutes of June 10, 1985. Mr. Haynes seconded. 4 Ayes. 0 Nays. MOTION CARRIED.

Payment of Bills

Mr. Clauson moved to pay the bills. Mr. Haynes seconded. 4 Ayes. 0 Nays. MOTION CARRIED.

OLD BUSINESS

Smoke/Heat Detectors

Mr. Conley stated Mr. Stockman, the State Engineer on this project, has informed Mr. Forsberg, the electrical engineer, the plans and specifications have been approved. Next step will be to go out to bid.

Teaticket Project 47-005-Takeover Agreement (HUD - FHA - United Pacific Insurance)

Mr. Duffy said he met with United Pacific Insurance Company July 1st, and in principal, have arrived at a takeover agreement where United Pacific will assume completion of the Teaticket Project. Westcott Construction Company is to act as the General Contractor.

The provisions of this agreement are:

United Pacific Insurance is to complete the project. It may be finished by Christmas, but completion could extend to February 28, 1986. If not completed by February 28, 1986, United Pacific will be assessed liquidated damages of \$750.00 per calendar day thereafter. Westcott to commence to begin this week. Falmouth Housing Authority will pay United Pacific Insurance the balance of \$847,000. When the project is accepted, United Pacific Insurance will pay the Housing Authority the sum of \$100,000 to defray the expenses incurred by the Authority as a result of the construction delay: security protection, Clerk of the Works, salaries, etc.

Also upon acceptance of all parties, will execute mutual release, releasing each other from any claim provided that the United Pacific Insurance Company has paid all workmen, suppliers, and others that did not get paid from R.J. Marshall, Inc. Warranty obligations to be one year. Fifty percent of retainage will be released to United Pacific Insurance Company upon their taking over the project. We will retain 5% of future payments to insure everything is done properly. Under this agreement, we have not settled any claim against R.J. Marshall Inc., so we can still pursue it. By paying the balance of the contract sum to the Bonding Company, they are indemnifying the Housing Authority against any claim anyone may have to that money.

Mr. Haynes moved to accept the provisions of the takeover agreement. Mr. Glista seconded. 4 Ayes. 0 Nays. MOTION CARRIED.

Mr. Conley stated the State made their inspection on June 25th. Initially, they were coming here to check the files and records, but they spent considerable time checking the physical condition of the elderly projects. As a result, Tom Hackinson, an EOCD Engineer will be here the 11th to discuss some of the items/conditions. EOCD will return later to inspect the records/files. A discussion followed regarding the State projects in general.

HUD Inspection

Mr. Conley stated HUD conducted their inspection of 47-004 (Harborview). Some minor deficiencies were found, but no major ones. We will receive the results in two or three weeks.

Trash/Snow

Mr. Clauson stated that after talking to the EOCD Management Team, he thought that a meeting between the tenants and selectmen and Department of Public Works to see if the town will do the trash and snow removal, would be in order. A discussion followed. Mr. Wilkie requested Mr. Clauson pursue these items with the Selectmen as he is knowledgeable of Town Government. Mr. Clauson accepted the request.

VFW-FHA

Mr. Clauson informed the other commissioners there was a meeting at Mr. Duffy's office relative to the water problem. Mr. James Smith, attorney for the VFW, Mr. Chris Clarcken, Mr. Servis' attorney were there and lengthy discussion took place. The VFW agreed to draw something up within 30 or 60 days. Mr. Clauson stated he thought this whole situation can be remedied. A discussion between Mr. Servis and the board followed.

Interim Commissioner

The selection of an interim commissioner will be held July 29, 1985 at 11:00 a.m. The board will meet with the selectmen and candidates will be interviewed at that time. Mr. Wilkie informed those present two individuals expressed interest at this time. Mr. Clauson said he would like to see a tenant on the board.

Dave Sewell's Resignation

Mr. Wilkie announced Dave Sewell's resignation. To be discussed in Executive Session.

Identification of Owners

Mr. Conley said that as a result of the list of owners subsidized properties in the newspaper, two individuals who have the same name as an owner have called the Falmouth Housing Authority angry. Since the numbers of objections was small and no practical way could be instituted to preclude recurrence, the issue was dropped.

AFSCME Negotiations

Mr. Clauson said the negotiation session with the union had been cancelled by the union. Mr. Conley said as a result of the meetings with the State and HUD, there are certain contractual clauses they require. Because of the deficiencies in the existing contract, we will basically have to open/revise the whole contract. A discussion regarding the contract followed.

Dogs/Cats - Harborview

Mr. Conley explained the situation of dogs and cats in the Harborview project. The results were:

9 No response
14 Yes, or qualified yes
57 No

Three to one - no pets in Harborview.

Mr. Wilkie asked if anyone had any comments.

Evelyn Thompson (Harborview Resident). She stated the majority of occupants do not want pets and the commissioners should abide by the residents' desire.

Evangeline Blake (Harborview) asked about family parking in the Falmouth Housing Authority parking lot. Mr. Conley stated occupants can obtain a permit for the car (with the tenant's name on it) from the office.

Miriam Caldwell (Mayflower) spoke of Mr. DeSouza's diligent work on his shrubs. Mr. Wilkie directed a letter be sent to Mr. DeSouza for his effort.

Mary Meacham (Harborview) spoke of the cars without handicapped stickers in the handicapped places. Mr. Wilkie said to get their license plates.

Mr. DeMello (Harborview) spoke of the problems with fire doors. The doors are left open. Mr. Conley stated a letter was sent to each occupant regarding the fire door problems.

Mr. LeDuc (Harborview)-he feels the first two spaces should be reserved for wheelchairs only.

Wilette McNeary, League of Women Voters, said it is good to see so many tenants here. However, she would like to see the meetings list. Mr. Wilkie said the meetings are posted at Town Hall. The Press said they would look into this.

Pauline Davis (Harborview) spoke of cigarettes in the elevators.

Mae Hennebry (Mayflower) spoke of the condition of Mayflower. Mr. Wilkie said we are trying to obtain State funds. Mr. Conley told her that 667-1 will be taken care of first. The EOCD engineer will look over the project shortly.

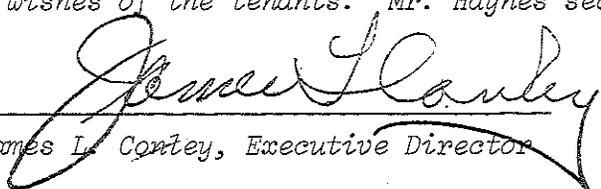
Agnes Ventura (Harborview)-Channel 3 (to see who's coming in the front door) is not working. Mr. Conley said it will be taken care of.

Genevieve Fowler (Harborview) spoke of prescription drugs, and related security problems. Mr. Wilkie suggested unwanted prescription drugs be flushed down the toilet.

Agnes Ventura (Harborview)-bells are ringing at 2 a.m. People are coming in and out. Mr. Conley suggested talking to the occupant who had these late guests or call the office and we will talk to the individual.

Odette Syberg (Harborview). People on the first floor leave their windows open and anyone can come in. Mr. Conley stated the window is equipped with interum stops; occupants could also request wooden wedges from maintenance for additional security.

Mr. Clauson moved the commissioners do not allow dogs and cats at 47-004 in accordance with the wishes of the tenants. Mr. Haynes seconded. 4 Ayes. 0 Nays. MOTION CARRIED.


James L. Conley, Executive Director


Robert H. Wilkie, Chairman

FALMOUTH HOUSING AUTHORITY

115 SCRANTON AVENUE

JULY 29, 1985

GENERAL SESSION

MEMBERS PRESENT: Robert Wilkie
Charles Haynes
Anthony Glista
Harvey Clauson

STAFF PRESENT: James Conley, Executive Director
Annmarie Favulli
Dorothy McLane, Stenographer

The meeting was called to order at 10:00 a.m.

Roll call was taken: Mr. Wilkie - here; Mr. Haynes - here; Mr. Glista - here; Mr. Clauson - here.

Approval of Minutes of July 8, 1985

Mr. Haynes moved to approve the minutes of July 8, 1985. Mr. Glista seconded. 4 Ayes. 0 Nays. MOTION CARRIED.

OLD BUSINESS

47-005

Mr. Conley stated there will be a site meeting at 1:00 p.m. today. Mr. Westcott called this meeting. One problem has surfaced-the chimney in the North Building. The outside dimensions are 24", and so are the rafters. There has to be construction change. There will be a Mr. Ed Newton here, who is a structural engineer. Mr. Westcott would like the commissioners to be at the meeting. Mr. Clauson feels it is either an architectural

error or omission. He feels that the architect should pay for any change. Mr. Conley stated the last change order was #3. He said he asked Mr. McCabe where #3 was now that R.J. Marshall was no longer on the project, and Mr. McCabe said it was still at HUD.

A discussion followed on various items that needed work in order for the project to be completed. Mr. Conley explained that if the project is not completed by February 28, 1985, United Pacific will be assessed \$750.00 per day for liquidated damages.

Takeover Agreement

Mr. Wilkie wanted to discuss signing the takeover agreement with Frank Duffy. It was decided to wait until Mr. Duffy arrived.

Smoke Detectors

Mr. Conley stated that six firms have taken out plans and specifications. The bids will close at 2:00 p.m. on July 31, 1985. The architect and one commissioner should open the bids and read them to the public. The electrical engineer thinks it will be a four to six week job.

AFSCME Negotiations

Mr. Clauson stated that there have been two meetings with AFSCME. We have reopened many items. He does not think there will be much trouble with the union. He feels our contract should be in line with the town's.

Repair of Fire Damage on 19 and 20 Choate Lane

Mr. Conley said that the state has concurred with the Falmouth Housing Authority. SERVPRO from Plymouth will initiate the repair work, on or about the 6th of August. SERVPRO anticipates between twenty to twenty-five days to finish both apartments. An occupant should be able to go in the first part of September.

47-005 Clerk of the Works

Mr. Conley stated that ten applicants have applied for the Clerk of the Works' position. Some of them have considerable experience. Copies have been sent to Mr. Axelrod. Mr. Conley stated he would need a date for one of the commissioners to sit down with Mr. Axelrod to screen these applicants. Mr. Clauson said Mr. Axelrod should narrow it down to three people, and we should get it going as quickly as possible.

NEW BUSINESS

Request for Leave of Absence

Mr. Conley explained that Paul McAllister has requested a leave of absence for two months. In his absence, he is appointing Tom Gorton as interim shop steward. A discussion followed regarding the request for leave of absence. Mr. Clauson moved to further discuss the matter in Executive Session. Mr. Glista seconded. 4 Ayes. 0 Nays. MOTION CARRIED.

Commissioners Training Course - Tufts University

47-004

Mr. Conley reviewed the 47-004 budget. It was stated that 47-004 is self sustaining. There is no subsidy required. Mr. Haynes moved to approve the 47-004 budget. Mr. Glista seconded. 4 Ayes. 0 Nays. MOTION CARRIED.

667

Mr. Conley then reviewed the budget for 667. It was determined the Falmouth Housing Authority is requesting \$54,300 in subsidy per year. Mr. Glista moved to approve this. Mr. Clauson seconded. 4 Ayes. 0 Nays. MOTION CARRIED.

705-C2

Mr. Conley reviewed this budget. It was determined the Falmouth Housing Authority is requesting a subsidy of \$18,192 for 705-C2. Mr. Haynes moved to approve. Mr. Glista seconded. 4 Ayes. 0 Nays. MOTION CARRIED.

Election of Interim Commissioner

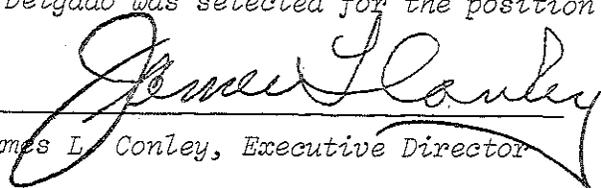
Each candidate (Ms. Delgado, Mr. Doyle, Mr. Walsh, Mr. Halpern) made a presentation, and answered questions put to them. A vote was taken:

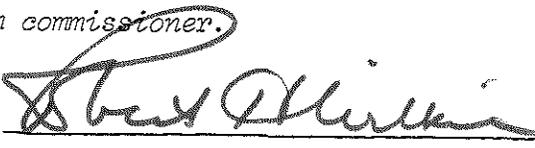
Selectman Gumbleton - Ms. Delgado
 Mr. Clauson - Mr. Doyle
 Mr. Glista - Mr. Walsh
 Mr. Haynes - Ms. Delgado
 Selectman McMurtrie - Ms. Delgado
 Mr. Wilkie - Mr. Halpern

Mr. Duffy stated that the chosen candidate must have four votes to become the interim commissioner.

On a second vote each stayed the same, except for Mr. Wilkie, who changed his vote to Ms. Delgado, giving her the fourth vote.

Ms. Delgado was selected for the position of interim commissioner.


 James L. Conley, Executive Director


 Robert H. Wilkie, Chairman

FALMOUTH HOUSING AUTHORITY

115 SCRANTON AVENUE

AUGUST 13, 1985

GENERAL SESSION

MEMBERS PRESENT: Robert Wilkie
 Charles Haynes
 Anthony Glista
 Mary Delgado
 Harvey Clauson

STAFF PRESENT: James Conley, Executive Director

OTHERS PRESENT: Willette McNeary, League of Women Voters
 Ron Axelrod, Architect
 Greg Bryant, Cape Cod Times
 Hugh McCartney, Falmouth Enterprise
 Elderly Tenants

The meeting was called to order at 10:00 a.m.

Roll call was taken: Mr. Wilkie - here; Mr. Haynes - here; Mr. Glista - here; Ms. Delgado - here; Mr. Clauson present at 10:15.

Approval of Minutes of July 29, 1985

Mr. Haynes moved to approve the minutes of July 29, 1985. Ms. Delgado seconded. 4 Ayes. 0 Nays. MOTION CARRIED.

OLD BUSINESS

Status 47-005

Mr. Axelrod presented an update on the projects construction under Westcott Construction Co. The commissioners were advised that the Westcott Company, barring unforeseen problems anticipate a substantial complete on or about December 1, 1985.

Clerk of the Works Position - Teaticket

Mr. Axelrod advised the commissioners that the position was not an absolute requirement at this stage of construction and that he had discussed not hiring a clerk with Mr. Schreiber, State Coordinator at HUD. Mr. Schreiber did not favor hiring a clerk but felt the decision was a commissioner's decision. Discussion followed. Mr. Glista moved the position not be filled. Mr. Haynes seconded. 4 Ayes. 1 Nay - Mr. Clauson wants his objection to the vote made a matter of public record.

Smoke and Heat Detectors - State Elderly Developments

Mr. Conley informed the commissioners that three (3) firms had submitted bids for the cited work:

	Base bid	alternate #1	Total
Manuel Briggs Elec. Co. Taunton, MA	\$24,900	\$2723	\$27,623
Crim Prevention Security Sys. Marstons Mills, MA	25,962		
Automatic Security Systems Framingham, MA	25,000	1600	26,600

Mr. Foresberg, the electrical engineer for the installation determined all bidders were qualified and award of the contract would depend on the scope of work the Authority required. Mr. Conley recommended the inclusion of alternate #1 (replacement of the existing panel) at Salt Sea because the panel was installed in 1962 and Automatic Security be awarded the contract because the firm was \$1,023 less than the Briggs Electric Company.

Roll call vote of the commissioners: Mr. Haynes - aye; Mr. Glista - aye; Ms. Delgado - aye; Mr. Clauson - aye; Mr. Wilkie - aye. 5 Ayes. 0 Nays. Board recommends EOCDC concur with award of the contract to Automatic Security Systems, Inc.

Repair of Fire Damage - Apts. 19 and 20 Choate Lane

Mr. Conley advised the commissioners repair work had commenced. Lacing the new roof shingles with the existing shingles had presented a problem - the latter were brittle, lacing was not possible. The contractor suggested inserting 12" of copper flashing where the courses met - the flashing would be covered by successive courses but a hair line seam would be visible. Mr. Clauson asked if reroofing the entire building was possible - Mr. Conley stated re roofing the entire building was possible - Mr. Conley stated re roofing was not in the existing modernization submission and he was doubtful money in the 667 reserve could be used.

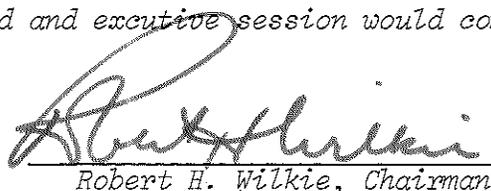
Negotiations AFSCME/Falmouth Housing Authority

Mr. Conley informed the commissioner a firm date and time had not been established for the next negotiating session. Mr. Tobin would contact the Authority when a mutual date and time could be determined between he and the AFSCME representative.

Mr. Clauson asked if anyone in the audience had comments relative to items discussed already or issues they wished to discuss with the commissioners. No response from the attendees.

Mr. Wilkie declared the general session closed and executive session would commence after a five minute break.


James L. Conley, Executive Director


Robert H. Wilkie, Chairman

FALMOUTH HOUSING AUTHORITY

115 SCRANTON AVENUE

AUGUST 26, 1985

10:00 a.m.

GENERAL SESSION

MEMBERS PRESENT: Charles Haynes
Anthony Glista
Mary Delgado
Harvey Clauson

STAFF PRESENT: James Conley, Executive Director
Dorothy McLane, Stenographer

OTHERS PRESENT: Ronald Axelrod, Architect
Elderly Tenants

Roll call was taken: Mr. Haynes - here; Mr. Glista - here; Ms. Delgado - here; Mr. Clauson - here. (Mr. Wilkie had not yet arrived)

Approval of Minutes of August 12, 1985

Mr. Haynes moved to approve the minutes with the date corrected. Mr. Glista seconded with the correction. 4 Ayes. 0 Nays. MOTION CARRIED.

Status of 47-005

Mr. Axelrod spoke regarding 47-005. The contractor is making good progress. Friday, the project was reviewed with the Fire Prevention officer, and the Building Commissioner. Many items in question were solved. (change orders) Mr. Axelrod explained

the situation of the manhole cover extensions. It will amount to \$800.00. Mr. Haynes moved to grant the change orders to include the extensions, changes, and covers. Mr. Glista seconded. 4 Ayes. 0 Nays. MOTION CARRIED.

Mr. Axelrod said these changes will go to HUD. More discussion followed regarding 47-005.

Mr. Axelrod asked the board if they felt the need for upper cabinets in the community room at 47-005. The board decide there was no need for them.

Contract/Clerk of the Works

There was discussion regarding the Clerk of the Work's contract. Mr. Glista made a motion to ratify the contract as is. Ms. Delgado seconded. 4 Ayes. 0 Nays. MOTION CARRIED.

Smoke/Heat Detectors

Mr. Conley said the contractor received his middle payment. The contract was written for three payments. He anticipates being done by the end of this week or the beginning of next week.

AFSCME Negotiations

Mr. Conley said that Mr. Tobin advised the Falmouth Housing Authority the union will be at the Falmouth Housing Authority office August 27, 1985 at 10:00 a.m. He has been provided the information on each contract article.

Check Signing

A discussion ensued regarding check signing. The matter will be addressed at the next meeting.

(Mr. Wilkie arrived)

NEW BUSINESS

Results of 100% Testing Alarm Systems, all developments

Mr. Conley stated that Atlas Alarm Co. completed the 100% test of all systems, and as a result of some of their findings, we have notified the architect, the engineer, the sprinkler, and smoke/heat detector co., asking for their comments.

Data Entry Position

Mr. Conley stated we have a new data entry clerk. Her name is Janice Rhoden.

Request for Training

Mr. Wilkie read a letter from Annmarie Favulli, requesting to take another computer course. Mr. Clauson made a motion to accept in accordance with the union contract. Mr. Wilkie seconded the motion. 5 Ayes. 0 Nays. MOTION CARRIED.

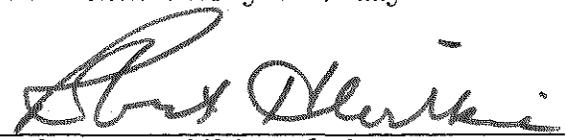
Harborview Occupants

Mr. Conley stated as a result of the last commissioner's meeting, Ms. Delgado and he decided to send a notice to all Harborview tenants asking them to attend a meeting on August 28, 1985, to air their grievances.

HUD Occupancy Audit

Mr. Wilkie read a letter from HUD regarding occupant reports/findings. Some items require immediate attention. An answer is expected within thirty (30) days.


James L. Conley, Executive Director


Robert H. Wilkie, Chairman

FALMOUTH HOUSING AUTHORITY

115 SCRANTON AVENUE

SEPTEMBER 9, 1985

10:00 a.m.

GENERAL SESSION

MEMBERS PRESENT: Robert Wilkie, Chairman
Anthony Glista
Mary Delgado

STAFF PRESENT: James Conley, Executive Director
Dorothy McLane, Stenographer

OTHERS PRESENT: Harborview Tenants
Hugh McCartney, Falmouth Enterprise
James Brown, Clerk of the Works
Frank Duffy, Esquire
Wilette McNeary, League of Women Voters

The meeting came to order at 10:00 a.m.

Roll call was taken. Mr. Wilkie - here; Mr. Glista - here; Ms. Delgado - here.

Approval of Minutes of August 28, 1985

Mr. Glista moved to approve the minutes of August 28, 1985. Ms. Delgado seconded.
3 Ayes. 0 Nays. MOTION CARRIED.

OLD BUSINESS

Status of 47-005

Mr. James Brown gave his report. He stated that work is going along satisfactorily. Mr. Westcott feels that they could finish by December 1, 1985, but Mr. Brown does not feel they can, because they are somewhat short of manpower.

Mr. Conley stated that Requisition #19 has been paid. Requisition #20 has been received from Westcott and is being reviewed presently.

Fire Damage 19 and 20 Choate Lane

Mr. Conley stated the contractor is about 90% done. The Falmouth Housing Authority will set up a date for the insurance company to make their inspection. Mrs. Legoff will occupy the apartment.

(Mr. Clauson arrived)

Discussion with Harborview Tenants

Mr. Wilkie stated that after several tenant suggestions at previous meetings, it was decided that Ms. Delgado and Mr. Conley would attend a meeting with the Harborview tenants. Ms. Delgado said the meeting was very productive. The main articles discussed were:

1. Loud music. (suggested a letter should be written to tenant)
2. The Cape Cod Times Truck. (a letter will be written to the Cape Cod Times)
3. Maintenance in front of building. The tenants are willing to clip the hedges with the agreement that they can use our tools on a sign out basis.
4. Hallway windows. It was suggested that if someone is walking by, to close them.
5. Handicap problems. Ms. Delgado will talk to Mr. Ronald Axelrod, regarding the lip on the threshold of the doorways.
6. Antennas. Harborview is having problems with T.V. reception. Mr. Arthur LeDuc (apt. 102) was to speak to cablevision. He has done so, and they are supposed to contact Mr. Conley and have a meeting with the tenants.
7. Handicap Parking. New signs or stencils on the old signs stating wheelchair parking only will be made.

Ms. Delgado again stated that it was a good meeting. Mr. Clauson suggested a general meeting two or three times a year for all projects. Mr. Glista suggested writing a letter to the tenants explaining what happened at the meeting.

NEW BUSINESS

Fuel Oil Bids

Mr. Conley stated the Falmouth Housing Authority solicited nine local fuel companies. We received six returns. Falmouth Coal Company's bid was the lowest of the six. Mr. Glista made a motion to accept Falmouth Coal's bid. Mr. Wilkie seconded.
4 Ayes. 0 Nays. MOTION CARRIED.

Leaching Bed - 705 Houses

Mr. Conley stated we have one house on Ashton Drive, in which we have pumped the septic tank several times in the last couple of months. The pit has become saturated. We have asked for an estimated cost to repair the system. The price we got was \$1000.

Maintenance Engineering Survey 47-004

Mr. Conley stated that the person who conducted the maintenance survey said that the building is being maintained. The only thing he wants is the results of the 100% testing of systems.

Fordham Road Wells

Mr. Conley said on August 21, 1985, we received notice from the DPW that they were testing the wells in the Ashmet Area. We have two houses on Fordham Drive that fall in the area of this test. We are now advised that the tests on both houses exceed what is permitted. Mr. Conley said he will have to get together with the health department to discuss options.

DPW Betterment

Mr. Conley stated on August 30, 1985, we received a letter from the DPW. They would like to come to the office this week and discuss a reasonable payment for connecting Harborview to the sewerage line. Mr. Conley will meet with Mrs. McAdam regarding this subject.

Boston Globe Article

Mr. Wilkie stated he read an article in the Boston Globe regarding State employee's overtime pay. They are now to be paid in money rather than in compensatory time.

Owner/Contractor Agreement

Mr. Wilkie said the agreement between the Falmouth Housing Authority and Automatic Security Systems is ready to be signed.

Check Signing

There was discussion regarding check signing. Mr. Glista made a motion to assign two commissioners the job of signing checks on a monthly basis. Mr. Clauson seconded. 4 Ayes. 0 Nays. MOTION CARRIED. (A schedule will be typed)

Meeting with the Selectmen - RE: Garbage pickup

Mr. Clauson made a motion to write the selectmen regarding this subject. Mr. Glista seconded. 4 Ayes. 0 Nays. MOTION CARRIED.

Complaint Regarding 705 Houses

It was decided that due to many complaints regarding 705 houses, Mr. Carlson, our inspector is to take photos of the 705 houses. These photos are to be put in a folder with all other information pertinent to inspections, repairs, etc. This will be presented at the next meeting. Mr. Clauson made a motion to do so. Mr. Glista seconded. 4 Ayes. 0 Nays. MOTION CARRIED.

VFW

The VFW has contacted the Falmouth Housing Authority. They have a plan regarding the water run-off that they feel would be advantageous to all parties concerned.

Payment of Bills

Mr. Clauson moved to pay the bills. Ms. Delgado seconded. 4 Ayes. 0 Nays. MOTION CARRIED.


James E. Conley, Executive Director


Robert H. Wilkie, Chairman

FALMOUTH HOUSING AUTHORITY

115 SCRANTON AVENUE

SEPTEMBER 23, 1985

10:00 A.M.

GENERAL SESSION

MEMBERS PRESENT: Robert Wilkie
Anthony Glista
Charles Haynes
Mary Delgado

STAFF PRESENT: James Conley
Dorothy McLane

OTHERS PRESENT: James Brown, Clerk of the Works
Greg Bryant, Cape Cod Times
Elderly Tenants
Mr. MacNamara, Cablevision

The meeting was called to order at 10:00 a.m.

Roll call: Mr. Wilkie - here; Mr. Glista - here; Mr. Haynes - here; Ms. Delgado - here.

Approval of Minutes of September 9, 1985

Mr. Haynes moved to approve the minutes of September 9, 1985. Mr. Glista seconded. 4 Ayes. 0 Nays. MOTION CARRIED. (There is to be a correction of R.J. Marshall to Westcott Construction).

Payment of Bills

Mr. Glista moved to pay the bills. Ms. Delgado seconded. 4 Ayes. 0 Nays. MOTION CARRIED.

OLD BUSINESS

Status of 47-005

Mr. Brown stated construction is picking up speed and should be on schedule shortly. Paving is to be completed within a few weeks and the landscaper is to commence within the next two (2) weeks. Interior painting is a potential problem and the contractor, H.M. Horton is to attend the site meeting on October 1, 1985 to address the situation.

Mr. Wilkie asked if substantial completion could be attained by mid-December; Mr. Brown reiterated mid-December is Westcott's goal and if the pace of work continues, the goal should be met.

Mr. Conley advised the commissioners the carpet delivered was not the specified item; specified color was gray - the delivered carpet is gray with silver streaks. The architect would accept the non-specified item at a discount but requests the commissioners to view it. If the carpet is not accepted, the mill will need two to three weeks to fabricate the carpet specified. After discussion, it was agreed to accept the carpet delivered providing it met all other specifications and the price reduction was reasonable.

(Mr. Clauson arrived)

Curbing is another area of price negotiation according to Mr. Brown. There are discrepancies and variations in the stone casting; it has been installed but not accepted by the architect. Westcott agrees the appearance is not uniform but it can be finished to achieve an acceptable installation.

Mr. Clauson asked if road work on Route 28 would affect curbing at the project entrance. Mr. Brown was not sure, but had told Westcott and LaChance Excavating a set of drawings was at Town Hall and to compare the work in place to them.

NEW BUSINESS

Annual Contributions Contract

Mr. Conley stated that we have received a letter from the regional council at HUD. Last month the commissioners voted to enter into the agreement for the Section 8 contract. Miss Meacham, the regional council at HUD, wishes to have the ACC extend to include 47-004. Mr. Conley said he needed the concurrence of the commissioners to extend the ACC for a two year period to include 47-004. Mr. Haynes moved to do so. Ms. Delgado seconded. 5 Ayes. 0 Nays. MOTION CARRIED.

Labor Relations

Mr. Conley said that the Authority has been notified to appear Monday, October 21, 1985 at the Labor Relations Commission in Boston, concerning an allegation by one of the employees.

707 Limits on Rentals

The Fair Market rentals have been increased. The range is from \$18.00 for a one bedroom to \$46.00 for a three bedroom. The Section 8 Limits have not been raised yet. Mr. Conley said adjustments are published in October.

Lightning Loss 47-004

Mr. Conley said we notified the Annandale Insurance Company that our fire alarm systems in the 47-004 building and the administration building were struck by lightning. They have acknowledged receipt of the claim and they will send an adjustor. Atlas Alarm has temporarily put the systems back on line.

Elderly Developments

Ms. Delgado stated that at a prior meeting, it was suggested she contact tenants of the other elderly developments to have a discussion group similar to one held at Harborview. Ms. Delgado said she has not done so yet because she has two problems with it. She doesn't know where to hold the meeting, and how to get the tenants there. A discussion followed. It was decided to write letters to the tenants and see what happens.

Cablevision Meeting

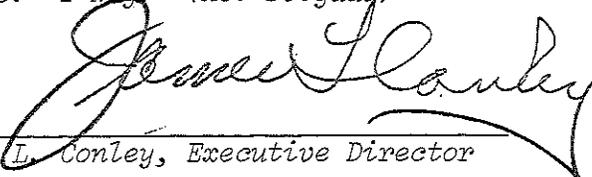
Ms. Delgado stated there was a meeting last week with Cablevision. Mr. MacNamara of Mass Cablevision spoke. He said a numerous amount of people have requested cablevision. He explained how the system would be hooked up. Mass Cablevision would make a survey first and report back to the commissioners. Mr. Wilkie said he feels it is a good idea.

Folders of 705 Properties

Mr. Conley said about 90% of the project is complete. Pictures have been taken of the houses. Mr. Clauson stated that the 705 houses are going to be his special project.

Skunks at Rose Morin

A discussion ensued regarding the problem with skunks at Rose Morin. Mr. Clauson made a motion to have Mr. Conley write to Natural Resources about disposing of the skunks. 4 Ayes. 1 Nay. (Ms. Delgado)


James L. Conley, Executive Director


Robert H. Wilkie, Chairman

FALMOUTH HOUSING AUTHORITY

115 SCRANTON AVENUE

OCTOBER 15, 1985

GENERAL SESSION

MEMBERS PRESENT: Robert Wilkie, Chairman
Mary Delgado
Charles Haynes
Anthony Glista

STAFF PRESENT: James Conley, Executive Director
Dorothy McLane, Stenographer

OTHERS PRESENT: Frank Duffy, Esquire
Donald Moniz, VFW
Hugh McCartney, Falmouth Enterprise

The meeting was called to order at 10:00 a.m.

Roll call was taken: Mr. Wilkie - here; Mr. Haynes - here; Ms. Delgado - here;
Mr. Glista - here.

Approval of Minutes of September 23, 1985

Mr. Haynes moved to approve the minutes of September 23, 1985. Ms. Delgado seconded. 4 Ayes. 0 Nays. MOTION CARRIED.

Payment of Bills

Mr. Glista moved to pay the bills. Ms. Delgado seconded. 4 Ayes. 0 Nays. MOTION CARRIED.

Status of 47-005

Mr. Conley read the report: A. The only serious problem is the interior painting. The contractor, Westcott feels that the project can still be done by December. There will be a meeting between Westcott and H.M. Horton Company October 18, 1985.

(Mr. Clauson arrived)

B. Landscaping is 85% complete - samples of soil, fertilizer, lime grass seed has been furnished the architect.
C. Heating System - Westcott estimates the furnaces will be fired within three weeks. A manufacturer representative will be on hand during start up.

Mr. Clauson feels there is excess shrubbery and maintenance and it will be a problem. Mr. Wilkie injected the landscaping is in accordance with HUD guidelines and the contractor would not remove planting without charging for the work. As for maintenance of the grounds - equipment will have to be included in the budget. Mr. Clauson felt an equipment list should be submitted to HUD for funding; Mr. Conley is to make the submission.

Fire Damage 19 and 20 Choate Lane

Mr. Conley advised the board that the town inspectors had approved the work done and the insurance company is scheduled to make its inspection next week.

Lease of Property - 47-005 to VFW

Mr. Moniz, VFW Board of Directors presented a drawing of the property the Post wished to lease and detailed how the land would be configured for use:

The VFW also presented six (6) conditions suggested for the lease:

Land would be used for parking and recreation.

Lengthy lease term - minimum charge

Grading/fill to be minimum

Parking area to be gravel top remaining left in natural state except for minor clearing of brush/shrubs

Liability insurance provided by Post for area leased

Installation by Post of a 6" term, south side of land to prevent water run off

Discussion followed Mr. Moniz presentation. Mr. Wilkie asked Mr. Duffy if the Authority could lease the property to the VFW; Mr. Duffy stated the Authority has owned the property since 1980 and has total jurisdiction, therefore the Authority can lease portions of the property. Mr. Clauson stated he favors the VFW requests and wanted his position made a matter of record.

Following further discussion, Mr. Wilkie requested Mr. Duffy review the legal aspects of the lease and make his recommendations to the Board.

Section 8 Fair Market Rents

Mr. Conley informed the commissioners the Fair Market Rents have not been furnished by HUD. When received, they will be incorporated in all leases from the date effective.

Smoke/Heat Detectors

Mr. Conley stated the contract documents have been sent to Automatic Security Systems Inc., for signature. When returned the documents will be sent to EOCD for execution.

NEW BUSINESS

Old Business Items

Mr. Clauson suggested all items of old business be carried forward on successive agendas until the item is completed.

Mr. Wilkie advised Mr. Conley to incorporate the suggestion in future agendas.

Repair/Service of Oil Burners

Mr. Clauson voiced his concern that the Authority lacks a qualified oil burner technician and some plan should be devised to cope with potential problems. Mr. Conley advised the Board this skill is contained in a job description and contracting out service requires discussion with the employee union. Mr. Conley also informed the Board most fuel companies have service contracts but require the resident/occupant purchase the fuel from them.

The two alternatives are to determine who supplies the fuel to individual 705 residents and take out a service policy with that supplier or enter into a blanket contract with a private service company/individual. Discussion followed. It was decided to research the matter and accomplish repairs on an emergency basis.

Stenographer

Ms. Delgado feels it is a good idea to hire a private stenographer to take the minutes of the Board meetings. She explained the pay to the Board that the stenographer would charge. Discussion followed. Mr. Wilkie made a motion to hire the stenographer. Mr. Haynes seconded. 5 Ayes. 0 Nays. MOTION CARRIED.

NEW BUSINESS

Election of Union Steward

The staff voted Tom Gorton shop steward.

Xerox Machine

Mr. Conley stated that the Xerox machine in the office is on its last legs. Machine prices vary from \$2,400 to \$3,200. Mr. Conley told the Board that he would like them to consider purchasing a new machine.

Opening of Tatakot Apartments

Mr. Conley stated that Debbie and himself will be working on the waiting list. We will be drawing up an initial letter to send to applicants. If December is the finish time, we will start sending letters out soon.

Dedication Ceremony

Mr. Wilkie feels there should be a dedication ceremony. He and others will chip in to cover the expenses.

Question on Bills

Mr. Clauson had a question on bills. He asked about a discount of repairs for the trucks. He feels if they do not give a discount, we should take our business elsewhere.


James L. Conley, Executive Director


Robert H. Wilkie, Chairman

FALMOUTH HOUSING AUTHORITY

115 SCRANTON AVENUE

OCTOBER 28, 1986

10:00 am

GENERAL SESSION

MEMBERS PRESENT:

Mr. Wilkie
Mr. Clauson
Mrs. Delgado
Mr. Haynes

MEMBERS ABSENT:

Mr. Glista

STAFF PRESENT:

Mr. James Conley

OTHERS PRESENT:

Greg Bryant, Cape Cod Times
Hugh McCartney, Falmouth Enterprise
Elderly Tenants
Michelle Kenney and Mr. Kirkman, Legal Services
Mrs. Henderson
Mssrs. Moniz and Thompson, VFW

The meeting was called to order at 10:00 a.m.

Roll call was taken - Mr. Wilkie - here; Mr. Clauson - here; Mrs. Delgado - here; Mr. Haynes - here.

Approval of Minutes of October 15, 1985

Mrs. Delgado moved to approve the minutes as written. Mr. Haynes seconded. 4 Ayes. 0 Nays. MOTION CARRIED.

Payment of Bills

Mr. Clauson moved to table the bills until discussed further in Executive Session. Mr. Haynes seconded. 4 Ayes. 0 Nays. MOTION CARRIED.

OLD BUSINESS

Status of 47-005

Mr. Conley advised the commissioners (1) the filed sub-contractor for painting, H.M. Horton had been terminated by Westcott Construction Company on October 22, 1985. Westcott has hired Lawless Painting to finish the work (2) installation of gutters and downspouts to commence this week (3) finish cost roadways and walks scheduled for application early November.

Mr. Conley stated the development budget contains \$8150 for non-dwelling equipment (office equipment, maintenance equipment, and furniture) - list of items to be submitted for commissioner review, also \$59,000 has been earmarked for kitchen appliances. Mr. Conley requested the board approve ordering the appliances from GE as that brand was installed in Harborview, maintenance has been minimal and doing so would standardize equipment. The commissioners concurred with the recommendation.

Fire Damage 19-20 Choate Lane

Mr. Conley advised the commissioners the Insurance adjustor had inspected and approved the repair work and had informed the insurance company to release the remainder of the claims settlement. Occupancy should be shortly.

Smoke/Heat Detectors

Mr. Conley advised the commissioners, Automatic Security Systems, Inc, Framingham, MA, was compiling required certification for submission to EOCD, assuming the latter expedites its approval work could commence November 18, 1985.

Modernization Program - State Developments

Mr. Conley advised the commissioners the submission was being revised and would be discussed with the EOCD Modernization staff possibly October 31, 1985.

Trash Collection - Snow Removal

Mr. Clauson had not met with Town officials to discuss the Town assuming the tasks. Mr. Wilkie directed Mr. Conley to invite the Selectmen and D.P.W. commissioners to the Commissioner's meeting on November 25, 1985.

Betterment Assesment-Sewerage Disposal 47-004

Mr. Conley informed the commissioners FMR's had not been received from HUD yet - delay probably connected with the federal budget.

Employees Union

Mr. Conley informed the commissioners:

1. State Department of Labor held it investigation into Mr. Torres' claim on October 21, 1985. The Department should render its decision by November 4, 1985.
2. The arbitration hearing is scheduled on October 31, 1985 at 10:00 a.m.
3. No date has been scheduled for the next contract negotiation session.

Oil Burner Repair Service

Mr. Conley requested the commissioners advise him of which method they desired to accomplish these repairs: a blanket policy to cover all developments and homes, or executing service contracts with individual fuel suppliers. Discussion followed. It was decided to accomplish services/repairs on an emergency basis until more information was available.

HUD Accounting Course

Mr. Conley requested the commissioners approve or reject attendance at the course. It was decided a staff member might attend the course providing cost was reasonable. Mr. Conley to compile the cost data and advise the commissioners.

Private Stenographer Services

Mrs. Delgado discussed the steno situation with the other commissioners and it was decided to hire Mrs. Henderson. Mrs. Henderson is to record the initial monthly meeting - a staff member to record the subsequent meeting.

Leasing of Property, Tatakot Apartments to VFW Post

Mr. Moniz requested the commissioners accept or reject the Post request. Mr. Clauson moved to lease the property with terms and rent agreeable to both parties. Mr. Wilkie interjected Mr. Duffy had recommended the commissioners obtain appraisal prior to establishing rent. Mr. Clauson revised his motion - VFW and Falmouth Housing Authority obtain an appraisal of reasonable value; average the appraisals to determine rent; develop mutual agreeable terms, and execute a lease. Mr. Haynes seconded the motion. 4 Ayes. 0 Nays. MOTION CARRIED. Mr. Wilkie to work with Mr. Duffy on obtaining the FHA appraisal.

Mr. Haynes moved that any litigation between VFW-FHA be dropped by mutual release in writing. Mrs. Delgado seconded the motion. 4 Ayes. 0 Nays. MOTION CARRIED. Mr. Duffy to obtain the release document/agreement.

NEW BUSINESS

Staff Positions

Mr. Conley advised the commissioners the proposed position descriptions (Senior Clerk - Housing Branch and Maintenance Aid - Maintenance Branch) would be submitted to the employee union for comment/concurrence and HUD for approval/funding.

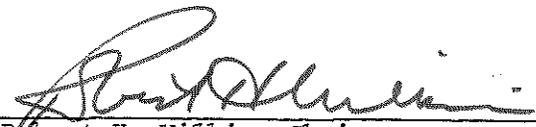
Occupancy of Tatakot Apartments

Mr. Conley recommended the policy of assigning apartments by lottery be continued for Tatakot. Commissioners agreed with recommendation with the proviso that individuals may mutually switch among themselves.

Installation of Timers-Domestic Hot Water Systems, State Projects

Mr. Conley advised the commissioners the State had authorized funds for energy conservation. The Authority had purchased 17 timers in accordance with MASS SAVE Energy Audit recommendation; and electrician has submitted a proposal to install the timers for \$30.00 per unit. Mr. Conley recommended approval to contract the work. Mrs. Delgado moved the contract be executed. Mr. Haynes seconded. 4 Ayes. 0 Nays. MOTION CARRIED.


James L. Conley, Executive Director


Robert H. Wilkie, Chairman

FALMOUTH HOUSING AUTHORITY

115 SCRANTON AVENUE

NOVEMBER 12, 1985

10:00 a.m.

GENERAL SESSION

MEMBERS PRESENT: Robert Wilkie
Mary Delgado
Charles Haynes
Anthony Glista

MEMBERS ABSENT: Harvey Clauson

STAFF PRESENT: Debra Tarcy

OTHERS PRESENT: Jim Brown
Willette McNary, League of Women Voters

The meeting was called to order at 10:00 a.m.

Roll call was taken; Mr. Wilkie - here; Mr. Haynes - here; Mr. Glista - here;
Mrs. Delgado - here.

Approval of minutes of October 28, 1985

Mr. Haynes moved to approve the minutes of the General Session of October 28, 1985,
as printed. Mrs. Delgado seconded the motion. 3 Ayes. 0 Nays. MOTION CARRIED.

Payment of Bills

Mr. Glista moved to approve the payment of the bills. Mr. Delgado brought up the
question of Kathy Wemett's settlement check and that Mr. Glista had requested that
the check be held until this meeting. Mr. Glista moved payment of Mrs. Wemett's
check. Mrs. Delgado seconded the motion. 3 Ayes. 0 Nays. MOTION CARRIED.
Mr. Wilkie stated that this was a confidential matter.

OLD BUSINESSStatus of 47-005

Mr. Brown stated that the project is moving along at an accelerated rate. Mr. Brown
read from a punch list from Westcott Construction, listing items they would like
completed by certain dates. Mr. Brown stated that he feels everything will not be
done by December 1. Westcott has promised substantial completion by that date.
Mr. Wilkie asked Mr. Brown to make sure that Mr. Axlerod receives a copy of the letter
from Westcott Construction. Mr. Brown stated that he would see to it.

Betterment Assessment Sewerage 47-004

Mr. Wilkie read a letter from the Commissioners of the Public Works Department.
The betterment cost is \$19,200. There would be a quarterly charge of \$16.25.
The Falmouth Housing Authority would be exempt however, the Town may request that
reasonable payment be made. Mr. Wilkie stated that he would like to further discuss
and delay any action until Mr. Duffy has an opportunity to review it.

Section 8 Fair Market Rents

Mrs. Tarcy stated that HUD still hasn't sent the new Fair Market Rents. She called
every week during October, and was finally told that when they are out, she will
get them. She has received the new 707 rents, so landlords are starting to request
707 tenants because of the higher rents allowed. There was a discussion on the 707
Pool for homeless people.

New Staff Positions

Copies of job descriptions for the maintenance position and the administrative
position have been sent to HUD and AFSCME. Mrs. Tarcy stated that she expects approval
soon. The receptionist position is now being advertised and applications are being
accepted. The senior clerk position will be posted in the office in case a current
employee wants it.

Employee Union

Mrs. Tarcy stated that the arbitration issue has been settled. The labor investiga-
tion denied the employee's charge of improper treatment. There is no scheduled date
for contract negotiations.

Timers, Domestic Hot Water Systems - State Projects

Mrs. Tarcy stated that an electrician has been hired to do the work. He began work
last Friday, November 8.


James L. Conley, Executive Director


Robert H. Wilkie, Chairman

FALMOUTH HOUSING AUTHORITY 115 SCRANTON AVENUE DECEMBER 9, 1985 10:00 a.m.

GENERAL SESSION

MEMBERS PRESENT: Robert Wilkie, Chairman
Mary Delgado
Charles Haynes
Anthony Glista
Harvey Clauson (10:10)

STAFF PRESENT: James Conley
Kathleen Henderson, Secretary
Frank Duffy, Jr., Esquire

OTHERS PRESENT: James Brown
Willette McNeary, League of Women Voters
Hugh McCartney, Falmouth Enterprise
Joanne Nochella
Arthur Doyle
Helen Howie
Robert Smith

Mr. Wilkie called the meeting to order at 10:00 a.m.

Roll call was taken: Mr. Wilkie - here; Mr. Haynes - here; Mr. Glista - here;
Mrs. Delgado - here. (Mr. Clauson had not arrived.)

Mr. Haynes moved to approve the minutes of the General Session of November 12, 1985,
as printed. Mrs. Delgado seconded the motion. 3 Ayes. 0 Nays. MOTION CARRIED.

Mr. Haynes moved to table payment of the bills until later to give the Commissioners
time to look them over. Mr. Glista seconded the motion. 3 Ayes. 0 Nays. MOTION
CARRIED.

OLD BUSINESS

Cable TV - Harborview: Mr. Conley stated that a representative from the cable
company was to be present at the meeting to bring the Commissioners up to date.
He was not in attendance, so Mr. Wilkie stated that this discussion would be tabled.

Status of 47-005: Mr. James Brown that the occupancy date would have to be re-appraised.
He said that it would run over the first of the year. Mr. Wilkie asked for the cause
of the delay. Mr. Brown stated that it is because they have to go back in and do
over some of the work that wasn't done properly before. Also, Westcott is having
trouble with some of the subcontractors. Mr. Brown stated that he feels there is a
slim chance that it will be occupied by February 1, 1986.

Smoke/Heat Detectors - State Developments: Mr. Conley stated that the low bidder has
started installation. The Mayflower Project is almost done. The Salt Sea Project will
be started soon. The company has been given 90 days to complete the job. Mr. Conley
stated that there is coordination between the fire department and the building de-
partment.

Section 8 FMR's: Mr. Conley stated that there is still no status on the Fair Market
Rents. HUD hasn't received anything yet.

Falmouth Housing Authority Employees: Mr. Conley stated that he had sent to HUD and
AFSCME descriptions for maintenance and administrative positions. He will revise the
47-4 operating budget to include 47-5. HUD had no problem with either position,
but AFSCME disagrees with the maintenance position. AFSCME feels it should be a
trades-type job or a journeyman's level. Mr. Conley then brought up the matter of the
Arbitration/Mediation between the FHA and AFSCME regarding the employee's contract.
The meeting will be held December 18. Mr. Conley stated that, at that time, he will
bring up the matter of the maintenance position. Mr. Conley and Mr. Tobin will
attend the meeting, but Mr. Clauson will sit down with Mr. Conley before then. Mr.
Clauson then stated that he would like to ask Mr. Tobin for a new election. There
was a question on whether this was proper. Mr. Clauson moved a new election if
Mr. Tobin says that it is proper to do so. Mrs. Delgado seconded the motion. 4 Ayes.
0 Nays. MOTION CARRIED. Mr. Conley stated that a new Receptionist/Secretary and a
new Data Entry Clerk have been hired.

Timers, Domestic Hot Water Systems - State Projects: Mr. Conley stated that it is
being done - out of 17, 9 have been done.

Lease of Property FHA - VFW: After discussion, Mr. Glista moved to charge the VFW \$100 a year. After further discussion, Mr. Glista withdrew his motion. Mr. Clauson moved to charge the VFW \$250 per year, for five (5) years, with the understanding that the VFW would provide Liability Insurance, suitable and safe walk and lighting. They will also maintain the walk. Mr. Haynes seconded the motion. 4 Ayes. 0 Nays. MOTION CARRIED. Mr. Duffy stated that he would write a letter to the VFW stating the rent and conditions.

Board of Appeals - Stop & Shop Corp./Reuben Servis: Mr. Conley stated that Reuben Servis is appealing the building commissioners decision regarding the work Stop & Shop has done on his property. The Commissioners decided that it wasn't their place to get involved.

Road Work - Route 28 (Tatakot Apartments): Mr. Conley stated that he has been advised by the State DPW that Route 28 will be expanded in width. The DPW thinks that the starting date will be spring of 1986. They will be removing some of the curbing, but will replace it. It was decided that as soon as the final plans are made, they will deal with Town Hall and all involved.

Budget Comparative -667/705: Mr. Conley stated that he is holding on the budget. The accountant will be in this month. He will revise the 47-4 budget to include 47-5. Mr. Conley then stated that there was going to be a HUD inspection Thursday, December 12, regarding utility usage in the Harborview Apartments building. Mr. Conley has been told that, for the amount of utilities expended, the FHA is one of the better ones. It will be a problem, though, when the town hooks on with the sewer. Discussion on hook-up and betterment charges. Mr. Conley suggested sitting down with the Selectmen and the DPW.

Mr. Conley stated that regarding on of our properties on Fordham Road, the latest result on the water is that it is not critical; however, the Town is telling them not to use the water for drinking or to cook with. There is going to be a meeting at the Mashpee Middle School which Mr. Haynes will be attending.

Mr. Clauson stated that he wants the agenda earlier. It will go out as soon as possible.

Trash and Snow Removal: Neither the DPW or the Selectmen have replied to the letters yet.

Washers/Dryers - Harborview: Mr. Conley stated that the D.A. has given the FHA from Elliott Smoler transferring the washers and dryers from him to the FHA for \$1. Mr. Clauson moved to accept it. Mr. Glista seconded the motion. 4 Ayes. 0 Nays. MOTION CARRIED.

Trailer - Trash Disposal: Mr. Conley stated that the old trailer is on it's last legs. Right now, it is used for mobile storage from 47-4. We have to come up with our own system for 47-5. Mr. Clauson stated that he thought we should have dumpsters for both projects. Mr. Conley stated that he has found a trailer and lift for \$2200. Discussion on the Town's trash company picking up for the FHA also. Mr. Haynes moved to include the purchase of two trailers in the revised budget. Mr. Clauson seconded the motion. 4 Ayes. 0 Nays. MOTION CARRIED. Mr. Wilkie suggested that Mr. Conley look into getting a commercial trash pick-up for the two federal projects.

NEW BUSINESS

Mr. Conley stated that it has been brought to his attention that the doors going into the building are too heavy for some of the elderly/handicapped people. Mr. Goldense has looked at them, and he thinks that some of them can be corrected with adjustments. On others, the doors would have to be replaced. Mr. Conley will look into the adjustments.

Mr. Clauson had some questions on the bills. He thinks letters should be written to some plumbers asking their price per hour and whether they would give a discount. Mr. Clauson then asked about the bill from Brigg's Answering Service. Mr. Conley explained to him why it was necessary to have an answering service. Discussion on Ron Axelrod's bill. Jim Brown stated that he can't get the Certificate of Occupancy for 47-5 until all work is done. There was another discussion on the completion date for 47-5.

Mrs. Delgado stated that she had a meeting with the tenants on December 4. Most of the things discussed were things that can be handled in the office. Sgt. Gary Wemett will be coming to make a survey of the building because there have been some Breaking & Enterings reported. There was no damage done, and some of the tenants think someone might be using a master key to gain entry. Mr. Conley, the maintenance men, homemakers, friends, and relatives all have keys. Mrs. Delgado stated that she would write a letter to the homemaking businesses asking that when a homemaker leaves a position, they turn in their keys. There have also been reports of outside people coming in and using the washers and dryers. Mrs. Delgado said that new signs should be made stating that the machines are for the tenants' use only.

Mrs. Delgado then stated that the tenants have asked if the rug in the front hall could be shampooed. Mr. Clauson moved to have the rug shampooed. Mr. Conley stated that we would use our own equipment to shampoo the rug. Mr. Conley stated that the chairman of the entertainment committee has been allowed to have a key to the Community Room. She has signed out for it. Mr. Clauson stated that everybody should be allowed to use the room.

Mr. Clauson noticed the reimbursement vouchers. He thinks that Debbie Tarcy's, Annmarie Favulli's, and Elmore Carlson's mileages are too much. He suggested leasing a vehicle. Mr. Conley stated that the State does not allow leasing; however, the Federal does. Mr. Wilkie suggested that Mr. Conley make an inquiry regarding vehicles.

The Commissioners decided that the next meeting would be on December 23. It was also decided that there will be an open house for Tatakot sometime in March.

Mr. Clauson stated that he wants to see the maintenance position advertised so that the person hired would have time to get used to the project before it is occupied. Mr. Conley stated that he can't yet because AFSCME hasn't approved the position. There was a discussion on State and Federal L & I wages. Mr. Francis Nichols stated that he has 10-11 years maintenance experience. He is on the waiting list for Tatakot. He would like to do the maintenance work. Mr. Duffy explained to him that he couldn't live in the apartments and work for the Authority.

Mr. Haynes stated that he wanted to invite the Commissioners to the Kiwanis Christmas Dinner on Saturday, December 14.


James L. Conley, Executive Director


Robert H. Wilkie, Chairman

FALMOUTH HOUSING AUTHORITY

115 SCRANTON AVENUE

DECEMBER 23, 1985 10:00 a.m.

GENERAL SESSION

MEMBERS PRESENT: Robert Wilkie
Harvey Clauson
Anthony Glista
Charles Haynes
Mary Delgado

STAFF PRESENT: Debra Tarcy
Kathleen Henderson, Stenographer

OTHERS PRESENT: James Brown
Hugh McCartney, Falmouth Enterprise
Gregory Bryant, Cape Cod Times
Arthur Doyle

Mr. Wilkie called the meeting to order at 10:00 a.m.

Roll call was taken: Mr. Wilkie - here; Mr. Clauson - here; Mr. Glista - here; Mr. Haynes - here; Mrs. Delgado - here.

Mr. Wilkie stated that James Conley had recently suffered a heart attack and was in Falmouth Hospital. When checking with Mrs. Conley on Jim's condition, Mr. Wilkie was told that he had progressed over the past weekend. His hospital stay would be of indefinite duration. After discussion, Mr. Haynes moved to authorize Mrs. Tarcy to work as acting Contracting Officer for the Teaticket project, during Mr. Conley's absence. Mr. Glista seconded the motion. 4 Ayes. 0 Nays. MOTION CARRIED. Mr. Clauson moved to authorize Mrs. Tarcy to work as acting Executive Director during Mr. Conley's absence. Mr. Haynes seconded the motion. 4 Ayes. 0 Nays. MOTION CARRIED. Mr. Clauson moved giving Mrs. Tarcy \$50 extra per week until Mr. Conley's return. Mr. Wilkie stated that that would be discussed later as he wants to review the budget first.

Approval of Minutes: Mr. Haynes moved to approve the minutes of the General Session of December 9, 1985, as printed. Mrs. Delgado seconded the motion. 4 Ayes. 0 Nays. MOTION CARRIED.

OLD BUSINESS

Status of 47-005: Mr. Brown stated that the status hasn't changed except that there has been some progress in the building and carpentry. It will no be ready for the punch list in 1985; possibly, early in January. Mr. Wilkie brought up Mr. Brown's resignation. Mr. Brown had informed Mr. Wilkie some time ago, that he planned on resigning as of the third week in January. Mr. Wilkie asked Mr. Brown if he would reconsider and stay until things get under control. Mr. Brown said that he would think about it and will get in touch with Mr. Wilkie within the next few days.

Section 8 Fair Market Rents: Mrs. Tarcy stated that she still does not have these rates. However, last week, she attended a meeting and was told she should be getting them the first week in January. Mrs. Tarcy stated that, hopefully, we will be able to fill some of our allocation with the new rates. Mr. Glista asked if these rates would be effective when the lease dates come up and on new properties. Mrs. Tarcy stated that they would. Discussion on increases in rent when the landlord requests them. Mrs. Tarcy stated that she recently received revised income limits for Section 8. She stated that it is approximately a 10% increase.

Affirmative Action: Mr. Wilkie stated that the Commissioners needed to appoint an Affirmative Action Officer. There was a discussion on the fact that this had already been done.

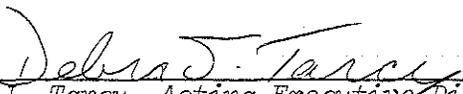
Mr. Clauson stated Mr. Duffy is preparing the lease for the VFW.

NEW BUSINESS

Mr. Clauson stated that there was a contract and a bill that needed to be signed for United Pacific. Mr. Glista moved payment of the bill. Mr. Haynes seconded the motion. 4 Ayes. 0 Nays. MOTION CARRIED.

Mr. Clauson asked about the maintenance position for Tatakot Apartments. Mr. Wilkie stated that as soon as we get approval of the budget, we will advertise. Mr. Clauson stated that he would like to see it done now. Mr. Wilkie stated that, after checking with Mr. Duffy, he feels that this would be illegal and unethical.

Mr. Wilkie stated that Mr. Conley had planned on spending most of January with Mr. Brown going over the Tatakot Apartments. Since he cannot do that now, Mr. Haynes volunteered to do it on his own time. He would be going over the building and finding out where the valves and switches are, etc. Mr. Clauson stated that he doesn't think it is a good idea. He doesn't think any Commissioners should be over there supervising, giving orders, or checking off lists. He doesn't want any Commissioner representing him. He feels that Tom Gorton should be over there and that we should obtain some emergency money to hire a man to do Tom Gorton's job. Mrs. Delgado stated that she disagreed with Mr. Clauson. Mr. Clauson again stated that he was opposed to this. Mrs. Delgado moved to end this discussion and for Mr. Haynes to go over the building, on his own time, to get familiar with it's activities. Mr. Glista seconded the motion. 3 Ayes. 1 Nay (Mr. Clauson). MOTION CARRIED.


Debra J. Tarcy, Acting Executive Director


Robert H. Wilkie, Chairman

FALMOUTH HOUSING AUTHORITY 115 SCRANTON AVENUE JANUARY 13, 1986 10:00 a.m.

GENERAL SESSION

MEMBERS PRESENT: Robert Wilkie
Mary Delgado

MEMBERS ABSENT: Harvey Clauson
Anthony Glista
Charles Haynes

STAFF PRESENT: Debra Tarcy
Kathleen Henderson, Stenographer

OTHERS PRESENT: Frank Duffy, Jr., Esquire
 James Brown
 Hugh McCartney, Falmouth Enterprise
 Gregory Bryant, Cape Cod Times
 Eugene S. Smith
 Mr. Doyle
 Willette McNary, League of Women Voters

Mr. Wilkie called the meeting to order at 10:14 a.m. On the advice of Mr. Duffy, Mr. Wilkie stated that since there was not a quorum, there could be no votes taken, but they could have discussion on subjects not requiring a vote.

Roll call was taken: Mr. Wilkie - here; Mrs. Delgado - here.

OLD BUSINESS

Status of 47-005: Mr. Brown stated that the north and south buildings are finished, and the central building is 90-95% finished. It should be completed sometime this month and then it will be ready for the punch list. Mr. Brown stated that he doesn't see any reason why it can't be ready for occupancy by March 1. There is still some outside painting to be done, but it cannot be done in this weather; it will have to wait until spring. Mrs. Tarcy stated that she placed the order for the refrigerators and the stoves. They will be delivered by Friday, January 17, 1986. She will call the company again to see if she can get an exact delivery date so that the maintenance men can be available to help move them in.

Mr. Wilkie stated that it looks like Mr. Conley will be back in about five weeks. He stated that Mrs. Tarcy is doing a commendable job in Mr. Conley's absence. The staff has been doing a good job, too.

Smoke & Heat Detectors (State Projects): Mrs. Tarcy stated that Brad Forsberg, the electrical engineer, is to meet with the Fire Department soon for the inspection of systems for all three projects.

Section 8 FMR's (Fair Market Rents): Mrs. Tarcy stated that she still hasn't received the new Fair Market Rents yet. She was told she would receive them either the first or second week of January, so, hopefully, she will have them in time for the next regular meeting.

FHA/AFSCME: Mr. Wilkie stated that he had talked to Tom Gorton and was told that Mr. Tobin is setting up a meeting with the Mediation Board to have a meeting here, in Falmouth, to mediate the Contract. Mr. Tobin is going to AFSCME in New Bedford and will speak with them about a meeting date and then let the office know. Mr. Tobin felt that one or two of the Commissioners should be present at the meeting to represent Mr. Conley. Mr. Wilkie stated that he would be present at the meeting since Mr. Clauson is in Florida.

Hurricane Damage - Bayberry: Mrs. Tarcy stated that minor damage was done - three clothesyards and the trash area were damaged. Our insurance policy will not cover the damage because the damage was so minor and there is a large deductible. Mrs. Tarcy stated that the money will have to come out of 667.

Fire at Bayberry: Mrs. Tarcy stated that it was a very minor fire. The Fire Department was called. The occupant was using a plastic container on top of his wooden table to crush out his cigarettes. There was no damage.

Mr. Duffy stated that he has prepared a lease for the VFW. A copy was sent to the VFW but they haven't been able to get together to discuss it yet. They will probably have done so in time for the next regular meeting.

Mr. Wilkie stated that he found it regrettable that some Commissioners don't take their positions more seriously. Mrs. Delgado stated her agreement.

Meeting adjourned at 10:20 a.m.


 Debra J. Tarcy, Acting Executive Director


 Robert H. Wilkie, Chairman

FALMOUTH HOUSING AUTHORITY 115 SCRANTON AVENUE JANUARY 16, 1986 10:00 a.m.

GENERAL SESSION

MEMBERS PRESENT: Robert Wilkie
 Anthony Glista
 Charles Haynes
 Mary Delgado

MEMBERS ABSENT: Harvey Clauson

STAFF PRESENT: Debra Tarcy
 Kathleen Henderson, Stenographer

OTHERS PRESENT: Jim Brown
 Eugene Smith
 Willette McNary, League of Women Voters
 Mrs. Mahoney
 Mrs. Murray

Mr. Wilkie called the meeting to order at 10:07 a.m.

Roll call was taken: Mr. Wilkie - here; Mr. Glista - here; Mr. Haynes - here;
 Mrs. Delgado - here.

Mr. Wilkie told those present about Mr. Conley's recent passing. He announced the times and places of the wake and the funeral. He stated that everyone was very saddened by this news.

Payment of Bills: Mr. Glista moved payment of the bills. Mr. Haynes seconded the motion. 3 Ayes. 0 Nays. MOTION CARRIED.

Approval of Minutes of December 23, 1985: Mr. Haynes moved to approve the minutes of December 23, 1985, as printed. Mrs. Delgado seconded the motion. 3 Ayes. 0 Nays. MOTION CARRIED.

Approval of Minutes of January 13, 1986: Mrs. Delgado moved to approve the minutes of January 13, 1986, as printed. Mr. Wilkie seconded the motion (neither Mr. Haynes or Mr. Glista was present at the January 13, 1986, meeting; therefore, Mr. Wilkie seconded the motion). 3 Ayes. 0 Nays. MOTION CARRIED.

Status of 47-005: Mr. Brown stated that the appliances had arrived and were being distributed to the different apartments. He stated that things were still progressing in a satisfactory manner. Mr. Brown's last day, before leaving for Florida, is January 24. Mr. Wilkie mentioned that Mr. Haynes had agreed, on his own time, to make himself familiar with the project. Mrs. Tarcy stated that she thinks the maintenance men should be commended on how hard they have been working. When the appliances were delivered, they had to be there at 8:00 to start unloading them. It was extremely cold they day and it was very hard labor. Tom Gorton even slept at the project one night to watch over the appliances. Mr. Wilkie stated that he wanted to commend Mrs. Tarcy, Mr. Gorton and Annmarie Favulli on how hard they have been working. Mrs. Delgado asked if Mr. Gorton could be compensated for spending the night at the project. Mr. Wilkie stated that he is prepared to take immediate action. He would like to approve an increase of 30% for Mrs. Tarcy, 20% for Mr. Gorton, and 20% for Ms. Favulli. It would be a temporary increase. Mr. Wilkie stated that they would wait 3 to 4 weeks and then advertise for the position of Executive Director. If Mrs. Tarcy decided she wanted the position, she could apply for it. There was a discussion on how the union contract reads regarding employees being compensated when doing someone else's job for an extended period of time. Mr. Haynes moved to ask Ms. Favulli and Mr. Gorton to attend the meeting at the end of Executive Session to discuss their salaries and resolve it today. Mrs. Delgado seconded the motion. 3 Ayes. 0 Nays. MOTION CARRIED.

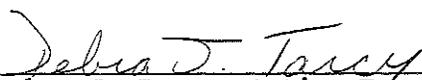
Section 8 FMR's (Fair Market Rents): Mrs. Tarcy stated that as she had mentioned before, she had been told the Fair Market Rents would be increasing. She had been waiting for the new figures from HUD. She recently learned that they would be decreasing instead by about \$60 for each bedroom size. She was told by HUD that she should receive the new figures in about a week. There is a comment period until March for each Authority to tell how this decrease is affecting them.

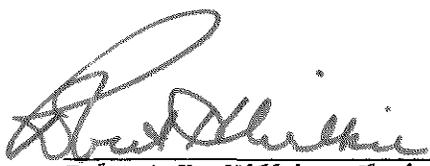
Mrs. Tarcy stated that she is planning on getting together a package showing rents around here and showing how hard this will make it for Section 8 certificate holders to find a house within the limit. Mrs. Delgado stated that she would help Mrs. Tarcy compile this information. It was decided that after the survey is completed, the Board take an official position and maybe obtain signatures from tenants and certificate holders. A discussion followed on what people rent to housing. Mrs. Tarcy stated that Marlene from the Dennis Housing Authority is trying to get a meeting together between all the Cape housing authorities to see if they could compile something very effective to send to HUD.

Mr. Wilkie stated that some time ago, a contest was held to determine the name of the Tatakot Apartments. He would like to suggest changing the name to the James L. Conley Tatakot Apartments. Mr. Glista moved the change. Mr. Haynes seconded the motion. 3 Ayes. 0 Nays. MOTION CARRIED. Mrs. Delgado will look into having the name changed.

Mr. Glista moved to send the American Heart Association \$100 in honor of Mr. Conley. Mr. Haynes seconded the motion. 3 Ayes. 0 Nays. MOTION CARRIED.

General Session was adjourned at 10:32 a.m.


Debra J. Tarcy, Acting Executive Director


Robert H. Wilkie, Chairman

FALMOUTH HOUSING AUTHORITY 115 SCRANTON AVENUE JANUARY 27, 1986 10:00 a.m.

GENERAL SESSION

MEMBERS PRESENT: Robert Wilkie
Anthony Glista
Charles Haynes
Mary Delgado

MEMBERS ABSENT: Harvey Clauson

STAFF PRESENT: Debra Tarcy
Kathleen Henderson, Stenographer

OTHERS PRESENT: Arthur Doyle
Gregg Bryant, Cape Cod Times
Evelyn Thompson
Louise Ferreira
Hugh McCartney, Falmouth Enterprise
Willette McNary, League of Women Voters

Mr. Wilkie called the meeting to order at 10:00 a.m.

Roll call was taken: Mr. Glista - here; Mr. Wilkie - here; Mr. Haynes - here; Mrs. Delgado - here.

Approval of Minutes of January 16, 1986: Mr. Haynes moved to approve the minutes of the General Session of January 16, 1986, as printed. Mrs. Delgado seconded the motion. 3 Ayes. 0 Nays. MOTION CARRIED.

OLD BUSINESS

Status of 47-005: Mr. Wilkie stated that the last day that Jim Brown worked was Friday, January 24, 1986. Before he left, he met with Mr. Wilkie, Mr. Glista, Mr. Haynes and Ron Axelrod, and his staff, and reviewed the punch list. Mr. Wilkie stated that there are still a few things that need to be done--touch-up items. Mr. Axelrod is due to meet with them again January 28, 1986. Mr. Wilkie stated that there was a problem with the storm doors. An installation crew came when the doors were delivered. They were required to provide a copy of their insurance policy with them, so Westcott refused to let them install the doors. They are now indicating that they will charge an additional \$3,700 to come back and install the doors. Mr. Wilkie stated that he doesn't feel it will affect the punch list or occupancy of the units. It was decided that Mrs. Tarcy and Mr. Haynes would get together later and discuss the actual cost. Regarding the trash room drains, Mr. Wilkie stated that the Health Department stated that we did not have to have them, but we could, if we wanted to, put them in later--it would not hold up occupancy. Mrs. Tarcy stated that she is trying to find a letter saying that we made a verbal commitment that we would install drains. Regarding the wall ovens, the handicapped unit ovens have arrived, but they weren't the right size.

Mr. Wilkie stated that the variance on the elevator shaft was given. It is being modified.

Mr. Wilkie stated that the fence is on the premises. It will be installed in certain areas and will not affect occupancy. Mr. Wilkie stated that many of the exterior doors on the back side of the first level are warped and will have to be replaced by the contractor. The Town inspections are going well, and, when they are finished, the final inspection will be made by the Building Inspector. After that, we can apply for an occupancy permit, on or about March 1. Mr. Wilkie stated that Jim Brown feels the exterior painting will have to be done over in the spring because it was done in bad weather. If it peels, it will have to be done over again.

Mrs. Delgado wanted to know why she wasn't notified of the meeting on the site. She would also like an up-date on having the plaque for Teaticket changed to include Mr. Conley's name. There seems to be some confusion between Mr. Axelrod and the Commissioners regarding which plaque should be changed (the main brass sign or the sign inside the building, or both). Mr. Wilkie stated that he thought it was announced at the last meeting that the Commissioners were meeting with Mr. Axelrod at the site. Mr. Wilkie told Mrs. Delgado that they were meeting with Mr. Axelrod again on January 28. Mrs. Delgado stated that she will get in touch with Mr. Axelrod regarding the changing of the plaques. All the Commissioners agree that they want Mr. Conley's name added. Mr. Haynes stated that he was supposed to be at the site representing the Commissioners. Mr. Wilkie stated he went there because he knew Jim Brown was leaving. Mr. Glista stated that he just happened to be driving by the site and stopped by.

Mr. Glista stated that, regarding the washers and dryers, he feels that we should buy them ourselves. He thinks we should find out if we can use the money from the washers and dryers at Harborview to buy the washers and dryers for Tatakot. He stated that Westcott's plumber will install them because it is part of the contract. Mrs. Tarcy will find out from HUD or the accountant whether we can use the money from the Harborview washers and dryers to buy the new ones.

Mr. Haynes stated that, at the last meeting, some Commissioners had stated to the press that some Board members should take their positions more seriously. Mr. Haynes stated that he had an emergency that day and couldn't reach a phone. He has attended almost all the Board meetings since he has been a Commissioner. Mr. Wilkie stated that it is regrettable that it happened, and he realizes that both Mr. Haynes and Mr. Glista take their responsibilities seriously.

Mr. Haynes stated that he attended a seminar in Sturbridge. The majority of the meeting was devoted to a new teller program. What the program means is that we would float a bond issue for a private contractor, and, in return, the contractor would give us 20% of the units he develops, for the length of the bond.

Mrs. Delgado submitted a letter from the Ashmet Valley Property Owners regarding the water situation in the area. They want a response from the owners of the properties in Ashmet Valley. Mrs. Delgado and Mr. Haynes stated that they would attend the meeting. Mr. Wilkie stated that he would read the letter.

Mrs. Delgado stated that after the last meeting, Mr. Glista asked her to compile a list of all the Board's policies. She spent three hours in the office recently and did get a list of policies, but only up to 1983. From 1983 to the present, Mrs. Delgado stated that she would have to go through the minutes of the Board meetings. She requested that the policies be put on the agenda for the first meeting in February so that the Board could adopt all the policies.

NEW BUSINESS

Advertising the Executive Director Position: Mr. Wilkie stated that after talking to Mrs. Tarcy, he feels that the Board should consider advertising for the Executive Director position. Employees can apply as well as other people. Applications will be accepted for 10 days after we advertise. Then the applications will be reviewed, interviews will be conducted, and a decision will be made. Mrs. Tarcy stated that she called HUD to ask them the proper procedure. It has to be advertised in Mass. NAHRO, a minority newspaper, the Boston Globe, and the Cape Cod Times. Mr. Haynes moved to have Mrs. Tarcy place the ads and give a 10-day period of response. Mrs. Delgado seconded the motion. 3 Ayes. 0 Nays. MOTION CARRIED.

Posting of the Maintenance Aide Position: Mrs. Tarcy stated that the position is open now and was posted in the office Friday, January 24. If it doesn't get filled by someone in the office, an ad will go into the newspaper. Mrs. Tarcy stated that we have only had three maintenance men for a while, but we have been budgeted for four.

Use of Harborview Space by Falmouth Human Services: Mrs. Tarcy received a letter from Human Services requesting to use space at Harborview to hold eight meetings on aging. The meetings would be held on Wednesdays for 1 1/2 hours in the mornings or afternoons. There would be no charge. Mrs. Tarcy submitted the letter from Human Services to Mr. Wilkie. Mr. Glista asked if our insurance would cover this. Mr. Haynes stated that he could see no reason why we wouldn't be covered.

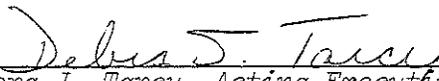
Mr. Haynes moved that, providing we are covered, let them use the space. Mrs. Delgado stated that she didn't feel comfortable with this because Harborview is a security building. It was decided that Mrs. Delgado will bring up this matter at the next tenant's meeting and find out how the tenant's feel about it.

Dissolving of Partnership of Gordon & Marotto: Mrs. Tarcy stated that our accountant's partnership is dissolving on or about March 1, 1986. John Marotto would like to continue to serve us. Mrs. Tarcy submitted a letter to Mr. Wilkie from John Marotto. He will send an addendum to be added to the contract. It was decided that the Board would wait for the contract addendum before taking action.

Mr. Glista asked if everybody had their copies of the Treasurer's Report. The Commissioners did.

Mr. Glista asked if we contacted Atlas Alarm to inspect the system before we inspect the building. Mr. Haynes stated that it was all set to go and they just have to wait until the system is completely installed. They just tied it in to the fire station.

General Session was adjourned at 10:40 a.m.


Debra J. Tarcy, Acting Executive Director


Robert H. Wilkie, Chairman

FALMOUTH HOUSING AUTHORITY 115 SCRANTON AVENUE FEBRUARY 10, 1986 10:00 a.m.
GENERAL SESSION

MEMBERS PRESENT: Robert Wilkie
Anthony Glista
Harvey Clauson
Charles Haynes
Mary Delgado

STAFF PRESENT: Debra Tarcy
Kathleen Henderson, Stenographer
Thomas Gorton

OTHERS PRESENT: Arthur Doyle
George Cummings, Sears
Gregory Bryant, Cape Cod Times
John McKenzie
Frank Duffy, Esquire
Willette McNary, League of Woman Voters
Peter Kerwin, Falmouth Human Services
Joseph Hill
Suzanne Campbell, Visiting Nurses Association
Debra Powers, Visiting Nurses Association
Joan Lipsett, Elder Services
Jeanne Blatchford, Elder Services

Mr. Wilkie called the meeting to order at 10:00 a.m.

Roll call was taken: Mrs. Delgado - here; Mr. Haynes - here; Mr. Wilkie - here;
Mr. Glista - here; Mr. Clauson - here.

Mr. Haynes moved to approve the minutes of the General Session of January 27, 1986, as printed. Mrs. Delgado seconded the motion. 4 Ayes. 0 Nays. MOTION CARRIED.

Mr. Haynes suggested tabling payment of bills until the Commissioners had a chance to review them.

OLD BUSINESS

Status of 47-005: Mr. Wilkie stated that Mr. Axelrod would be down to finish the punch list on February 11, 1986. The storm doors still need to be installed. Mr. Wilkie stated that he had spoken with a representative from the storm door company and it was decided that they would split the \$1,700 it cost them to come up here (the company had come to install the doors but didn't have their insurance policy with them so Westcott wouldn't let them install the doors). The cost of the doors was \$20,105.30, plus the \$850 (1/2 the \$1,700). The total amount is \$20,955.30. There was a discussion about how much is in the 47-5 account and how far it will go.

Mr. Clauson made a motion to write a letter to the storm door company and ask for confirmation of the price of \$20,955.30. When we receive the confirmation, forward them a check for \$10,000. Mrs. Delgado seconded the motion. 4 Ayes. 0 Nays.
MOTION CARRIED.

Mr. George Cummings, from Sears, attended the meeting to discuss the purchase of the washers and dryers for Tatakot. Mr. Clauson stated that we are taking in about \$200 per month on the washers and dryers at Harborview. We are only charging 50¢ per load and there was a discussion on raising the cost to 75¢ per load. It was brought up that we don't want to make a profit from the tenants. Mr. Cummings stated that a gas dryer would cost \$355 and a washer \$399. This would be tax exempt and we wouldn't be charged for freight. Sears would not install them, but Westcott would if they are still on the job site. Mr. Cummings stated that as long as the washers and dryers are readily available, we should have them soon; if they are not readily available, it could take about 3 weeks. Mr. Haynes stated that the plumber has said he will come back and install them at no charge. Mr. Haynes made a motion to purchase 4 washers and 4 dryers. Mr. Glista asked if we could use the money from the washers and dryers at Harborview to purchase the washers and dryers for Tatakot. Mrs. Tarcy stated that she had asked the accountant, Mr. Marotto, about that and he said we could not. Mr. Clauson seconded Mr. Hayne's motion with the stipulation that we give Sears the Purchase Order today. 4 Ayes. 0 Nays. MOTION CARRIED. Mr. Clauson suggested that when the machines are delivered, they should be brought inside the building and unpacked and then the boxes taken away. Mrs. Tarcy stated that, in the non-dwelling account, even after the washers and dryers and furniture are paid for, there will still be \$5,000.

Mr. Wilkie stated that the contractor expects to be out by the third week in February. Mr. Haynes stated that everything is going along smoothly. Mr. Gorton stated that the pigtails for the stoves have arrived and the maintenance department will have to go back over and install them. All the refrigerators, except for 14, have been installed. Those 14 were not installed because the apartments were not ready yet.

Mrs. Delgado stated that she contacted Mr. Axelrod regarding adding Mr. Conley's name to the signs. She told him they wanted his name on the large sign out front and on the small sign over the fireplace in the lobby. Mr. Axelrod told her it would be done.

AFSCME Contract Negotiations: Mr. Wilkie stated that there was a negotiation meeting on February 5. Mr. Wilkie attend as a representative of the Commissioners. Mr. Wilkie read a letter from Spencer Tobin. Mr. Tobin's letter stated that there was an agreement on a one-year contract with a 5% increase across the board. He suggested raising a proposal for a two-year contract with a 6% increase. There was a discussion on L & I wages. After discussion, the Commissioners agreed that they didn't want a two-year agreement. Mr. Glista made a motion for a 5% increase for one year. Mr. Haynes seconded the motion. 4 Ayes. 0 Nays. MOTION CARRIED. Mr. Clauson stated that he advised Mr. Wilkie to challenge the union and take another vote. Mr. Gorton stated that the only way to do this is if two union employees petition the union for a vote. Mr. Clauson stated that he thought the Board had a right to call for a vote. Mr. Wilkie stated that Spencer Tobin had said it wasn't a good idea to do it now because of the negotiations, but he did say he would get back to the Board.

Executive Director's Position: At the last meeting, Mr. Wilkie had asked Mrs. Tarcy to advertise for a new Executive Director. The Commissioners had set a deadline date of February 14. According to HUD regulations, the ad had to be in a minority paper. When Mrs. Tarcy called the minority paper, she was told that the ad couldn't be in until the February 13 issue, so the deadline date for applications was extended to February 20. After that date, Mr. Wilkie stated that the Commissioners will screen the applications and interview 6 or 8 of the applicants.

Contracting Officer: Mr. Wilkie stated that when Mr. Conley first got sick, the Board named Mrs. Tarcy as acting Executive Director and acting Contracting Officer. However, Mr. Conley asked Mrs. Tarcy not to act as Contracting Officer because she would be signing requisitions for HUD about things being done when she wouldn't know about them on a day-to-day basis. Mr. Wilkie asked Mr. Duffy for his recommendations. Mr. Duffy stated that, in the past, it has been the Executive Director. He stated he doesn't think it is a good idea for one of the Commissioners to be the Contracting Officer. After some discussion, Mr. Clauson suggested that Mr. Gorton and Mrs. Tarcy be co-Contracting Officers. It was stated that this was a good idea but that they should confer with Mr. Haynes. Mr. Clauson asked about Mr. Haynes' responsibility. It was stated that Mr. Haynes doesn't have any responsibility, he is to act as the "watch-dog". Mr. Clauson made a motion to name Mrs. Tarcy and Mr. Gorton as co-Contracting Officers with Mr. Haynes as advisor. Mrs. Tarcy will sign everything. Mr. Glista seconded the motion. 4 Ayes. 0 Nays. MOTION CARRIED.

Utility Review: Mr. Wilkie read a letter from HUD regarding the utility review. One of the staff of HUD had conducted the review and all the Commissioners had been given a copy of it. The review showed that we reduced costs from 1983 to 1984 to 1985.

Mrs. Delgado asked Mr. Duffy if he had heard anything about the lease from the VFW. Mr. Duffy stated that it had been drafted by his office and signed by the VFW. He mailed it to the FHA on January 23, 1986. The Commissioners will get a copy of it and take a vote on it at the next meeting.

Mrs. Delgado stated that, at the last meeting, a letter was received from Falmouth Human Services asking for the use of the Community Room for some meetings. Mrs. Delgado gave a flyer to each of the tenants in Harborview asking their opinion on the use of the room because Harborview is a security building. So far, she had gotten back 30 no's and 16 yeses. They do not want this room used for outside activities. Mr. Peter Kerwin stated that what Human Services was proposing was an 8-week discussion group on issues of aging. He also stated that it wasn't the Community Room he wanted to use, but the room on the second floor. He stated that the participants for this group would be sought from Harborview. He stated that he understands this building has been used by other groups. He was told by the insurance company that we would be adequately covered. Mrs. Delgado explained to Mr. Kerwin that people from the nutrition center only use the kitchen. Mr. Kerwin stated that it would be an 8-week session. If it was going to be any longer, they would come back before the Board again. A number of alternatives were suggested (use of the conference room in the office, use of the extra storage room at Salt Sea, having Mr. Kerwin attend and speak at the monthly tenant association meetings). Mr. Kerwin stated that Claire Maguire had showed a staff member of Mr. Kerwin's office the room on the second floor. Mr. John McKenzie stated that he felt it would be a vital service to the elderly in Falmouth. He stated that the flyer should get together with Mrs. Tarcy to work out the details (times, ect.) of the meetings. Mr. Clauson made a motion that Mr. Kerwin be allowed to hold meeting for eight weeks with the understanding that if there are any problems, he will be given one week's notice to stop holding the meetings. Mr. Duffy stated that our insurance would be adequate. Mrs. Delgado asked Mr. Kerwin if she could have some sort of a report on an on-going basis. It was decided that she could get a report from Claire Maguire. Mr. Haynes seconded Mr. Clauson's motion. 4 Ayes. 0 Nays. MOTION CARRIED.

Mrs. Delgado stated that she is still getting the policies together. She will wait until it is finished before bringing it before the Board.

Mr. Duffy stated that we finally finished 47-4. The last lawsuit has been resolved in the amount of \$2,500.

Mr. Clauson stated that he wanted Mrs. Tarcy to check and make sure that there is still liability insurance for the Commissioners and that it is still in effect. Mrs. Delgado stated that she had talked to Mr. Conley about one month before he passed away, and it was in effect then. Mrs. Tarcy stated that she would check on it and let Mr. Clauson know.

Mr. Clauson stated that we have been receiving bad press regarding the Mayflower Project. There was a discussion on scraping and fixing the apartments. Mr. Clauson stated that there is money that has been allocated, and that we will lose it if we don't use it. Mr. Clauson stated first we have to advertise for an architect and then bid it out. Mrs. Tarcy will check with EOCB regarding the modernization report.

There was a discussion on a bill for \$155,000 from Westcott/United Pacific and the budget. Mrs. Tarcy stated that Mr. Marotto is coming later this month to do a revised budget.

Regarding the HUD suit, Mr. Clauson stated that he understands they have never cashed the check. Mrs. Tarcy said that she would check on it. Mr. Clauson also asked her to find out how much money we had as of February 1, 1986. Mr. Clauson wanted to know what we will do if they don't cash it.

Mr. Duffy stated that we have a \$100,000 liquidated damage payment. We should be receiving the money from the insurance company as soon as Mr. Axelrod signs off on the project.

Mr. Clauson asked about the truck that recently had some work done on it. Mr. Gorton stated that he would check the deductible on it.

There was a discussion on the workmen's compensation insurance from Murray Insurance Company.

Mrs. Tarcy stated that, at the last meeting, she had told the Board that our accountant's partnership was being dissolved. Mr. Marotto has sent an up-dated contract. Mr. Clauson moved to approve the contract. Mr. Glista seconded the motion. 4 Ayes. 0 Nays. MOTION CARRIED.

Mr. Clauson made a motion to approve payment of the bills. Mrs. Delgado seconded the motion. 4 Ayes. 0 Nays. MOTION CARRIED.

NEW BUSINESS

Posting of Maintenance Position: Mr. Gorton stated that the position was posted on January 30. Mr. Torres submitted an application; he was qualified so he obtained the position. Mr. Gorton stated that he has discussed, with Mrs. Tarcy and Ms. Favulli, the position of Maintenance Plumber/Laborer. Mr. Gorton stated that he feels it would be appropriate to have a plumber on the staff. In the past, any plumbing work is done by the staff and takes time away from their other duties. He stated that, in an emergency, they have had to wait as long as 48 hours for a plumber. It was decided that there wasn't enough need for a plumber on the staff. It was decided that Mr. Gorton go ahead and post the Maintenance Aide position.

Mr. Haynes asked Mr. Duffy about the IRS vehicle use. Mr. Duffy stated that if anybody, but the man on call, takes a vehicle home, he has to be charged for it. Mr. Duffy stated he is working out the procedure. He will make some recommendations and let Mrs. Tarcy know what to do.

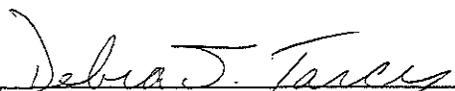
Mr. Clauson suggested that each month, Ms. Favulli balance each account and let the Commissioners know how much is in each account and give an approximate estimate of expenses and income for the month. Mrs. Tarcy said she would discuss this with Ms. Favulli.

Mrs. Tarcy gave Mr. Wilkie a letter from Peter Kerwin. The letter was regarding the questionnaire from Massachusetts Housing Partnership. Copies will be made for the Commissioners and it will be taken up at the next meeting. Mr. Clauson stated that it looks like there is friction between the Falmouth Housing Authority and Falmouth Human Services. Mr. Wilkie stated that there is no time for anyone to attend any of the meetings. We are too busy now. Mr. Conley had attended a meeting, but he said he really didn't get anything out of it.

Mr. Haynes asked Mrs. Tarcy about the Fair Market Rents. Mrs. Tarcy stated that a packet is being put together now.

Mr. Kerwin stated that he is concerned that everyone is feeling so defensive. They have requested the Falmouth Housing Authority to attend one meeting every two months with other groups concerned with housing. He stated that the other groups seemed to find the time.

General Session was adjourned 11:45 a.m.


Debra J. Tarcy, Acting Executive Director


Robert H. Wilkie, Chairman

FALMOUTH HOUSING AUTHORITY 115 SCRANTON AVENUE FEBRUARY 24, 1986 10:00 a.m.

GENERAL SESSION

MEMBERS PRESENT: Robert Wilkie
 Anthony Glista
 Charles Haynes
 Mary Delgado

MEMBERS ABSENT: Harvey Clauson

STAFF PRESENT: Debra Tarcy
 Thomas Gorton
 Kathleen Henderson, Stenographer

OTHERS PRESENT: Arthur Doyle
 Eillette McNary, League of Women Voters
 Oscar Swenson
 Hugh McCartney, Falmouth Enterprise
 Ruby Morrell

Mr. Wilkie called the meeting to order at 10:02 a.m.

Roll call was taken: Mrs. Delgado - here; Mr. Haynes - here; Mr. Wilkie - here; Mr. Glista - here.

Approval of Minutes of February 10, 1986: Mr. Haynes made a motion to approve the minutes of the General Session of February 10, 1986, as printed. Mrs. Delgado seconded the motion. 3 Ayes. 0 Nays. MOTION CARRIED.

Mr. Wilkie announced that Mr. Haynes had been in the hospital, recently, for five days, with chronic bronchial asthma. Mr. Wilkie wished Mr. Haynes well.

OLD BUSINESS

Status of 47-005: Mr. Wilkie stated that on February 21, 1986, we received the Occupancy Permit for 47-5. We are now in the process of getting people ready to move in. Mr. Gorton stated that, except for the ovens in the handicapped units, all problems have been resolved. Westcott is reconstructing the cabinets to accommodate the ovens. About 60% of the regular ovens have been installed. The project has 24-hour a day security. Mrs. Tarcy stated that Sears delivered the washers and dryers February 19, 1986. She and Mr. Gorton met with the Postmaster recently and he is going to meet with Mr. Gorton again this week to discuss the set up of the mailboxes over there. Mrs. Tarcy stated that we haven't been given keys yet and that Westcott is changing some locks. Mrs. Tarcy stated that we started interviewing people for Tatakot two weeks ago. The leases are being printed and should be ready in a few days. There is no set date yet on when people can pick their apartment numbers; it depends on how fast we get back the income verification. Mrs. Tarcy stated that as soon as a tenant's income verification is back, we will contact them. Mr. Haynes and Mr. Glista agreed to work together to show people their apartments when the time comes. Mr. Gorton stated that the only other possible hold-up is that the State hasn't granted us the variance for the elevator yet. Mrs. Tarcy stated that she would check with Mr. Axelrod on this.

Maintenance Aide Position: Mrs. Tarcy stated that we are accepting resumes for this position until March 7.

Executive Director's Position: Mr. Wilkie stated that we advertised in all the right publications for this position. The cut off date for accepting applications was February 20, 1986. We received 12 applications. The Commissioners will now write to those qualified to come in for an interview. Two days will be set aside for the public interviews. Mr. Wilkie stated that he will let the press know what the interview dates are. Mr. Wilkie read a letter submitted by Mrs. Tarcy in which she stated that, at this time, she was not interested in a permanent position as Executive Director. She did request, however, an opportunity to obtain her PHM Certificate. The next course is being held in March, but Mrs. Tarcy felt that with the opening of the Tatakot Apartments and the hiring of the new Executive Director, it would not be a good time. There is a course in October, which she felt would be more convenient. Mr. Glista made a motion that Mrs. Tarcy take the PHM course in October, providing the Executive Director can spare her at that time. Mr. Haynes seconded the motion. 3 Ayes. 0 Nays. MOTION CARRIED.

Falmouth Housing Authority Policies: Mrs. Delgado stated that Mr. Haynes had given her a list of the policies that had been approved by the Board in the past. She looked through the Minutes and found two more policies. There was a discussion on the policy regarding the direct deposit of the employee's paychecks. It has never been used. Mr. Glista made a motion to void it. Mr. Haynes seconded the motion. 3 Ayes. 0 Nays. MOTION CARRIED. There was a discussion on Policy #3, which states, "Any hardship cases must come before total FHA Board for a decision. Not to any individual Commissioner." Mr. Glista made a motion to remove the second sentence, "Not to any individual Commissioner." Mr. Haynes seconded the motion. 3 Ayes. 0 Nays. MOTION CARRIED.

VFW Lease: There was some discussion on the clause dealing with the lights along the length of the walkway. Mr. Wilkie read the covenants. The term of the lease is five years. Mrs. Delgado made a motion to accept the lease, with the effective date being March 1, 1986. Mr. Glista seconded the motion. 3 Ayes. 0 Nays. MOTION CARRIED.

Mrs. Delgado stated that it had been decided a few months ago that the Commissioners would meet with the staff every three or four months. She requested it be put on the agenda for the meeting of March 10. Mr. Glista suggested that it wait until the new Executive Director is hired.

OLD BUSINESS

Maintenance Proposal from W.A. Kraft Corp.: Mr. Gorton brought up this subject regarding the 47-5 Emergency Generator. After discussion, it was decided that Mr. Gorton would check out the emergency generator himself. If there is a problem, he will get in touch with the W.A. Kraft Corp.

Purchasing a New Trailer: Mr. Gorton presented information on the purchase of a new trailer. It was discovered that Mr. Conley had presented this information before he got sick and the purchase had been approved.

Septic System Repair at 14 Ashton Drive: Mr. Glista stated that this property has a leaching pit which has been plugged. Since last summer, it has backed up three times. It has to be pumped every 8 to 12 weeks. It would cost \$1,000 to install a new leaching pit. Mr. Haynes made a motion to install a new leaching pit, subject to budgetary restraints. Mrs. Delgado seconded the motion. 3 Ayes. 0 Nays. MOTION CARRIED.

47-4 Compactor Carousel Painting: Mr. Gorton stated that the carousel has been rusting for 1 1/2 to 2 years. Cape Cod Spraying and Painting Company has submitted a proposal for \$560 to sandblast the carousel, prime it with rust inhibitor steel primer, and apply two coats of industrial-grade enamel. Mr. Gorton stated that it is not an emergency now, but he would like the Commissioners to consider it. Mr. Glista made a motion to approve the work being done, subject to budgetary restraints. Mr. Haynes seconded the motion. 3 Ayes. 0 Nays. MOTION CARRIED.

Modernization 667-1: Mr. Wilkie stated that he had written to James Fitzpatrick at EOCB regarding the modernization of the Mayflower project. He hasn't received a reply yet. He asked Mr. Fitzpatrick if the money that has been allocated for the painting of 667-2 could be switched to 667-1. The Commissioners wanted the press to know that they have been trying since 1984 to receive the funds to do something about this project. Mr. Haynes suggested using students from the vocational school. Mr. Wilkie stated that he would contact the school.

Oil Burner Contract: Mr. Gorton stated that this might be something we want to pursue soon. The projects have not been tuned up for two years. However, they are all over 75%. There is a staff person now studying the book that Mr. MacAllister used. He feels he will be ready within two months to take the exam. Mr. Gorton stated that if it doesn't work out with Mr. Kennedy, perhaps then we should get an oil burner contract. Mr. Gorton stated that he has ordered the Building Code book from the State.

Mass. NAHRO Conference at Seacrest Hotel: Mrs. Tarcy stated that the annual conference is May 18 through May 21. She wondered if any of the Commissioners were interested in registering for the conference. It was decided that Mrs. Tarcy should register two people. The Commissioners stated that they didn't want any ads in the conference directory.

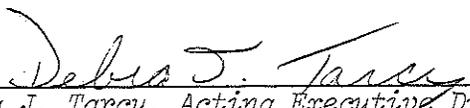
Mr. Wilkie read the letter that was left by Mr. Kerwin at the last meeting regarding the questionnaire from Massachusetts Housing Partnership. Mr. Wilkie reviewed the questionnaire and asked for the Commissioner's endorsement. Mr. Glista made a motion to write to Mr. Kerwin saying that the Commissioners feel the study and questionnaire are adequate. Mr. Haynes seconded the motion. 3 Ayes. 0 Nays. MOTION CARRIED.

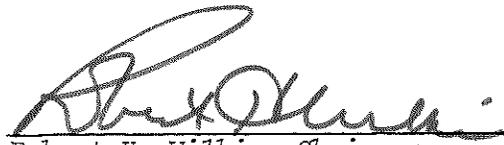
Mr. Glista asked Mr. Tarcy the status on the Fair Market Rents being lowered. Mrs. Tarcy stated that it is still in negotiation.

Mr. McCartney asked how many applications we have received for the Tatakot Apartments. Mrs. Tarcy told him approximately 175 and that Falmouth residents get priority. Applicants are housed according to their date of application (first come, first serve). There are approximately 8 people on the handicapped waiting list.

Mr. McCartney asked if any of the applicants for the Executive Director's position are from Falmouth. Discussion on which applicants were from this area.

General Session was adjourned 11:03 a.m.


Debra J. Tarcy, Acting Executive Director


Robert H. Wilkie, Chairman

FALMOUTH HOUSING AUTHORITY 115 SCRANTON AVENUE MARCH 10, 1986 10:00 a.m.

GENERAL SESSION

MEMBERS PRESENT: Robert Wilkie, Chairman
 Anthony Glista
 Charles Haynes
 Mary Delgado

MEMBERS ABSENT: Harvey Clauson

STAFF PRESENT: Debra Tarcy, Acting Executive Director
 Annmarie Favulli
 Kathleen Henderson, Stenographer

OTHERS PRESENT: Frank Duffy, Jr., Esquire
 Arthur Doyle
 Gregory Bryant, Cape Cod Times
 Willette McNary, League of Women Voters
 Marie Andrade
 Suzanne Campbell, Visiting Nurses Association
 Debra Powers, Visiting Nurses Association
 Joan Lipsett, Elder Services
 Jeanne Blatchford, Elder Services

Mr. Wilkie called the meeting to order at 10:08 a.m.

Roll call was taken: Ms. Delgado - here; Mr. Haynes - here; Mr. Wilkie - here;
 Mr. Glista - here.

Mr. Haynes made a motion to approve the minutes of the General Session of February 24, 1986, as printed. Mr. Glista seconded the motion. 3 Ayes. 0 Nays. MOTION CARRIED.

Mr. Haynes suggested tabling payment of the bills until the Commissioners had a chance to review them.

Mr. Wilkie read a letter to the Commissioners indicating that he had asked the Governor that he not be reappointed to the Falmouth Housing Authority when his appointment expires in July of 1986. He indicated it was more appropriate for one with new ideas and fresh perspectives to be considered for the appointment.

OLD BUSINESS

Status of 47-005: Mr. Haynes stated that the emergency generator is not connected to the heating system at the Tataketa Apartments. This would be a major problem if we should ever have a lengthy power outage because the furnace could freeze. He suggested that he would look into the possibility of tying the systems together. Mr. Wilkie suggested he talk with Mr. Axelrod and find out if this situation can be remedied.

Mr. Gorton had asked if he could purchase some supplies for Tataketa (Brooms, barrels, etc.). Ms. Favulli stated that she had asked Mr. Gorton to wait until the project is out of development stage and into the operating stage. Mrs. Tarcy stated that on March 19, 20, and 21, we will set up an office at the Tataketa Apartments and do the lease signings over there. That way, people can pick out their apartment numbers, see the apartment, sign the lease and be given the keys all in one place. Letters to the tenants assigning them a date and time to do this will go out this week.

Maintenance Aide Position: Mrs. Tarcy stated that 18 applications were received. Mr. Gorton reviewed all the applications and picked the six people that were most qualified to interview. Interviews will be held on Monday, March 17. Mr. Haynes stated that he wants to sit on the interview panel.

Mrs. Tarcy stated that Mr. Carlson would not be returning to work. He has been out of work for 1 month, but just informed Mrs. Tarcy this morning that he would not be returning. The position will be posted in the office for one week and then will be advertised in the newspaper. Mr. Gorton has been doing most of the inspections.

Mr. Glista asked if we had received a key to the elevator. Mrs. Tarcy stated that we had; she had signed off on the elevator last Tuesday.

Status of New Trailer: Mrs. Tarcy stated that Mr. Gorton was planning to go over and look at the trailer sometime this coming week and then would be ordering it.

Housing Task Force Goals: Mrs. Tarcy stated that at the last meeting there was a form that had to be completed and sent to Kenneth Buckland. Mr. Buckland would like the Board to write a letter stating the Housing Authority's goals. He will have other agencies do the same. Discussion between Willette McNary, League of Women Voters, and the Commissioners about the teller program and different ideas to help low-income people. There was also a discussion on the need for help for moderate-income people.

Mr. Haynes asked if anybody had been signed up for the conference at Seacrest. Mrs. Tarcy stated that two people had been signed up.

Mrs. Delgado asked about the lease between the VFW and the Falmouth Housing Authority. Mr. Duffy stated that he has the original lease. The VFW had signed it on the wrong line. After Mr. Wilkie signs the lease, Mr. Duffy's office will transpose and re-type the names. Mr. Haynes said that Tommy at the VFW had said they would pay the legal fees. Ms. Favulli stated that she had already paid them. She will send a bill for reimbursement.

NEW BUSINESS

Mayflower Lower Parking Lot: Mr. Haynes stated that 4 or 5 years ago, the stone wall had been torn down and the stone had been left in the parking lot. He knows a landscaper that says if he can have the stone, he will fill in the banking and clean up the parking lot. Mrs. Delgado suggested getting an agreement in writing.

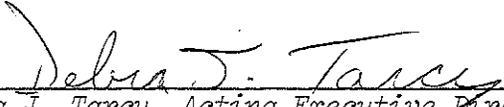
Commissioner's Training Program: Mrs. Tarcy stated that she had recently received a brochure from NAHRO on a training program for Commissioners to be held on April 25 and 26 in Hyannis. After discussion, Mrs. Delgado stated that she would be willing to attend.

Mr. Wilkie stated that we had been advertising for a replacement for James Conley, Executive Director, in all the proper newspapers. The applicants were very qualified and eight were selected for interviewing. Six people were interested in the position and attended the interviews. Mr. Wilkie read a list of the names and a brief summary of their experience. Mr. Wilkie asked for the Commissioners' opinions on who they feel should be the next Executive Director. Mr. Glista felt that James Ridley should be offered the position and made a motion to that affect. Mr. Haynes seconded the motion. Mrs. Delgado stated that Mr. Ridley was her choice also. Mr. Wilkie stated that he felt Mr. Ridley was qualified. A vote was taken: 3 Ayes. 0 Nays. MOTION CARRIED. Mr. Wilkie called for a roll call vote - Mrs. Delgado voted for Mr. Ridley, Mr. Haynes voted for Mr. Ridley, Mr. Wilkie voted for Mr. Ridley, and Mr. Glista voted for Mr. Ridley. MOTION CARRIED.

There was a question on the date of the first meeting in April. It will be held on April 14, the date originally planned.

Mr. Haynes made a motion for payment of the bills. Mr. Glista seconded the motion. 3 Ayes. 0 Nays. MOTION CARRIED.

General Session was adjourned at 10:45 a.m.


Debra J. Tarcy, Acting Executive Director


Robert H. Wilkie, Chairman

FALMOUTH HOUSING AUTHORITY 115 SCRANTON AVENUE MARCH 24, 1986 10:00 a.m.

GENERAL SESSION

MEMBERS PRESENT: Robert Wilkie
Charles Haynes
Anthony Glista
Mary Delgado

STAFF PRESENT: Debra J. Tarcy, Acting Executive Director
Thomas Gorton, Maintenance
Kathleen Henderson, Stenographer

OTHERS PRESENT: Arthur Doyle
Willette McNary, League of Women Voters
Hugh McCartney, The Enterprise

The meeting was called to order at 10:00 a.m.

Roll call was taken: Mr. Wilkie - here; Mr. Haynes - here; Mr. Glista - here; Ms. Delgado - here.

Mr. Haynes moved to suspend the minutes. Ms. Delgado seconded. MOTION CARRIED.

Status of 47-5: Ms. Tarcy explained the method in which people were moving into Tatakot. They went to Tatakot to the lobby, picked a number for their apartment, signed their lease, and were shown their apartment. Ms. Tarcy explained that most people had moved at this time.

It was then decided to remove the guard on duty as of Friday, March 28, 1986. Mr. Haynes made the motion to do so. Ms. Delgado seconded. 4 Ayes. 0 Nays. MOTION CARRIED.

Mr. Gorton said that the pay phone at Tatakot would be installed the following Thursday.

Modernization 667: Thomas Gorton explained that he went to EOCD to discuss the modernization project for the 667 projects. He said we would receive the money to do the work. The plan will be in two steps. Step 1 - Advertisement for architects applications. Step 2 - Receiving of the applications and sending them to EOCD for selection. Mr. Wilkie thanked Mr. Gorton for his work on the modernization.

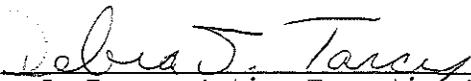
Maintenance Aide Position: Ms. Tarcy stated that Mr. Frank Whitehead was chosen for the position and started on March 19, 1986.

Housing Inspector: Ms. Tarcy stated that we are accepting applications for the inspector's position until April 4, 1986.

Union Contract: Mr. Gorton said the original contract was mistyped and had been sent back for retyping.

NEW BUSINESS

Dedication for Tatakot: Mr. Wilkie stated that he has started work on the dedication for Tatakot. The dedication will be when the sign for the building is completed and installed. Mr. James Conley's family will be there. Mr. Glista made a motion to make Mr. Wilkie the chairman of the dedication. Ms. Delgado seconded. 4 Ayes. 0 Nays. MOTION CARRIED.


Debra J. Tarcy, Acting Executive Director


Robert H. Wilkie, Chairman

FAIMOUTH HOUSING AUTHORITY 115 SCRANTON AVENUE APRIL 14, 1986 10:00 a.m.

GENERAL SESSION

MEMBERS PRESENT: Robert Wilkie, Chairman
Mary Delgado
Charles Haynes
Anthony Glista
Harvey Clauson

STAFF PRESENT: James Ridley, Executive Director
Debra Tarcy, Housing Coordinator
Kathleen Henderson, Stenographer

OTHERS PRESENT: Frank Duffy
Richard DeMello
Hugh McCartney, Falmouth Enterprise
Gregory Bryant, Cape Cod Times
Willette McNary, League of Women Voters
Arthur Doyle
James Feeney
Kathy Berry
Manuel Mogardo

Mr. Wilkie called the meeting to order at 10:00 a.m.

Roll call was taken: Ms. Delgado - here; Mr. Haynes - here; Mr. Wilkie - here; Mr. Glista - here; Mr. Clauson - here.

Mr. Haynes made a motion to approve the minutes of the General Session of March 10, 1986, as printed. Mrs. Delgado seconded the motion. 4 Ayes. 0 Nays. MOTION CARRIED.

Mr. Glista made a motion to approve the minutes of the General Session of March 24, 1986, as printed. Mrs. Delgado seconded the motion. 4 Ayes. 0 Nays. MOTION CARRIED.

It was decided to table payment of the bills until later in the meeting to give the Commissioners time to review them.

Mr. Wilkie read the letter from Jon Will Pitts, for Assistant Secretary for Public and Indian Housing, regarding the Final Determination for Elliott Smoler.

Mr. Smoler is debarred from participation in HUD programs for a period of five years beginning June 6, 1985 and ending June 5, 1990.

Mr. Wilkie welcomed Mr. Ridley as the new Executive Director.

Status of 47-5: Mr. Ridley stated that there are several problems which are being addressed in a letter to Mr. Axelrod. These include the problem with television reception, the pathway between the apartments and Stop & Shop not being accessible for handicapped people, site improvements, lack of fire extinguishers, the placement and accessibility of the elevators, and the lack of sufficient lighting outside of the elevators. There was a discussion on how easy it would be for a vandal to gain access to the elevators. It was suggested that perhaps the tenants should be given a key to the elevator. Mr. Haynes asked if the washers and dryers were working yet. The washers are working, but we are still waiting for the plumber to hook up the gas for the dryers.

Mr. Wilkie stated that now that Mr. Ridley is the new Executive Director, Mrs. Tarcy has stepped down and has resumed her former position. Mr. Wilkie thanked Mrs. Tarcy for a job well done. Mr. Wilkie suggested a letter be written to Mrs. Tarcy stating the Board's appreciation. Mr. Haynes made a motion that this letter be written. Mrs. Delgado seconded the motion. 4 Ayes. 0 Nays. MOTION CARRIED.

Mrs. Delgado asked if Mr. Axelrod has given us a date when the signs for the Tatakot Apartments will be ready. Mr. Ridley said that he has not. Mr. Wilkie stated that as soon as we get them, we will have the dedication.

NEW BUSINESS

Mr. Haynes brought up the fact that at one of our 705 houses, there is a mess in the yard (broken furniture, old automobiles, rubbish cans in the front yard). Mr. Duffy stated that unless they are violating some town law, there is nothing we can do. Mrs. Delgado stated that, in the past, we have written to the tenant stating that we have received a complaint about the condition of their yard and would they please clean it up.

Mr. Duffy asked Mr. Clauson if he was aware that we signed a lease with the VFW. Mr. Clauson stated that he had read about it in the newspaper.

Mr. Clauson asked about the purchase of the trailer. It has been ordered but we haven't received it yet.

Mrs. Delgado brought up the article in the newspaper pertaining to candidates' night. Mr. McKenzie made a public statement regarding our not checking addresses thoroughly enough. He said that people who lived out of town have been housed. It was decided that after tomorrow's election, this will all be forgotten.

Mrs. Tarcy mentioned that we had been accepting applications for the Housing Inspector's position. We received six applications and will be conducting interviews on Thursday.

Mrs. Tarcy stated that Mr. Gorton had been acting as inspector until this time. Mr. Wilkie stated that Mr. Gorton had been doing an excellent job fulfilling all his extra responsibilities recently. Mr. Glista made a motion that a letter be written to Mr. Gorton stating the Board's appreciation and commending him on a job well done. Mrs. Delgado seconded the motion. 4 Ayes. 0 Nays. MOTION CARRIED.

Mrs. Delgado made a motion that a letter be written to Ms. Favulli also, commending her for fulfilling her extra workload so well. Mr. Haynes seconded the motion. 3 Ayes. 1 Nay (Mr. Glista). MOTION CARRIED.

Mr. Glista asked about the fact that Mr. Gorton has been doing a lot of punch work at the Tataketa Apartments. He thinks it is the contractor's responsibility and wanted to know if we could be reimbursed. Mr. Ridley stated that he would check on it. Mr. Glista suggested that a "protective guard" be put over the panel at the Tataketa Apartments that lists the tenant's names and apartment numbers. Visitors think it is a doorbell panel and try to press the buttons. He was afraid they would break it. Mrs. Delgado suggested a sign underneath the panel reading that these buttons are not doorbells. Mr. Ridley will check into the situation and come back with a recommendation.

Mr. Clauson suggested forming a committee to go over all the billing and contracts with Mr. Axelrod. Mr. Wilkie stated that it would come out as a matter of course when the final figures are forwarded to HUD.

Hugh McCartney, from the Falmouth Enterprise, stated that he recently walked a portion of the path between the Tataketa Apartments and Stop & Shop and doesn't understand why it doesn't meet the specifications for being accessible for handicapped people. There was a discussion on the path not being wide enough and being too steep.

Mr. Clauson asked if any of the Commissioners were going to the Task Force meeting on May 3. Mr. Wilkie and Mr. Clauson stated that they were planning on going.

Mr. Glista asked about the number of vacancies at the Tataketa Apartments. Mrs. Tarcy stated that all the apartments have been assigned to people. There are a few people we are waiting to get income verification on.

Mr. Haynes asked about the bill from Mass. NAHRO regarding the ad at the conference at Seacrest. We took out a quarter-page ad.

Mr. Clauson made a motion for payment of the bills. Mr. Haynes seconded the motion. 4 Ayes. 0 Nays. MOTION CARRIED.

Meeting Adjourned General Session 10:35 a.m.


James F. Ridley, Executive Director


Robert H. Wilkie, Chairman

FALMOUTH HOUSING AUTHORITY 115 SCRANTON AVENUE APRIL 28, 1986 10:00 a.m.

GENERAL SESSION

MEMBERS PRESENT: Robert Wilkie
Mary Delgado
Charles Haynes
Anthony Glista
Harvey Clauson

STAFF PRESENT: James F. Ridley, Executive Director

OTHERS PRESENT: Arthur Doyle
Greg Bryant, Cape Cod Times
Kate Reynolds, Falmouth Enterprise
Evelyn Thompson
Claire Maguire
Willette McNeary, League of Women Voters

Roll Call was taken: Mr. Wilkie - here; Mr. Haynes - here; Mrs. Delgado - here; Mr. Glista - here; Mr. Clauson - here.

Approval of Minutes of April 14, 1986 Minutes: Mr. Haynes moved to approve the minutes of April 14, 1986. Ms. Delgado seconded. 5 Ayes. 0 Nays. MOTION CARRIED.

OLD BUSINESS

Status 47-005: Mr. Ridley stated that the antennas for the VHF stations has been repaired, but the UHF antenna still needs work in order to function.

He also stated that another problem had come up. The sewerage for Tataketa had backed up into a vacant apartment in the basement floor. It has since been thoroughly cleaned and so far there is no sign of a bad smell.

Housing Inspector: Mr. Ridley stated that five people had been interviewed for the job of housing inspector. Mr. Ronald Lanoie has been chosen because Mr. Ridley felt he was most qualified. The Housing Authority has not received a letter yet saying Mr. Lanoie will take the job, but are expecting it any time.

Dedication for Tatakot: Mr. Ridley said he spoke to Mr. Axelrod and Mr. Axelrod said the sign should be ready in another four weeks. Then Mr. Ridley would like to give Claire Conley sufficient notice so that she and her family can be there for the ceremony.

Ms. Favulli's Leave of Absence: Mr. Clauson wanted to know why none of the board members knew the reason behind Ms. Favulli's leave of absence. Ms. Delgado stated that a leave of absence is granted at the discretion of the Executive Director. A discussion followed. Mr. Clauson wanted to go on record as being against this leave of absence.

Union Contract: There was discussion regarding the L and I wages; they were frozen but will be paid retroactively.

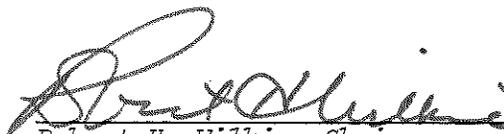
Negotiating Team: Mr. Haynes stated he would go on the negotiation committee.

NEW BUSINESS

Lights for Harborview Lobby: Claire Maguire, an elderly tenant from Harborview stated that the lobby in the Harborview Apartment building was quite dark at the main entrance. She asked if something could be done to remedy this. Mr. Wilkie asked Mr. Ridley to check into it.

Tatakot Meeting: It was decided to have Mr. Ridley set up the meeting, as it was decided that this was an administrative duty.


James F. Ridley, Executive Director


Robert H. Wilkie, Chairman

FALMOUTH HOUSING AUTHORITY 115 SCRANTON AVENUE MAY 12, 1986 10:00 a.m.

GENERAL SESSION

MEMBERS PRESENT: Robert Wilkie
Charles Haynes
Anthony Glista
Mary Delgado
Harvey Clauson

STAFF PRESENT: James Ridely, Executive Director
Thomas Gorton, Maintenance Foreman

OTHERS PRESENT: Mr. Favulli
Greg Bryant, Cape Cod Times
Hugh McCartney, Falmouth Enterprise
Arthur Doyle
Wilette McNeary, League of Women Voters
Frank Duffy, Esquire

Roll Call was taken: Mr. Wilkie - here; Mr. Haynes - here; Mr. Glista - here; Ms. Delgado - here; Mr. Clauson - here.

Approval of Minutes of April 28, 1986: Mr. Haynes moved to approve the minutes as printed. Mr. Wilkie seconded. 5 Ayes. 0 Nays. MOTION CARRIED.

Payment of Bills: Mr. Glista wanted to hold off on the bills until everyone could see them.

Robert Wilkie's Farewell Speech: "When I was elected your chairman three years ago, we had four major goals. One of them was to clean up our act. The second was to reorganize the Authority in order to carry out its mission which is to provide adequate housing for those who need shelter so that they can enjoy it in peace and quiet and with dignity. The third was we wanted to construct and occupy our Tatakot Apartment project. An lastly number four was we had to convince the State we needed to get grant money for our State projects. After these three years, I feel that we as a team, the commissioners and the administration of the Housing Authority have indeed met our goals. We certainly worked hard to clean up our act. That was evidenced by HUD closing the door on any further investigations as well as the State. We forged a competent and effective organization headed by a very capable Executive Director, James Ridley. And we completed and occupied the Tatakot Apartments and have been notified that we have been granted the modernization monies that we wanted to the tune of some of \$558,000. As I step down as your chairman, I want to take the opportunity to thank my fellow commissioners for the support and the team work and team spirit that they have had. I want to recognize the tremendous efforts of James L. Conley, who literally made the supreme sacrifice to achieve our goals. I also want to thank and recognize our general council, Frank Duffy, for his patience and wise council and his ability to ferret out the intricate legal issues required in changing contractors in mid-stream as we did. We also owe a debt of gratitude to our clerk of the works: Mr. Dave Sewell and Mr. Jim Brown. I also want to express my appreciation to Mr. Hugh McCartney and Greg Bryant for the very responsible and understanding press coverage. And lastly, I want to give my heartfelt thanks to Debbie Tarcy, Tom Gorton, and Annmarie Favulli and their team for pulling together the organization in the wake of Mr. Conley's untimely death. It makes me proud to serve as your chairman and somebody asked me if I was going to miss it and I said I guess I will. Its been a lot of fun. Its been a lot of hard work, but I feel that we've got a good organization, a good Director and a good team that's still got a lot more to do in order to provide housing to those people who need it in the town of Falmouth. I intend to step down today as your chairman. I do not intend to serve any other office until my commission expires, but I will be available to attend meetings as a commissioner at large, and I believe that runs out July 1st. With that I guess I could paraphrase Douglas MacArthur when he said "Old commissioners never retire, they just fade away." So with that I turn the meeting over to James Ridley, our Executive Director and we will go into General Session."

Mary Delgado said the commissioners thanked Mr. Wilkie for leading them through hard times and hoped he would always be available to help.

Nominations for Offices: Mr. Glista was voted Chairman. Mr. Haynes was voted Vice Chairman. Ms. Delgado was voted Treasurer. Mr. Wilkie was voted Secretary until he left. Mr. Clauson declined all nominations.

Mr. Clauson's Resignation: Mr. Clauson then announced his resignation, effective July 1, 1986. He said he is tired of his personal life being in the pages of the newspapers. Mr. Clauson said he feels the Housing Authority has come a long way and overcome many problems.

Statue of 47-05: Mr. Ridley said at this time we have contacted a plumber to take care of the dryers. The contractor has been contacted several times and each time has promised us he would take care of the problem, but never has. Mr. Haynes asked the status on the T.V.'s. Mr. Ridley said the T.V.'s are partially working on the VHF channels. We have a proposal for \$1365 by Bayside T.V. to upgrade the UHF channels which would give the best possible picture. Mr. Haynes moved to give Bayside the contract at \$1365. Ms. Delgado seconded the motion. 5 Ayes. 0 Nays. MOTION CARRIED.

705 Properties: Thomas Gorton discussed several problems with our 705 properties with the Board.

Inspector's Job: Mr. Ridley stated that we received Mr. Ronald Lanoie's acceptance letter and he will start June 2, 1986.

Union Contract: Mr. Ridley said the signing of the union contract will be on Monday, May 19, 1986.

Board Meeting: The second board meeting for the month of May has been cancelled.

Maintenance Uniforms: Mr. Ridley stated that he and Tom Gorton would be going to the wholesale place in Boston to get uniforms. They would consist of storm gear, five long sleeve shirts, 4 pants, 1 jacket with lining, and one pair of coveralls.

Sprinkler System 47-4: Mr. Gorton said that there has been problems with the sprinkler system at 47-4 ever since installation. Automatic Sprinkler has just done their annual once a year inspection. It will cost approximately \$1,500 to do the work that needs to be done to have them working properly. Mr. Haynes moved to pay the money to do the work. Ms. Delgado seconded. 5 Ayes. 0 Nays. MOTION CARRIED.

NAHRO Conference: Mr. Ridley stated that the conference will be from May 18-20. He told the commissioners that if any one of them wanted to attend, they were welcome to.

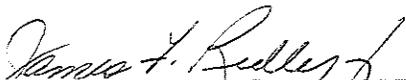
Oil Burner Contract: Mr. Gorton said something has to be done about getting the oil burner contract. He said he would like to proceed with getting proposals from various companies to do this. Mr. Haynes moved to let Mr. Gorton go ahead with the proposals. Mr. Clauson seconded. 5 Ayes. 0 Nays. MOTION CARRIED.

705-26 Alderberry Lane: Mr. Gorton said the leaching pit is full and a new one has to be dug. Capewide Services gave a price of \$1,000 for this service. Mr. Haynes moved to go ahead. Ms. Delgado seconded. 5 Ayes. 0 Nays. MOTION CARRIED.

Modernization: Mr. Gorton said that seven applications by architects were turned in to the Falmouth Housing Authority office. These will now be sent to EOCB.

Budgets: Mr. Ridley said the new budgets were in the process of being typed and sent out.

Bills: Mr. Clauson moved to pay the bills. Mr. Haynes seconded. 5 Ayes. 0 Nays. MOTION CARRIED.


James F. Ridley, Executive Director


Robert H. Wilkie, Chairman

FALMOUTH HOUSING AUTHORITY 115 SCRANTON AVENUE JUNE 9, 1986 10:00 a.m.

GENERAL SESSION

MEMBERS PRESENT: Anthony Glista, Chairman
Charles Haynes
Mary Delgado
Robert Wilkie
Harvey Clauson (10:15)

STAFF PRESENT: James Ridley, Executive Director
Kathleen Henderson, Stenographer

ALSO PRESENT: Arthur Doyle
Hugh McCartney, Falmouth Enterprise
Gregory Bryant, Cape Cod Times

Mr. Glista called the meeting to order at 10:05 a.m.

Roll call was taken: Mrs. Delgado - here; Mr. Haynes - here; Mr. Glista - here; Mr. Wilkie - here; Mr. Clauson had not yet arrived.

Approval of Minutes of May 12, 1986: Mr. Haynes made a motion to approve the minutes of the General Session of May 12, 1986, as printed. Mrs. Delgado seconded the motion. 3 Ayes. 0 Nays. MOTION CARRIED.

Mr. Glista read a letter which he plans to send to the editors of the Cape Cod Times and the Falmouth Enterprise expressing appreciation to Robert Wilkie and Harvey Clauson for their time and effort on the Board.

OLD BUSINESS

Mr. Wilkie's Replacement - Government Appointee: Mr. Ridley stated that he doesn't know the status of this yet because nothing has come through on it. Held until June 23, 1986 meeting.

47-5 Status of Emergency Generators: Mr. Ridley stated that the emergency generators are still not connected to the heating system. Westcott will do it before they get paid off.

Maintenance Aide Position: Mr. Ridley stated that we accepted applications for this position until June 6. Nine people applied. Interview letters will be going out this week.

Status of New Trailer: Mr. Ridley stated that the new trailer will be delivered in mid-July. Mrs. Delgado asked that a notice be sent to all 705 houses that they can request to have the trailer parked at their house over the weekend so they can get rid of some trash, etc. Mr. Ridley said he will do so.

Mayflower Parking Lot: Mr. Ridley stated that there is someone who has proposed to do a repair job on the stone wall. He is trying to contact him.

Union Contract: Mr. Ridely stated that the 1985-6 contract was completed and signed on May 22, 1986. It is now time to begin negotiations for the 1986-7 contract. A meeting is being set up with Mr. Lawrence Mullens, of EOCD, so that he can explain some of the things in his letter. The rest of the discussion is being held until Executive Session.

Dedication for James L. Conley Apartments: Mr. Ridley stated that the plaque will be ready on July 7. Mrs. Conley had told Mr. Ridley that July 20 would be a good day for her and her family for the dedication. There was a discussion on the various people who are coming. Mrs. Delgado suggested an invitation be sent to all former commissioners that were involved in the project. Mr. Glista suggested that \$100 be used for coffee, cookies, etc. Mr. Clauson suggested \$250. Mr. Haynes made a motion to use \$250. Mrs. Delgado seconded the motion. 4 Ayes. 0 Nays. MOTION CARRIED.

Dryers at Conley: Mr. Ridley stated that the hook-up was completed on May 14. They are now in working order and operating.

Antenna Status at Conley: Mr. Ridley stated that Bayside TV is working on it. The estimated date of completion is June 16.

Path between Conley Apartments and Stop & Shop: Mr. Ridley stated that Mr. Axelrod was asked on April 15 to check and see what could be done about this. He has not replied as yet. Mr. Ridley and Mr. Gorton reviewed the plans and specifications, and there is nothing in them that says the path has to comply with handicapped regulations. Mr. Ridley is waiting for an appointment with Mr. Axelrod.

Lights for Harborview Lobby: Mr. Ridley stated that to put up the fixtures for fulorescent lights is very costly. He has a surplus of spotlight bulbs, which he has brought in. If they do not work, then we will go with the fluorescent lights.

Conley Apartments Meeting: Mr. Ridley stated that the meeting was held on May 28. Mr. Glista stated that it was a very good meeting. Mr. Ridley had handed out pamphlets explaining what the tenants could expect from us and what we expect from them.

Maintenance Uniforms: Mr. Ridley stated that the uniforms were delivered on June 2.

Oil Burner Contract: Mr. Ridley stated that this is pending. Mr. Gorton sent letters to oil companies inviting them to submit proposals to us. We will follow the same procedure to obtain bids on pumping out the sewers. Mr. Glista stated that he feels all letters going out of the office should be under Mr. Ridley's signature. After discussion, the Commissioners agreed that important matters should be under Mr. Ridley's signature - not day-to-day correspondence.

705 House - 26 Alderberry Lane - Leaching Pit: Mr. Ridley stated that this has been done. Mr. Clauson wanted to know the cost. Mrs. Delgado stated that in the minutes of May 12, the cost is listed as \$1,000.

Modernization - State Projects: Mr. Ridley stated that there are nine bidders. The bids were given to EOCD on May 14. They are having a committee meeting today and will come back to us with three. We will pick one of those three and work will start before September.

Budgets: Mr. Ridley stated that the Section 8 and 47-4 and 47-5 budgets were approved.

Mr. Clauson stated that he was disappointed that there has been nothing in the press regarding the vacancy on the Board that will need to be filled when he resigns July 1. Discussion followed in which Mr. Wilkie stated that the Housing Authorities are going to have their work cut out for them and face many challenges in the coming years.

Mr. Haynes brought up the matter of the fence. There was a discussion about what kind would be best.

Mr. Clauson brought up the matter of the concrete lengths we have near the parking lot at Harborview. Mr. Ridley stated that he has spoken to Mr. Owens about the possibility of giving us a crosswalk between the Conley Apartments and Angelo's/Purity Supreme in exchange for the concrete lengths. There was also a suggestion made that perhaps we could give them to the Town in exchange for picking up our trash. Mr. Ridley will continue looking into it.

Mr. Clauson asked Mr. Ridley how many vacancies he has at the Harborview and Conley Apartments. Mr. Ridley stated that we have two at Harborview and seven at Conley. There was a discussion about the problems at the Conley Apartments that we don't need more elderly housing in Falmouth - we need more family housing. Mr. Clauson stated that the complaints and problems at the Conley Apartments should be brought to Mr. Axelrod's attention.

NEW BUSINESS

Mr. Haynes suggested that along with the dedication of the Conley Apartments and the Town's tri-centennial, we have the bunting put up on both our Federal buildings. Mr. Haynes made a motion to that effect. Mrs. Delgado seconded the motion. 4 Ayes. 0 Nays. MOTION CARRIED.

Mr. Haynes stated that on June 3, he and Mr. Ridley attended a conference on affordable housing. HUD and EOCD are putting out further publications.

Mr. Clauson stated that in past meetings, there has never been any mention of getting equipment (lawn mowers, hedge trimmers, etc.) for 47-4 and 47-5. There was a discussion on perhaps contacting a landscaper.

Mr. Ridley stated that on June 4, he took action to promote Debra Tarcy to Assistant Director at \$470.54. He also promoted Thomas Gorton to Maintenance Foreman at \$509. Mrs. Delgado stated that she thought the position of Maintenance Foreman had been deleted. Mr. Clauson made a motion to approve both promotions. Mr. Wilkie seconded the motion. 4 Ayes. 0 Nays. MOTION CARRIED. Mrs. Delgado stated that at a previous meeting, the Commissioners voted to delete the position of Working Foreman and have a full-time maintenance man at Harborview and a full-time maintenance man at Conley. Mr. Ridley stated that as soon as we hire the new maintenance aide, we will be in a position to allow David Torres to spend 4 hours per day at Harborview and then spend the remainder of his day cutting grass, etc. Frank Whitehead will be doing the same thing at the Conley Apartments. Mr. Ridley stated that in the future perhaps we could hire private people to do heavy work (rehab work).

Mr. Ridley stated that we received a donation from a Ms. Sara Rose for \$5.00. It will be put into the General Fund.

Mr. Ridley stated that Mrs. Delgado has expressed a desire to obtain her PHM. The class is in October. After a discussion, Mrs. Delgado made a motion that she would be able to attend the class. Mr. Clauson seconded the motion. She would be sharing a room with Mrs. Tarcy so that some money would be saved. There are Commissioners from other Housing Authorities who have obtained their PHM's at the Authorities expense. She said she wants to get her PHM to better herself. Mr. Ridley stated that when someone gets their PHM, they are supposed to stay with the Authority for some time. Mrs. Delgado stated that her term isn't up for another three years, so she will be with us for at least that long. At the request of Mr. Glista, a roll call vote was taken: Mr. Clauson - yes; Mr. Wilkie - yes; Mr. Haynes - no; Mrs. Delgado - yes; Mr. Glista - no. MOTION CARRIED.

Mr. Haynes made a motion for payment of the bills. Mrs. Delgado seconded the motion. 4 Ayes. 0 Nays. MOTION CARRIED.

Mr. Ridley stated that he and Mrs. Tarcey wanted to attend the Section 8 Administrator's Association meeting on June 17. The cost is \$20 per person. Mr. Haynes made a motion that Mr. Ridley and Mrs. Tarcey attend the meeting. Mrs. Delgado seconded the motion. 4 Ayes. 0 Nays. MOTION CARRIED.

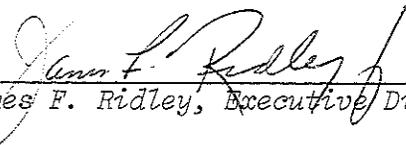
Mr. Ridley stated that he needs to purchase two desks at \$179 each. Mrs. Delgado made a motion to approve this purchase. Mr. Wilkie seconded the motion. 4 Ayes. 0 Nays. MOTION CARRIED.

Mr. Haynes stated that two weeks ago, he and Mr. Ridley made inspections of the 705 houses. Mr. Ridley is going to write letters to the tenants telling them that some of the houses are in a deplorable condition and to clean them up.

Mr. Haynes stated that the tenants at the Conley Apartments want a tenant's association set up. Mrs. Delgado stated that she is going over there with the President of the tenant's association at Harborview to discuss it.

Mr. Glista stated that we would now go into Executive Session for the purpose of hearing tenant/landlord complaints and we would not reconvene General Session. Roll call vote: Mr. Clauson - yes; Mr. Wilkie - yes; Mr. Glista - yea; Mr. Haynes - yes; Mrs. Delgado - yes.

Adjourn General Session 11:50 a.m.


James F. Ridley, Executive Director


Anthony Glista, Chairman

FALMOUTH HOUSING AUTHORITY 115 SCRANTON AVENUE June 23, 1986 10:05 a.m.

GENERAL SESSION

MEMBERS PRESENT: Anthony Glista, Chairman
Charles Haynes
Mary Delgado
Robert Wilkie

MEMBERS ABSENT: Harvey Clauson

STAFF PRESENT: James Ridley, Executive Director
Kathleen Henderson, Stenographer
Annmarie Favulli

ALSO PRESENT: Arthur Doyle
Hugh McCartney, Falmouth Enterprise
Greg Bryant, Cape Cod Times
Maureen Coughlin
Constance Langton

Mr. Glista called the meeting to order at 10:05 a.m.

Roll call was taken: Mr. Glista - here; Mrs. Delgado - here; Mr. Haynes - here; Mr. Wilkie - here.

Mr. Haynes made a motion to approve the minutes of the General Session of June 9, 1986, as printed, Mr. Wilkie seconded the motion. 3 Ayes, 0 Nays. MOTION CARRIED.

OLD BUSINESS

Mr. Wilkie's Replacement: Both Mr. Ridley and Mr. Wilkie stated that they haven't heard anything on a replacement yet. Held until July 14 meeting.

47-5 Status of Generators: Mr. Ridley stated that Starbro Electric will be returning within the next two weeks to finish up. Held until July 14 meeting.

Mr. Haynes stated that he had gone through the job reports that were submitted by Dave Sewell when he was Clerk of the Works and found four things that should be included in the errors and omissions for Mr. Axelrod. Held until July 14.

Maintenance Aide Position: Mr. Ridley stated that the position has been filled by Walter Stevens. He will start one week from today. Closed.

Mayflower Parking Lot: Mr. Ridley stated that the stones are part of the modernization that will be going on there.

Antenna Status at Conley Apartments: Mr. Ridley stated that the work was completed last Thursday by Bayside TV. Closed.

Modernization - State Projects: Mr. Ridley stated that Brown & Lindquist Architects, Inc. has been selected as the architect. Mr. Haynes made a motion to approve the selection. Mr. Wilkie seconded the motion. 3 Ayes. 0 Nays. MOTION CARRIED. Mr. Haynes made a motion that Mr. Ridley be appointed Contracting Officer. Mrs. Delgado seconded the motion. 3 Ayes. 0 Nays. MOTION CARRIED.

Mr. Ridley stated that the new trailer is expected around mid-July. Mr. Glista suggested that our vehicles be lettered with our name. After discussion, it was decided to hold the matter until July 14 meeting.

Mr. Ridley stated that the lights at Harborview have been replaced with the globes required. Closed.

Mr. Ridley stated that the pathway between the Conley Apartments and Stop & Shop will be looked at by Mr. Axelrod and Estcott. The specifications did not say that the pathway had to comply with the handicapped code. Held until July 14 meeting.

Mr. Ridley stated that the buntin requested at the last meeting has been put up on Harborview and Conley Apartments. It will be left on the Conley Apartments until after the dedication on July 20. Closed.

Mr. Haynes asked about the bids for the oil burner contract. Mr. Ridley stated that we only received one bid from Halstead Heating & Fuel Company Ltd. in the amount of \$2970. The bid is for servicing of the burners at all elderly projects. We will go out to bid again to obtain servicing for for all 705 houses. Mr. Haynes made a motion to accept the bid. Mr. Wilkie seconded the motion. 3 Ayes. 0 Nays. MOTION CARRIED.

Mr. Haynes asked Mr. Ridley what the status was on the fence. Mr. Ridley stated that he hasn't had time to call the man Mr. Haynes suggested yet. A meeting will be set up. Held until July 14 meeting.

Mrs. Delgado asked Mr. Ridley if we started work on the leaching pit at the 705 house yet. Mr. Ridley stated that the work is all done.

NEW BUSINESS

Mrs. Delgado stated that she attended a meeting at the Conley Apartments. The tenants want to set up a tenant association. The name will be the Tatakot Tenant's Association. They now have a nominating committee and the elections for officers will be held on September 5.

Mr. Haynes made a motion that the Board reconsider sending Mrs. Delgado to the class to obtain her PHM. Mr. Wilkie seconded the motion. 3 Ayes. 0 Nays, MOTION CARRIED. Mr. Haynes stated that HUD regulations state that it is illegal for a Commissioner to obtain his/her PHM at Authority's expense. If she wants, she can go if she pays for it herself. Mrs. Delgado pointed out that this regulation is dated November, 1980. She has asked Mr. Marotto to check and see if the Authority's money can be used for this purpose. Mr. Ridley stated that the regulation is from the current copy of HUD Regulations. Mrs. Delgado stated that she will continue to look into it. Mr. Haynes made a motion not to allow Mrs. Delgado to attend the course at the Authority's expense, according to HUD regulations. Mr. Glista seconded the motion. 2 Ayes. 1 Nay (Mrs. Delgado). MOTION CARRIED.

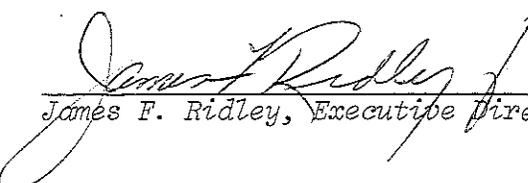
Mr. Haynes stated that he and Mr. Ridley met with the Selectmen recently and that they agreed to have our trash picked up at the State projects. Mr. Ridley stated that he spoke to Virginia Valiela this morning and she asked us to hold up on it. There is a problem with the contractor (he says it's not in his contract to pick up our trash). They would prefer to wait until 1988. Discussion closed until 1988 unless the Selectmen can get the contractor to do the work.

Mr. Wilkie asked if there is anyone else who has expressed an interest in taking Mr. Clauson's place on the Board. Mr. Wilkie expressed his disappointment that there is not more than one person at this time for such an important job.

Mr. Glista stated that he is tired of getting bad publicity from the press. Mrs. Delgado and the other Commissioners disagreed - they feel the press is more than fair.

Mr. Glista stated that we will now go into Executive Session for the purpose of hearing landlord/tenant complaints. We will not reconvene General Session.
Roll call: Mrs. Delgado - aye; Mr. Haynes - aye; Mr. Glista - aye; Mr. Wilkie - aye.

Adjourn General Session 10:35 a.m.


James F. Ridley, Executive Director


Anthony Glista, Chairman

FAIMOUTH HOUSING AUTHORITY 115 Scranton Avenue JULY 14, 1986 10:03 a.m.

GENERAL SESSION

MEMBERS PRESENT: Anthony Glista, Chairman
Charles Haynes
Mary Delgado
Robert Wilkie

STAFF PRESENT: Debra Tarcy, Assistant Director
Kathleen Henderson, Stenographer
Thomas Gorton

ALSO PRESENT: Matthew Walsh
Arthur Doyle
Peter Folejewski, Dept. of Mental Health
Dr. Daniel Brown, Dept. of Mental Health
Gregory Bryant, Cape Cod Times
Thomas Cahir
Robert Wright
Hugh McCartney, Falmouth Enterprise
Frank Duffy, Esquire
Harvey Clauson
Katherine Perkins
Patricia Moniz
Mrs. LaBeet
Peter Kirwin
Edward Parfurmorse
Richard DeMello

Mr. Glista Called the meeting to order at 10:03 a.m.

Roll call was taken: Mrs. Delgado - here; Mr. Haynes - here; Mr. Glista - here;
Mr. Wilkie - here.

Mr. Haynes made a motion to approve the minutes of the General Session of June 23, 1986, as printed. Mrs. Delgado seconded the motion. 3 Ayes. 0 Nays.
MOTION CARRIED.

Mr. Haynes made a motion that all bills over \$1,000 be voted on separately for record in the minutes. Mr. Glista stated that this discussion would take place during New Business. It was agreed to table payment of the bills until further discussion.

Mr. Glista introduced Rep. Thomas Cahir. Rep. Cahir read the presentation to Mr. Wilkie by the Massachusetts House of Representatives. Mr. Wilkie accepted the presentation and thanked his fellow Commissioners, Debra Tarcy, Thomas Gorton, Annmarie Favulli, and the rest of the staff.

Mr. Glista thanked Mr. Wilkie and Mr. Clauson for their time, dedication and effort as Commissioners and presented each with an attache case. Mr. Wilkie and Mr. Clauson Thanked their fellow Commissioners.

OLD BUSINESS

Resolution by Board Vote to Complete Phase I of the 667 Modernization Program:

Mr. Gorton stated that the original Phase I is now completed. Before final payment can be made, four separate votes have to be taken as follows:

(a) Board vote on change order #1 for \$250 required by the fire department; Mr. Haynes made a motion to approve change order #1. Mrs. Delgado seconded the motion. 3 Ayes. 0 Nays. Roll call vote: Mrs. Delgado - aye; Mr. Haynes - aye; Mr. Glista - aye; Mr. Wilkie - aye. MOTION CARRIED. (b) Board vote on substantial completion: Mr. Haynes made a motion to approve substantial completion. Mr. Wilkie seconded the motion. 3 Ayes. 0 Nays. Roll call vote: Mrs. Delgado - aye; Mr. Haynes - aye; Mr. Glista - aye; Mr. Wilkie - aye. MOTION CARRIED. (c) Board vote on consolidated certificate of completion: Mr. Haynes made a motion to approve the consolidated certificate of completion. Mr. Wilkie seconded the motion. 3 Ayes. 0 Nays. Roll call vote: Mrs. Delgado - aye; Mr. Haynes - aye; Mr. Wilkie - aye. MOTION CARRIED. (d) Board vote on final payment: Mr. Haynes made a motion to approve final payment. Mrs. Delgado seconded the motion. 3 Ayes. 0 Nays. Roll call vote: Mrs. Delgado - aye; Mr. Haynes - aye; Mr. Glista - aye. MOTION CARRIED.

There was a discussion on the next steps of the 667 Modernization Program. The painting will be done after new gutters and new roofs are put on.

Status of Mr. Wilkie's and Mr. Clauson's Replacements: Mr. Glista stated that EOCD has not said anything yet about Mr. Wilkie's replacement. In regard to a replacement for Mr. Clauson, there are four people who are interested. Mrs. Delgado suggested that perhaps the Selectmen could meet with the Commissioners at their next regularly scheduled meeting, July 28. Mrs. Tarcy will write a letter to the Selectmen to see if they can attend.

Status of Tatakiet Apartments Dedication: Mr. Glista stated that everything is in working order. Mr. Gorton will set up everything that is needed. Mr. Clauson stated that Mr. Costa (who won the contest for naming the project) is in the hospital. Perhaps his wife could attend the dedication.

Mr. Duffy stated that we still have to make payment on requisition #26. We should have already paid #26 and be ready to pay #27, less the amount for the oak trees that died. Later, we will be reimbursed \$100,000 for liquidated damages. Mr. Gorton stated that punch list is still not completed. When Mr. Ridley returns, he will hold a meeting to try and get the punch list completed.

AFSCME Union Contract for 1986-87: Mrs. Tarcy stated that Spencer Tobin is coming for another meeting on Monday, July 21 at 10:00. Ed Pedro will be here for a meeting on Tuesday, July 22.

Trash Collection Bids: Mr. Gorton stated that we have solicited bids. BFI was the lowest bidder. If we install the containers, it will cost \$5,564.64. If the maintenance men continue to do the trash, it will cost \$11,000 more than if BFI picks it up. There would be one pick up per week at the Federal projects, Choate Lane, and Salt Sea Lane. There would be two pick ups per week at Rose Morin Drive. Mr. Haynes made a motion to award the contract to BFI, subject to review of the contract by Mr. Duffy. Mr. Wilkie seconded the motion. 3 Ayes. 0 Nays. MOTION CARRIED.

Land Taking by Commonwealth of Massachusetts: Mr. Duffy stated that we have received notice from the State that they will be taking a temporary easement of approximately 750 square feet of land in front of the Conley Apartments. They are going to widen Route 28. They will award us \$800 in damages. It will be for no more than a two-year period. They will leave everything in the same condition they found it in. Mr. Duffy stated that he wasn't sure if \$800 was a fair amount and would like to study it further. Rep. Cahir stated that the VFW had the same concern. After they studied it, they found the amount to be fair. He stated that he would send Mr. Duffy the information. Mr. Haynes made a motion that Mr. Duffy investigate the situation further and if everything seems in line, to tell the state we will accept \$800. Mrs. Delgado seconded the motion. 3 Ayes. 0 Nays. MOTION CARRIED.

Department of Mental Health Presentation: Mr. Peter Folejewski stated that he had spoken to Mr. Ridley about starting a 689 Project in Falmouth. They would build housing for 10 mentally ill people. The houses would be fully staffed by people from the Department of Mental Health. We would maintain the houses. Maintenance is provided from rent or from EOCD. Residents would pay between 17% - 25% of their income for rent. Mr. Folejewski stated that all the Department of Mental Health was asking at this meeting was if the Board would vote to

affiliate themselves with the Department to review application. Mr. Wilkie made a motion that we Affiliate and see what comes of it. Mrs. Delgado seconded the motion. 3 Ayes. 0 Nays. MOTION CARRIED.

Approval for Debra Tarcy to Attend PHM Training Program: After a brief discussion about where Mrs. Tarcy would be staying, Mr. Haynes made a motion to approve the funding for Mrs. Tarcy to attend the PHM Training Program. Mr. Wilkie seconded the motion. 3 Ayes. 0 Nays. MOTION CARRIED.

Payment of Pilot on 705 Units: Mrs. Tarcy stated that we haven't been paying taxes on our 705 houses because we were told a few years ago we didn't have to. We now owe \$47,815.47 for fiscal years 1984-1986. We have not received a request for payment. We have \$27,867.50 in an escrow account for this purpose. It costs \$15,938.49 per year. Mrs. Tarcy would like to pay for fiscal year 1984 out of the escrow account and have Mr. Marotto requisition for the rest. After discussion Mr. Haynes made a motion to approve payment for fiscal year 1984. After further discussion, it was decided a vote was not needed. Mrs. Tarcy stated that she will let Mr. Ridley know about this situation.

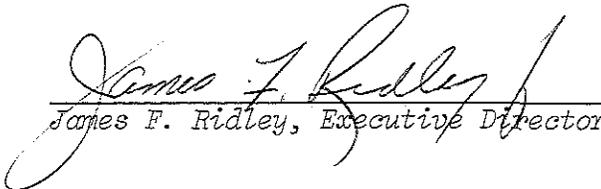
NEW BUSINESS

Mr. Haynes made a motion to take a blanket vote on approval of payment for all bills over \$1,000. He stated they should be itemized for record in the minutes of the meeting. Mrs. Delgado seconded the motion. 3 Ayes. 0 Nays. MOTION CARRIED. Mr. Haynes made a motion to approve payment of the following bills: General Supply Center \$1,218.00; Atlas Alarm Corp. \$1,171.00; Atlas Alarm Corp. \$1,278.70; Bayside TV \$1,320.00; COM/Electric Company \$1,817.76; COM/Electric Company \$1,751.11; Falmouth Coal Co., Inc. \$2,102.37; Farrell & Duffy \$1,000.00; Halstead Heating & Fuel \$2,970.00; James Spenser Tobin \$1,785.00. Mrs. Delgado seconded the motion. 3 Ayes. 0 Nays. MOTION CARRIED. Mr. Haynes made a motion to approve payment of the remainder of the bills. Mrs. Delgado seconded the motion. 3 Ayes. 0 Nays. MOTION CARRIED.

There was a discussion between Matthew Walsh and the Commissioners about the Conley Apartments. He wondered if residents there were satisfied. He also asked if HUD was satisfied. Mr. Wilkie pointed out that earlier Mr. Gorton had stated that there were still things on the punch list that were not done. There was a discussion on security in the building. Mrs. Delgado stated that she feels people compare the security at Conley with the security at Harborview. She stated that the two buildings are completely different designs. There are emergency alarms at the Conley Apartments.

Mr. Glista stated that we would now go into Executive Session for the purpose of hearing landlord/tenant complaints and that we would not reconvene General Session. Roll call vote: Mrs. Delgado - aye; Mr. Haynes - aye; Mr. Glista - aye; Mr. Wilkie - aye.

General session adjourned 11:00 a.m.


James F. Ridley, Executive Director


Anthony Glista, Chairman

FALMOUTH HOUSING AUTHORITY

115 SCRANTON AVENUE

July 28, 1986

10:00 a.m.

GENERAL SESSION

MEMBERS PRESENT: Mary Delgado
Charles Haynes
Anthony Glista
Matthew Walsh

STAFF PRESENT: James F. Ridley, Executive Director

OTHERS PRESENT: Milton Servis
Richard Demello
Hugh McCartney, Falmouth Enterprise
Greg Bryant, Cape Cod Times
Arthur Doyle
Jon Larson
Bob Heywood
Elizabeth Long
Edward Parfurmorse

Roll call was taken: Ms. Delgado - here; Mr. Haynes - here; Mr. Glista - here, Mr. Walsh - here.

Approval of Minutes of July 7, 1986

Mr. Haynes moved to approve the minutes as printed. Ms. Delgado seconded. 4 Ayes. 0 Nays. MOTION CARRIED.

Payment of Bills

Mr. Haynes moved to pay the bills. Ms. Delgado seconded. 0 Nays. 4 Ayes. MOTION CARRIED.

Mr. Walsh's Introduction

Mr. Walsh introduced himself as the newest board member and promised to serve the Falmouth Housing Authority to the best of his ability.

OLD BUSINESS

Status of 47-005

Mr. Ridley stated that the elevator security systems had not arrived yet. The door to the mailroom and washer and dryer room have been secured. Mr. Axelrod said the landscaper for the project will replace all the dead trees. We are presently looking into repaving the pathway to Stop and Shop. Mr. Axelrod said he is not responsible for it. Mr. Duffy is looking into the matter. We should take some action quickly because if anyone gets hurt, we will be responsible. The emergency generator is not part of the contract. We are looking into this. Exterior lighting - we have informed the general contractor that he is not going to get paid until Starbro does the work.

Mr. Haynes stated that on July 20 there was a fire at the building and when the fire department got there, they made a couple of suggestions. One was to have numbers put on all the doors of the apartments so they will know where to go. They also wanted to put a path around the back of the building to make access easier. Mr. Glista said we should find out the cost to do this.

Trash Contract

Mr. Duffy reviewed it. He said that we should not have an automatic renewal. He feels that 60 to 90 days prior to the contract date we should be advised that our contract is coming up for renewal.

Air Conditions for 47-4 Units

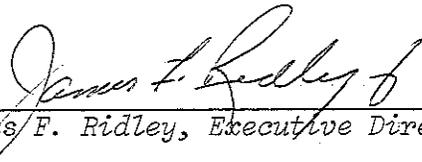
Air conditioner for the summer months for the 47-4 units was discussed. It was decided that if the tenant provided the air conditioner and the maintenance department agreed to install it, for a monthly charge (summer months) of \$10.00, tenants in the 47-4 developments could have an air conditioner.

Ms. Delgado moved this. Mr. Haynes seconded. 4 Ayes. 0 Nays. MOTION CARRIED.

Unregistered Vehicles

Mr. Ridley stated that a letter was to be sent out to all our 705 houses, giving them a sixty day notice to remove any unregistered car from their premises or get them registered. Ms. Delgado moved to do so. Mr. Haynes seconded. 4 Ayes. 0 Nays. MOTION CARRIED.

General Session Adjourned


James F. Ridley, Executive Director


Anthony Glista, Chairman

FALMOUTH HOUSING AUTHORITY

115 SCRANTON AVENUE

AUGUST 11, 1986

10:16 a.m.

GENERAL SESSION

MEMBERS PRESENT: Anthony Glista, Chairman
Charles Haynes
Matthew Walsh
Arthur Doyle (10:25)

MEMBERS ABSENT: Mary Delgado

STAFF PRESENT: James Ridley, Executive Director
Kathleen Henderson, Stenographer

ALSO PRESENT: Frank Duffy, Esquire
Hugh McCartney, Falmouth Enterprise
Gregory Bryant, Cape Cod Times

Mr. Glista opened the meeting at 10:16 a.m.

Roll call was taken: Mr Haynes - here; Mr. Glista - here; Mr. Walsh - here.

Mr. Haynes made a motion to approve the minutes of the General Session of July 28, 1986, as printed. Mr. Walsh seconded the motion. 3 Ayes. 0 Nays.
MOTION CARRIED.

Mr. Haynes made a motion to approve payment of the following bills: COM/Electric Co., \$1,626.91; COM/Electric Co., \$1,838.85; Graphic Designers, Inc. \$2,114; Paul A. Barnick Co., \$1,569.80; Sears, Roebuck & Co., \$1,825.00, and all other bills. Mr. Walsh seconded the motion, but stated that, in the future, he will look everything over before approving them for payment. Mr. Ridley stated that usually the bills are ready to be looked at Thursday before the meeting. Mr. Glista stated that he would like to see Mr. Ridley initial each bill when it comes in and stamp "approved for payment" on it. Mr. Ridley stated that he would do that. A vote was taken on payment of the bills: 3 Ayes. 0 Nays.
MOTION CARRIED.

Resolution No. 86-003: Mr. Ridley stated that the resolution, which has to do with the travel policy, combines both HUD's and EOCD's recommendations. Now, therefore, be it resolved by the Falmouth Housing Authority Board of Commissioners that the attached travel policy be approved effective August 11, 1986. The motion was made by Mr. Haynes and seconded by Mr. Walsh. Again, Mr. Walsh stated that, in the future, he will not approve anything that he has not read yet. A vote was taken: 3 Ayes. 0 Nays. MOTION CARRIED.

Mr. Glista read the note from William Callahan that stated that Arthur Doyle had been sworn in this morning as a Commissioner.

Proposal - Harborview Apartment - Pest Control: X X Term Inc. submitted a proposal for pest control. They are on HUD's consolidated supply list. Mr. Duffy suggested that we go out to bid again. Mr. Ridley stated that we will do so.

Change in our Assigned Chapter 707 Scattered Site Contract: Mr. Ridley stated that we recently received permission from EOCD to change 30 707-Pool units to Chapter 707, plus we have been given 8 additional 707 units. We now have a total of 112 707 units. Mr. Walsh asked Mr. Ridley if any of these units would be offered to homeless people living in motels. He doesn't want to see children living in motels. Mr. Ridley stated that he would do all he can to help, but the problem is that the certificate holders can't find places to live.

OLD BUSINESS

Status of Tatakot Apartments: Mr. Ridley stated that we are in the process of preparing closing figures. Starbro Electric's work has not been completed yet. Mr. Haynes brought up the matter of the path to Stop & Shop. He is trying to see if perhaps the National Guard could do the work. He doesn't have an answer yet. Mr. Glista stated that if the path is unsafe, perhaps it should just be closed down to avoid any lawsuits. A sign could be posted. Mr. Walsh asked Mr. Ridley if he is satisfied that the Conley Apartments meet with the architect's specifications. Mr. Ridley said that yes, it

was built according to the architect's specifications, but there are a number of shortcomings. There was a short discussion on the tenant's association. Mr. Ridley stated that their first meeting is being held in September. The front doors have been secured, but sometimes the tenants prop them open to get some air.

AFSCME Union Contract for 1986-87 Status: Waiting for Mr. Tobin to set up the next meeting.

Trash Collection Contract: Mr. Duffy made some recommendations on the contract from BFI. It will be renewed only on an affirmative vote by the commissioners. Mr. Walsh stated he would like some more information. Mr. Haynes made a motion to approve the contract as written and approved by Mr. Duffy. Mr. Doyle seconded the motion. 3 Ayes. 0 Nays. MOTION CARRIED.

Mr. Ridley stated that at 47-4, all 80 units are assigned; at 47-5, all 83 units are assigned; Section 8, 255 out of 292 are assigned (approximately 40 are in the hands of certificate holders); 667, 108 out of 114 are assigned (due to the modernization project, we are holding 6 units vacant); Chapter 705, all 25 are assigned; Chapter 707, 104 out of 112 (certificates have been given out).

NEW BUSINESS

Mr. Ridley stated that in regard to the fuel oil bids, P.S. Ideal Fuel Oil Co. as the lowest bidder, with a price of .3845¢ (.0410¢ over tank price). Mr. Ridley reviewed the other bidders and prices. Mr. Haynes made a motion to award the contract to P.S. Ideal Fuel Oil Co. at .3845¢. Mr. Doyle seconded the motion. 3 Ayes. 0 Nays. MOTION CARRIED.

Mr. Glista questioned the bills from Holstead Heating. Mr. Ridley stated that he would check on it.

Mr. Glista asked about the purchase of dropcloths from a company in California. Mr. Ridley stated that the company is on the list that comes from HUD showing the least expensive supplier of particular items.

There was a discussion on cesspool pumping and bill for the pumping at Harborview and Mayflower Apartments.

Mr. Haynes brought up a recent editorial that was in the Boston Herald dealing with people who make between \$35,000 - \$40,000 being granted money from HUD to purchase a second home. Mr. Haynes feels that HUD should grant more money for low-income people before it starts a program like that.

Mr. Glista stated that we would now go into Executive Session for the purpose of hearing landlord/tenant complaints and that we would not reconvene General Session. Roll call vote: Mr. Doyle - yes; Mr. Haynes - yes; Mr. Glista - yes; Mr. Walsh - yes.

Adjourn General Session at 11:05 a.m.


James F. Ridley, Executive Director


Anthony Glista, Chairman

FALMOUTH HOUSING AUTHORITY 115 SCRANTON AVENUE AUGUST 25, 1986 10:00 a.m.

GENERAL SESSION

MEMBERS PRESENT: Charles Haynes
Anthony Glista
Mary Delgado
Arthur Doyle
Matthew Walsh

STAFF PRESENT: James Ridley, Executive Director
Ronald Lamoie

OTHERS PRESENT: Hugh McCartney, Falmouth Enterprise
Greg Bryant, Cape Cod Times
Conley Apartment Tenants

Roll call was taken: Charles Haynes - here; Anthony Glista - here; Mary Delgado - here; Arthur Doyle - here; Matthew Walsh - here.

Approval of Minutes of August 11, 1986

Mr. Haynes moved to approve the minutes of August 11, 1986. Mr. Walsh seconded. 5 Ayes. 0 Nays. MOTION CARRIED.

Payment of Bills

All board members agreed to pay bills.

Resolution 86-004

Mr. Ridley explained to the board Resolution 86-004. The job titles for the Falmouth Housing Authority personnel were changing from Housing Supervisor to Assistant Director, Administrative Supervisor to Financial Manager, Senior Clerk to Leasing Coordinator, and Clerk Typist to Tenant Selection Coordinator. Mr. Haynes moved to accept these title changes. Mr. Doyle seconded. 5 Ayes. 0 Nays. MOTION CARRIED.

Resolution 86-005

Mr. Ridley explained this resolution as our 707 units changing from 74 to 114 in number. The monetary amount will change also. Mr. Haynes moved to accept this. Mr. Walsh seconded. 5 Ayes. 0 Nays. MOTION CARRIED.

Resolution 86-006

Mr. Ridley told the board that the Commonwealth of Massachusetts will be using some of our land from Tataketa to widen the road. They are going to pay us \$850.00 to do so. Mr. Walsh moved to approve this resolution. Mr. Haynes seconded. 5 Ayes. 0 Nays. MOTION CARRIED.

OLD BUSINESS

Tataketa

Mr. Ridley stated that we would receive \$100,000 from United Pacific if we pay requisition #26 in the amount of \$33,692.00, and with the stipulation that Starbro Electric does their work and the landscaper completes the work on the dead trees.

Mr. Walsh stated that he wanted a full investigation of the Tataketa Building to insure the safety of the tenants. He stated he wanted an engineer to do a thorough inspection of the building. Mr. Ridley told him he would have to see about getting money from HUD because that would be expensive.

Ms. Ruth Peters, president of the Tataketa tenant's association, was then introduced. She stated various problems plaguing the complex. It was decided after lengthy discussion to hold a meeting on September 5, 1986 at 10:00 at the Tataketa Building with all the tenants.

AFSCME

Mr. Ridley stated that Mr. Tobin would be here on August 26, 1986 at 10:00 a.m.

Proposal for Pest Control - Harborview

Ms. Delgado made a motion to approve XX Term for pest control of the entire building. Mr. Haynes seconded. 5 Ayes. 0 Nays. MOTION CARRIED.

NEW BUSINESS

Mr. Glista's Resignation

Mr. Glista read a letter stating his immediate resignation as chairman of the board, and his resignation from the board as of September 16, 1986.

Biannual Audit

Mr. Glista moved to approve the contract for the audit. Mr. Walsh seconded. 5 Ayes. 0 Nays. MOTION CARRIED.

Sewer Hookup

Mr. Ridley said the sewer hookup for Harborview will be sometime after October 1, 1986.

707 Water

A discussion came about regarding the contaminated water supply for some of our 707 houses. Ms. Delgado said she did not have to purchase bottled water; the town supplied water.

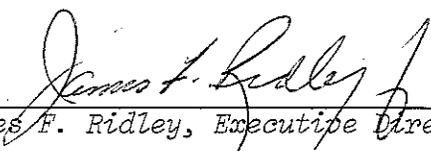
Typewriter

Mr. Ridley made a request for a new portable typewriter. Mr. Doyle made a motion to purchase it. Ms. Delgado seconded. 5 Ayes. 0 Nays. MOTION CARRIED. It was also decided to look into prices for a new recorder for the board meeting.

Name Stamps

Mr. Haynes reminded the board that commissioner name stamps are not to be left in the office.

Adjourn General Session at


James F. Ridley, Executive Director


Anthony Glista, Chairman

FALMOUTH HOUSING AUTHORITY 115 SCRANTON AVENUE SEPTEMBER 8, 1986 10:03 a.m.

GENERAL SESSION

MEMBERS PRESENT: Charles Haynes
 Matthew Walsh
 Arthur Doyle
 Mary Delgado
 Anthony Glista

STAFF PRESENT: James Ridley, Executive Director
 Kathleen Henderson, Stenographer

ALSO PRESENT: Frank Duffy, Esquire
 Hugh McCartney, Falmouth
 Greg Bryant, Cape Cod Times
 Willette McNary, League of Women Voters

Mr. Haynes brought the meeting to order at 10:03 a.m.

Roll call was taken: Mrs. Delgado - here; Mr. Doyle - here; Mr. Haynes - here; Mr. Walsh - here; Mr. Glista - here.

Mr. Doyle made a motion to approve the minutes of the General Session of August 25, 1986 as printed. Mrs. Delgado seconded the motion. 4 Ayes. 0 Nays. MOTION CARRIED.

Mr. Haynes suggested tabling payment of the bills until everyone had a chance to review them.

Mr. Haynes thanked Mr. Glista for his many years of service as a Commissioner of the Falmouth Housing Authority. This will be Mr. Glista's last meeting.

Mr. Ridley stated that the following require resolutions of the Board: A. Resolution No. 86-007 (approval of operating budget for state-assisted 707 housing - FY 1987), B. Resolution No. 86-008 (approval of operating budget for state-assisted 667-C housing - FY 1987), C. Resolution No. 86-009 (approval of operating budget for state-assisted 705-C2 housing - FY 1987).

OLD BUSINESS

- Status of Conley Apartments: Mrs. Delgado stated that she felt last Friday's meeting with the tenants went very well. She felt it is just a matter of time before we can get all things resolved. Mr. Haynes and Mr. Doyle agreed that it was a very successful meeting. There was a discussion on the complaints and suggestions by the tenants. Mr. Walsh asked Mr. Ridley what could be done about the path to Stop & Shop. Mr. Ridley stated that a sign is being prepared stating that anybody using the path does so at their own risk. It is not adequate for wheelchairs. Mr. Haynes stated that he will talk to Mr. Thompson, at the VFW, to see if they are planning on doing anything about the path.

- AFSCME Union Contract for 1986-1987: Mr. Ridley stated that it appears the contract is resolved. Mr. Tobin has it now for review. He will let us know.

- Trash Collection Contract: Mr. Ridley stated that the contract is in effect at the present time. It is working, with the exception of the Mayflower project. We will be putting extra barrels over there. We may have to build a ramp to get to the top of the dumpster, especially at Harborview.

Mrs. Delgado made a motion to approve payment of the bills. Mr. Doyle seconded the motion. Mr. Walsh stated that he would not approve payment of Mr. Axelrod's bill. There was a discussion on the flaws in the Conley Apartments building design. Mr. Haynes stated that he would set up a meeting with Dave Sewell and Jim Brown to discuss their feelings on errors and omissions and then he will meet with Mr. Duffy to discuss a claim against Mr. Axelrod. Mrs. Delgado made a motion to approve payment of the following bills over \$1,000: COM/Electric Co., \$1,689.74; COM/Electric Co., \$1,669.58; Paul A. Bannick Co., \$1,569.80; Ronald Axelrod, \$2,490; The Travelers, \$2,473.89. Mr. Doyle seconded the motion. Mrs. Delgado made a motion to approve payment for the remainder of the bills. Mr. Doyle seconded the motion. 3 Ayes. 1 Nay. (Mr. Walsh). MOTION CARRIED.

NEW BUSINESS

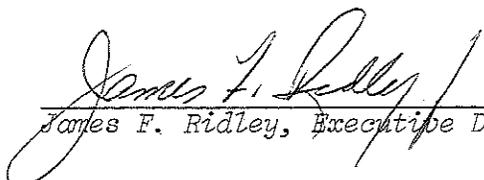
- State Audit: Mr. Ridley stated that the State is presently conducting an audit. When they are done, another auditor will come in to do the Federal audit.

Mr. Haynes brought up the fact that Mr. Pena is going before the Planning Board tonight with a proposal to put up low- and middle-income housing in West Falmouth. Mr. Pena would like someone to go to the Planning Board meeting to support him and let them know that there is a need for low- and middle-income housing in West Falmouth. Mr. Haynes will attend the meeting.

Mr. Haynes stated that on September 22, there will be a meeting with the Selectmen to select the new Commissioner. So far, there is only one person who has expressed an interest, Paul Glynn. The deadline for submitting interest is September 19.

Mr. Haynes stated that since there were no further items for discussion in General Session, we would now go into Executive Session for the purpose of hearing landlord/tenant complaints. We will not reconvene General Session. A roll call vote was taken: Mrs. Delgado - yes; Mr. Doyle - yes; Mr. Haynes - yes; Mr. Walsh - yes; Mr. Glista - yes.

General Session Adjourned 10:43 a.m.


James F. Ridley, Executive Director


Anthony Glista, Chairman

FALMOUTH HOUSING AUTHORITY 115 SCRANTON AVENUE SEPTEMBER 22, 1986 10:00 a.m.

GENERAL SESSION

MEMBERS PRESENT: Mr. Haynes
Mrs. Delgado
Mr. Doyle
Mr. Walsh

STAFF PRESENT: James F. Ridley, Executive Director
Thomas Gorton, Maintenance Foreman

OTHERS PRESENT: Hugh McCartney, Falmouth Enterprise
Greg Bryant, Cape Cod Times
Willette McNeary, League of Women Voters
Paul Glynn
Andy Dufresne
Jack Gumbleton
Virginia Velieala

Roll call was taken: Mr. Haynes - here; Mrs. Delgado - here; Mr. Doyle - here; Mr. Walsh - here.

Approval of Minutes of September 8, 1986

Mrs. Delgado moved to approve the minutes as printed. Mr. Walsh seconded. 4 Ayes. 0 Nays. MOTION CARRIED.

Selection of New Board Member

Each candidate made a speech stating their reasons for running. Mr. Dufresne nominated Paul Glynn. Mrs. Delgado nominated Claire Maguire. Mr. Walsh seconded. Roll call vote. Mr. Dufresne voted for Mr. Glynn. Ms. Valiela voted for Mr. Glynn. Mr. Gumbleton voted for Mr. Glynn. Mr. Doyle voted for Mr. Glynn. Mr. Haynes voted for Mr. Glynn. Ms. Delgado voted for Ms. Maguire. Mr. Walsh voted for Ms. Maguire. Mr. Glynn is the new commissioner.

Payment of Bills

Mrs. Delgado moved to pay the bills. Mr. Doyle seconded. 4 Ayes. 0 Nays. MOTION CARRIED.

Items for DiscussionExceptional Case Plan

Mr. Ridley explained to the board EOCED is issuing emergency certificate for the 707 program and he needed board approval. Mrs. Delgado moved to accept these emergency certificates. Mr. Doyle seconded. 4 Ayes. 0 Nays. MOTION CARRIED.

705 Uncollectable Monies

Mr. Ridley explained that there was a balance of \$1575.00 in uncollected monies for 705 houses dating a few years back. Mrs. Delgado moved to write off the \$1575.00 at the State Auditor's suggestion, with the intention of trying to retrieve some of the money. Mr. Doyle seconded. 4 Ayes. 0 Nays. MOTION CARRIED.

OLD BUSINESS

47-5 Timers

Mr. Ridley explained that the problem with the timers was that they were being over used.

Curtains for 47-5

Mr. Haynes stated that he authorized Mr. Ridley to give the tenant association at 47-5 money to buy curtains for the lounge.

Pets, 47-5

Mrs. Delgado said that the tenants at 47-5 had been given a survey in regards to pets. 19 said no pets, 4 were blank, 5 had no reply, 55 wanted pets. Mrs. Delgado said that rules should be written up and given to each tenant if they wanted a pet.

AFSCME

Mr. Ridley said the meeting between Mr. Tobin and AFSCME would be on Wednesday, at 2:00 p.m.

Cablevision

Mrs. Delgado said she called the main office in Philadelphia and cable would be installed within two months.

Walkway 47-5

Mr. Ridley stated that the walkway was on Stop & Shop property. We have erected signs, but nothing can be done until we know what the VFW is doing, but we will be working with them.

NEW BUSINESS

Board Meetings

Mr. Ridley recommended that we go from two board meetings to one a month. He also recommended that they change from the second Monday to the second Tuesday of each month. Mrs. Delgado made a motion on a three month trial basis to meet on the Tuesday and only once a month. Mr. Walsh seconded. 4 Ayes. 0 Nays. MOTION CARRIED.

Maintenance

Mr. Thomas Gorton stated that the well at Pinecrest Beach is deteriorating rapidly. He stated an amount of \$195.00 was needed to start the job. The total job would cost \$700.00 and \$1,000.00 to do. Mrs. Delgado made a motion to pay the initial \$195.00 to start the job. Mr. Doyle seconded. 4 Ayes. 0 Nays. MOTION CARRIED.

Mr. Gorton then explained that building #4, apts. 15, 16 at Salt Sea had a problem with roots growing through the pipes causing sewerage buildup to go into those apartments. This expense is not included in modernization and needs to be done as soon as possible. Mr. Gorton said it will cost \$2,500.00 to fix the problem. Mrs. Delgado made a motion to pay the money to have it fixed. Mr. Walsh seconded. 4 Ayes. 0 Nays. MOTION CARRIED.

Auger

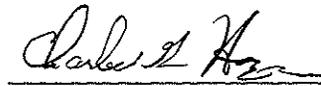
Mr. Gorton stated that the Falmouth Housing Authority needs an auger to fix some plumbing problems. They are hard to rent, especially on Sundays if something breaks and needs one. The cost is \$1,039.29 for one. Mrs. Delgado moved to purchase it. Mr. Walsh seconded. 4 Ayes. 0 Nays. MOTION CARRIED.

Brown and Lindquist

Mr. Gorton said the architect had finished stage one of the modernization project. The modernization budget stated that the architect was to be paid \$4,980.00 at this point. Mrs. Delgado moved to pay the architect. Mr. Walsh seconded. 4 Ayes. 0 Nays. MOTION CARRIED.

Adjourn General Session at


James F. Ridley, Executive Director


Charles G. Haynes

FALMOUTH HOUSING AUTHORITY 115 SCRANTON AVENUE OCTOBER 14, 1986 10:00 a.m.

GENERAL SESSION

MEMBERS PRESENT: Charles G. Haynes
Arthur T. Doyle
Mary C. Delgado
Matthew F. Walsh
Paul C. Glynn

STAFF PRESENT: James Ridley, Executive Director
Kathleen Henderson, Stenographer

OTHERS PRESENT: Hugh McCartney, Falmouth Enterprise
Elizabeth Long

Mr. Haynes called the meeting to order at 10:00 a.m.

Roll call was taken: Mr. Haynes - here; Mr. Doyle - here; Mrs. Delgado - here; Mr. Walsh - here; Mr. Glynn - here.

Mr. Haynes stated that Mr. Doyle has been appointed as Vice Chairman.

Mrs. Delgado made a motion to approve the minutes of General Session of September 22, 1986 as printed. Mr. Doyle seconded the motion.

The payment of bills was tabled until the Commissioners had a better chance to review them.

Basic Commissionership Training Program: Mr. Ridley stated that the program is scheduled for October 28 - October 30. He suggested that attendance be postponed until the training program in April because both Mr. Walsh's and Mr. Glynn's appointments are temporary until after Town elections in April.

Mr. Haynes brought up the subject of the pet policy. Mrs. Delgado stated that she wanted a clause added that visitors not be allowed to bring pets with them. Mr. Haynes stated that he wanted a clause added that if an elderly person dies, part of the security deposit can be used to pay the MSPCA to take the animal. Mr. Doyle made a motion to accept the pet policy. Mr. Walsh seconded the motion. 4 Ayes. 0 Nays. MOTION CARRIED. Mrs. Delgado was commended on the work she has done on the pet policy.

Mrs. Delgado stated that she had received a bid for putting town water into her house. It is \$352 for her house and \$368 for our 705 house next to her's. They will do everything but install the water meters. We will be reimbursed from the town. Mr. Doyle made a motion for the installation of water to the two houses. Mr. Walsh seconded the motion. 4 Ayes. 0 Nays. MOTION CARRIED.

OLD BUSINESS

Status of 47-4: Mr. Ridley stated the fumigation was completed at 47-4. They will check periodically to see if the building is still free from the pests. There were two tenants whose apartments were not clean (too much trash). They will be notified to clean up.

Status of 47-5: Mr. Ridley stated that we are in the process of trying to accomplish some things. Mr. Haynes has a bid on what it will cost to enclose the second floor. Only tenants will be permitted to use the elevator. Mr. Walsh pointed out that if the enclosure is not completed by the winter, we could have a terrific problem. Mr. Ridley stated that it will not be done before the winter as it will take too long to get the money. Mr. Haynes suggested putting up a plastic window. Mr. Ridley stated that we might have enough money to put up a permanent window. We have a chemical to put on the floor to melt the ice. Mrs. Delgado stated that Mr. Axelrod had told her there is another project on the Cape that is just like Tatakot. Mrs. Delgado would like to set up a meeting with that other authority to find how they deal with the problems we have run into. Mr. Ridley stated that he doesn't think the project Mr. Axelrod was talking about is finished yet. There was a discussion on the walkway between Tatakot and Stop & Shop. The VFW has said they will fix the walk for us. Discussion on our liability insurance covering the path.

Mr. Haynes asked about the status of Elliott Smoler's payment to the Authority. Mr. Ridley is looking into it.

There was a discussion on putting a telephone into the meeting room so that we could call the office during the meetings if we needed to. Mr. Ridley suggested putting a lock on the phone.

Mr. Haynes asked about the status of putting in the cable TV. Mr. Ridley hasn't heard anything yet. Tatakot wants a TV donated to their lounge like the one at Harborview.

Mrs. Delgado brought up the subject of Ron Lanoie's mileage. She suggested that the office staff try to set up his inspections keeping in mind the locations of the properties.

Mr. Ridley stated that there was only one bid submitted for the new truck. It came from Beard Chevrolet.

Mr. Haynes stated that the Kiwanis Club wants to use the kitchen for a dinner for the elderly.

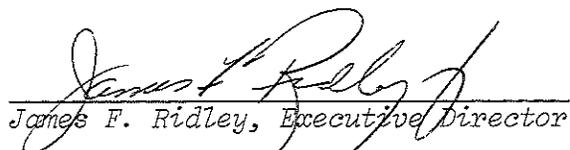
The bid from Beard Chevrolet is for a 1987 3/4 ton pick-up truck. The price is \$13,771. It would be delivered approximately eight weeks from the order date. Mrs. Delgado made a motion to accept the bid. Mr. Doyle seconded the motion. 4 Ayes. 0 Nays. MOTION CARRIED.

Ms. Delgado made a motion to approve payment of the bills. Mr. Doyle seconded the motion. 4 Ayes. 0 Nays. MOTION CARRIED.

There was a discussion on two bills Mr. Ridley has from Westcott. We can't do anything on them until we have the requisition from HUD.

Mr. Haynes stated that we would now go into Executive Session for the purpose of hearing landlord/tenant complaints and that we would not reconvene General Session. Roll call vote was taken: Mr. Haynes - aye; Mr. Doyle - aye; Mrs. Delgado - aye; Mr. Walsh - aye; Mr. Glynn - aye.

Adjourn General Session at 11:20 a.m.


James F. Ridley, Executive Director


Charles G. Haynes, Chairman

**FOR NOVEMBER 1986 MINUTES SEE PAGE 085055

FALMOUTH HOUSING AUTHORITY 115 SCRANTON AVENUE DECEMBER 9, 1986

GENERAL SESSION

MEMBERS PRESENT: Charles Haynes
Matthew Walsh
Mary Delgado
Arthur Doyle
Paul Glynn

STAFF PRESENT: James Ridley, Executive Director

OTHERS PRESENT: Renee Twombly, Cape Cod Times
Hugh McCartney, Falmouth Enterprise

Roll call was taken: Charles Haynes - here; Matthew Walsh - here; Mary Delgado - here; Arthur Doyle - here; Paul Glynn - here.

Approval of Minutes of November 5, 1986

Mary Delgado moved to approve the minutes as printed. Matthew Walsh seconded. 5 Ayes. 0 Nays. MOTION CARRIED.

Union Contract for the Period of July 1, 1986 through June 30, 1989

Mary Delgado moved to approve the union contract as printed. Arthur Doyle seconded. 5 Ayes. 0 Nays. MOTION CARRIED.

Architect's Fee - Modernization of State 667 Projects

Mr. Ridley stated that the amount for modernization has been approved for a \$200,000 increase. Therefore, the architect, Mr. Phil Lindquist, has asked for an increase in fees. Arthur Doyle moved to give Mr. Lindquist \$3,320.00. Mary Delgado seconded. 5 Ayes. 0 Nays. MOTION CARRIED.

Final Requisition - Tatakot 47-5

Frank Duffy told the board that we would have to pay \$12,600 on the final requisition plus \$3,000.00 interest. Mary Delgado moved to do so. Paul Glynn seconded. 5 Ayes. 0 Nays. MOTION CARRIED.

EOCD Report on the Site Visits of October 1986

Mr. Haynes read the report from EOCD. Discussion followed. Mary Delgado made a motion to contact Lawrence Mullings and arranged a meeting with him. Paul Glynn seconded. 5 Ayes. 0 Nays. MOTION CARRIED.

705 Purchases

Mr. Haynes stated that there are many houses available for purchase right now. They range from \$80,000 to \$110,000. He feels that the Housing Authority should request money for the purpose of buying them. Mary Delgado suggested that the Authority request funds for the purpose of purchasing an additional 705 units. Arthur Doyle seconded. 5 Ayes. 0 Nays. MOTION CARRIED.

705 Modernization

Mr. Ridley stated that we are conducting inspections on our 705 units to determine how much it will cost to modernize. He feels that it will be a minimum of \$500,000.

Stenographer/Typist

Mr. Ridley stated that he would like a part-time stenographer/typist to do the monthly board meetings. He spoke to MANPOWER, and they could send someone over at a rate of \$7.00 per hour. Mr. Doyle moved to approve the stenographer. Mary Delgado seconded with John Marotta's approval. 5 Ayes. 0 Nays. MOTION CARRIED.

Snow Blower

Mr. Ridley brought up the subject of a twelve horse power tractor that could be used as a snow blower and also have grass cutting ability. The subject was tabled until the next meeting.

47-5

Mr. Ridley said the troubles over there are starting to smooth out, since two of the problem tenants have moved out.

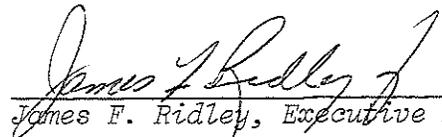
Equipment Problems

Mr. Ridley stated that Starbro Electric did some work on the exterior lights along the roadway. They will return to complete the work before the new year.

Legal Contract

Mr. Duffy's contract was approved from July 1986 to June 1987 with no changes in the fees schedule.

Adjourn General Session at


James F. Ridley, Executive Director


Charles G. Haynes, Chairman

FALMOUTH HOUSING AUTHORITY

115 SCRANTON AVENUE

NOVEMBER 5, 1986 10:00 AM

GENERAL SESSION

MEMBERS PRESENT: Charles Haynes
Mary Delgado
Arthur Doyle
Matthew Walsh
Paul Glynn

STAFF PRESENT: James Ridley, Executive Director

OTHERS PRESENT: Frank Duffy, Esquire
Peter Folejewski (Cape & Islands Dept of Mental Health)
Ruth Peters, President of Tatakent Tenant Association
Grace Catrambone
Peter Kerwin, Human Services
Freda Feigenbaum, Falmouth Service Center

Roll call was taken: Mr. Haynes - here; Ms. Delgado - here; Mr. Doyle - here;
Mr. Walsh - here; Mr. Glynn - here.

Approval of Minutes of October 14, 1986

Ms. Delgado moved to approve the minutes as printed. Mr. Glynn seconded. 5 Ayes.
0 Nays. MOTION CARRIED

Payment of Bills

Ms. Delgado moved to approve the bills. Mr. Glynn seconded. 5 Ayes. 0 Nays.
MOTION CARRIED

Discussion ItemsResolution 86-012 - 689 Housing Funds for Construction

Mr. Peter Folejewski of the Department Of Mental Health explained that he wished the Falmouth Housing Authority and the Department of Mental Health would get together to incorporate a housing project for the mentally ill. Mr. Doyle volunteered to get together with Mr. Ridley and Mr. Folejewski to work on this project.

Resolution 86-013 - Purchase of New Computer by Computer Management System

Mr. Ridley introduced the idea of a new computer system to the board. There would be one central unit and each person would have a terminal at his or her desk. The cost would be \$37,000. The board wanted to speak to John Marotta before they made any decisions. Tabled until next meeting.

Cable TV Installation at Harborview Apartments

Installation will begin on November 17, 1986 and take approximately 4 weeks to complete at which time a salesperson will contact each resident concerning the hook-up.

Status 47-5

Mr. Ridley explained that a key would now be needed to get onto the elevators. He also told the board that a police officer stayed at Tatakent Halloween night and it worked out very well.

Atlas Alarm

The emergency light systems were not working at Rose Morin. Atlas Alarm will replace them. Ms. Delgado moved to have them do it. Mr. Doyle seconded. 5 Ayes. 0 Nays.
MOTION CARRIED

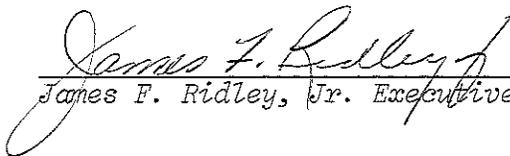
Unregistered Vehicles

Mr. Ridley stated that many unregistered vehicles had been observed on Housing Authority property. He would be sending a letter to each tenant that has an unregistered vehicle telling them that it is a breach of contract to have these vehicles there. Each unregistered could result in a \$50.00 per day fine.

Resolution 86-014 - Procurement Policy

Mr. Ridley discussed the procurement policy with the board. The board agreed to accept the amended policy. Ms. Delgado made a motion to do so. Mr. Glynn seconded. 5 Ayes. 0 Nays. MOTION CARRIED

Meeting Adjourned


James F. Ridley, Jr. Executive Director


Charles Haynes, Chairman

FALMOUTH HOUSING AUTHORITY

115 SCRANTON AVENUE

JANUARY 13, 1987

GENERAL SESSION

MEMBERS PRESENT: Charles Haynes, Chairman
Arthur Doyle
Matthew Walsh
Paul Glynn

MEMBERS ABSENT: Mary Delgado

STAFF PRESENT: James Ridley, Executive Director
Paula Gasparik, Stenographer

OTHERS PRESENT: Renee Twombly, Cape Cod Times
Hugh Mc Cartney, Falmouth Enterprise
Mrs. E. Bishop

Approval of Minutes of December 9, 1986

Paul Glynn moved to approve the minutes of meeting of December 9, 1986 as printed. Matthew Walsh seconded. 4 Ayes. 0 Nays. MOTION CARRIED

Status of State Project 667 Modernization

Tom Gorton stated that the reasons for delay to begin modernization procedures on the apartments were due to a backlog of work on behalf of the architect; Mr. Gorton is waiting for a bid package to be developed. Mr. Hayes stated that it would be in our best interest for all concerned to hold off on the project at the recommendation of James Ridley; it was agreed that the harsh weather conditions would prohibit the progress of the project.

Status of State Project 705 Modernization Program

Tom Gorton pointed out that many of the buildings have renovation needs such as kitchen floor replacement, painting and other exterior and interior work. A listing is to be made by request of the board members so that a bid package can be made up and an estimate of the work that needs to be done can be received and reviewed.

Status of State Project 689 New Construction

This project is being withheld due to the backlog in work that is being experienced by the Department of Mental Health. The status of this project is to be held over until the next board meeting in February 1987.

Status of State Project 705 Purchase Money

Approximately \$180,000 will be requested for the purchase of new buildings to be used under the 705 housing program. Mr. Ridley stated that there is a contractor available that can build housing at a below-average cost. An estimated figure will be arrived at for use in conjunction with the requested funds.

Status of Federal 47-5 (Tatakot) Tenant Problems

Mr. Ridley discussed the variety of problems that have been occurring at Tatakot. Several of these disturbances have been followed through by local police. There is also a problem of tenants parking in undesignated areas surrounding the buildings, such as grassy areas; it was noted that if this problem continues, there will be a problem with the lawn in the spring. A motion was made to investigate the possibility of fencing areas where there is a problem with unauthorized parking. Matthew Walsh questioned as to whether or not there were any immediate concerns at Tatakot that needed consideration or investigation.

Status of Sewer Connection - 47-5

Mr. Gorton stated that the board has 90 days, beginning on March 1, in which to acquire the said connection. A plan must be drawn up by a professional engineer and approval must be obtained from the Town of Falmouth for a Connection Permit. Approval for this permit must also be obtained from the Department of Environmental Quality Engineering.

Stenographer/Typist for Recording of Board Meeting Minutes

A Stenographer/Typist was hired from MANPOWER of Falmouth on a temporary basis to record the minutes of scheduled board meetings and to recover the backlog of work that has built up in administrative aspects. Paula Gasparik was introduced to the board prior to the meeting.

Snow/Blower/Tractor Purchase

Mr. Gorton explained the benefits and expressed a need to purchase a GRAVELY 5665 Tractor. He also expressed interest in purchasing three (3) attachments to be used with the machine; an attachment used for snow removal, a brush attachment used to remove snow in difficult areas, and a grass mowing attachment. The total cost for this purchase would be approximately \$5,200 as quoted from the Dennis Equipment Company where the tractor would be purchased. Mr. Gorton explained that he had previously spoken to the Financial Manager about this purchase, and was told that through the use of leftover funds from unused appropriations, there would be no problem in allotting money to purchase the tractor from in-house funds. Charles Haynes moved to approve the purchase. Arthur Doyle seconded. 4 Ayes. 0 Nays. MOTION CARRIED

Rose Morin Drive Exterior Painting Grant

Money has been appropriated to paint the exterior of buildings of Rose Morin Drive from EOCD.

Purchase of a Portable Smith-Corona Typewriter

Mr. Ridley explained that in order to purchase the typewriter for the office of the Housing Authority, we would need to be allotted an additional \$49 in order to purchase the desired appropriate model. Charles Haynes moved to approve this request. Matthew Walsh seconded. 4 Ayes. 0 Nays. MOTION CARRIED

New Truck With Power-Lift Gate - Delivered

A 1987 Chevrolet 3/4 Ton Truck with Power-Lift Gate attachment has been delivered and is now in appropriate use by the Maintenance Department. Mr. Gorton noted that during the short time that the vehicle has been in use, it has already begun to prove its value to those who have acquired use of it.

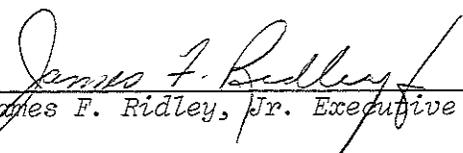
Visit of HUD Personnel on January 7, 1987

Representatives from HUD visited the Federal Housing Projects on January 7, 1987 and were escorted through several of the buildings by James Ridley and Board Chairman Charles Haynes. Mr. Ridley explained that although many required improvements were pointed out in the buildings, HUD remarked that the problems did, however, not require immediate attention.

Training for Housing Inspector

Funds in the amount of approximately \$144.00 need to be appropriated for a training program for the Housing Inspector. It was decided that these funds be appropriated for this training by Charles Haynes; this motion was seconded by Paul Glynn. 4 Ayes. 0 Nays. MOTION CARRIED.

Meeting Adjourned.


James F. Ridley, Jr. Executive Director


Charles Haynes, Chairman

GENERAL SESSION

MEMBERS PRESENT: Charles Haynes, Chairman
Mary Delgado
Arthur Doyle
Matthew Walsh

OTHERS PRESENT: Renee Twombly, Cape Cod Times
Hugh McCartney, Falmouth Enterprise

Approval of Minutes of January 10, 1987

Charles Haynes moved to approve the minutes as printed. Mary Delgado seconded.
5 Ayes. 0 Nays. MOTION CARRIED

Approval to Pay Bills

Toward the end of the meeting, Charles Haynes reminded the Board that the bills needed to be taken care of. Mary Delgado moved to approve the motion to pay the bills. 5 Ayes. 0 Nays. MOTION CARRIED

Status of State Project 667 Modernization

The 667 Modernization Project is still being held up, according to Mr. Gorton. Mr. Gorton was asked to report on the progress made so far on the start of this project. He stated that no sufficient progress has been made since the last meeting. He also commented on the fact that the project is expected to begin in late May. Charles Haynes requested that the architect for the project be present at an upcoming meeting.

Status of State Project 689 New Construction Program Request

Mr. Gorton stated that this project is currently on hold at the request of Mr. Ridley. He mentioned a project in the Hyannis area that involved the Department of Mental Health; this project is to reach completion before steps can be taken to begin work on the 689 project. Mr. Ridley explained that there is a \$400,000 bill coming out, as explained in the meeting at the Parker House in Boston, which Mr. Ridley attended last week. It is being requested that a portion of these funds be appropriated for the project.

Status of State Project 705 Modernization Program

This project was put on hold because of the above related problems with the Department of Mental Health.

Status of State Project 705 Purchase MoneyStatus of Sewer Connection - 47-4Disposition & Capitalization Policy (Resolution #87-001)Contracting Policy (Resolution #87-002)Rent Collection PolicyInvestment PolicyWrite-off Policy (Uncollectable Amounts)Capitalization Policy

The above topics were decided by the Board to be put on hold due to a lack of information, hold on decision making or other circumstances that are expected to be clarified by the next board meeting.

Section 8 Administrative Plan

Mr. Ridley explained that several changes were recently brought forth, especially those involved with employees of the office of the Housing Authority. He mentioned and introduced Mr. Ron Lanoie as the Assistant Executive Director, as taking the place of Debra Tarcey, who left the position as of February 8, 1987. Mr. Ridley also explained that a new Administrative Plan has been introduced and submitted for approval of the Board.

Mary Delgado - Resignation

Mary Delgado presented a letter to her fellow Board Members stating that she will be resigning from her standing as Commissioner on February 28, 1987, due to her decided relocation out of state.

Mr. Haynes also discussed at this time the possibility of having time clocks installed in the Authority office. He also mentioned that while discussing this possibility with HUD, it was declared that there was an undeniable need for computed adjustment to be introduced to the office. During this discussion, Tenant Briefing Session Forms were brought up; it was decided that these forms be introduced on a regular basis to applicants of the Authority to diminish the possibility of landlord/tenant questioning as pertaining to lease approvals and understandings.

Meeting adjourned.


James F. Ridley, Jr. Executive Director


Charles Haynes, Chairman

FALMOUTH HOUSING AUTHORITY

115 SCRANTON AVENUE

MARCH 10, 1987

GENERAL SESSION

MEMBERS PRESENT: Charles Haynes, Chairman
Matthew Walsh
Paul Glynn
Arthur Doyle

STAFF PRESENT: James F. Ridley, Executive Director
Paula Gasparik, Stenographer

OTHERS PRESENT: Renee Twombly, Cape Cod Times

Approval of Minutes of February 12, 1987

Charles Haynes moved to approve the minutes of February 12, 1987, with the amendment made of Paul Glynn named as absent. Arthur Doyle seconded this approval with the said amendment. 4 Ayes 0 Nays MOTION CARRIED

Approval to Pay Bills

Charles Haynes moved to approve the utility bills, as the remainder of the bills were not as yet prepared for view and approval of the Board. Arthur Doyle seconded. 4 Ayes 0 Naye MOTION CARRIED

Status of 689 State Project

James Ridley stated that the status of this project is still on hold.

Status of 705 Modernization Project

The proposals for this project are being prepared to be sent to EOOD for approval. A figure for the proposal will not be reached until the appropriate paperwork is complete.

Status of 667 Modernization Project

A meeting will be held on March 16, 1987, to discuss the current status of this project in greater detail. Members of the Board discussed the possibility of gaining transportation for tenants of the proposed project to attend the meeting to express their feelings for the need of modernization.

Status of Sewer Connection - 47-4

The present figure that has been determined for the cost of the sewer connection is approximately \$75,000.00. The current status of the connection, as explained by James Ridley, is that there are architectural problems with the 6 inch pipe that is currently installed. If the architectural problems with the pipe cannot be resolved, the costs for the connection could be greater.

Disposition & Capitalization Policy (Resolution #87-001)

This policy dictates the waiting period that is required before certain said documents of the Authority can be destroyed. Ridley submitted a report stating the longevity of files and record statements of the FHA, and when they are able to be destroyed. Ridley also mentioned the proposal of obtaining a paper shredding machine which will enable confidential documents to be disposed of properly. This purchase will be discussed further when more information is obtained.

Contracting Policy (Resolution #87-002)

Rent Collection Policy (Resolution #87-003)

Investment Policy (Resolution #87-004)

Write Off Policy of Uncollectable Amounts (Resolution #87-005)

Capitalization Policy (Resolution #87-006)

Charles Haynes moved to approve Resolutions #87-001 through 87-006. This motion was seconded by Arthur Doyle. 4 Ayes 0 Nays MOTION CARRIED

Section 8 Administrative Plan (Resolution #87-007)

The above topic was tabled; to be discussed at the next meeting of the Board

Homeless Families - Report of Matthew Walsh

Mr. Walsh reported that upon visiting the Welfare Office of Falmouth, he found that 28 persons in the local area are of emergency or homeless status. He also stated his concerns over the fact that several of these people have been considered and classified under this status for a period exceeding 90 days. This matter was discussed among the Board and it was decided that this discussion be continued at the next meeting.

Repairs for Maintenance Van

Mr. Ridley reported that the maintenance van has been brought to Walpole, where work is being done on several rusted areas on the body and the interior is scheduled to be painted. Ridley explained that this work is being done at a reduced rate, as inmates of the prison perform the work under a program designated at Walpole. The cost of the repairs of the van will come to a total of \$80.00. Charles Haynes moved to approve the cost of repairs. This motion was seconded by Arthur Doyle. 4 Ayes 0 Nays MOTION CARRIED.

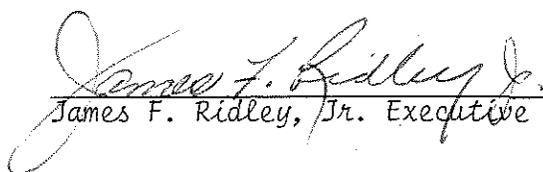
Tatakot Security - Fire and Exit Areas

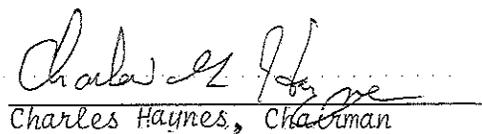
Mr. Ridley mentioned a problem with Fire exits and side doors of the building being held open for outside access. He mentioned that security is threatened with these access areas being open, as non-tenants are able to enter the building. It was decided that in newsletter or flyer form that tenants be notified to keep these areas secured at all times.

Paper Shredder Purchase

The Authority has the opportunity to purchase a shredder "Destroy-It" machine worth \$450.00 for \$150.00. The Authority has a requirement to shred file information pertaining to tenants when no longer required, due to sensitive information of the applicant or tenant. Motion made by Charles Haynes to purchase the machine, seconded by Paul Glynn. 4 Ayes 0 Nays MOTION CARRIED.

Meeting adjourned


James F. Ridley, Jr. Executive Director


Charles Haynes, Chairman

FALMOUTH HOUSING AUTHORITY

115 SCRANTON AVENUE

APRIL 14, 1987

GENERAL SESSION

MEMBERS PRESENT: Charles Haynes, Chairman
Matthew Walsh
Paul Glynn
Arthur Doyle

STAFF PRESENT: James F. Ridley, Executive Director
Ronald Lanoie, Assistant Director
Thomas Gorton, Maintenance Foreman

OTHERS PRESENT: Renee Twombly, Cape Cod Times
Falmouth Enterprise

Approval of Minutes of March 10, 1987

Charles Haynes moved to approve the minutes of March 10, 1987. Arthur Doyle seconded the motion. 4 Ayes. 0 Nays. MOTION CARRIED

Payment of Bills

Charles Haynes moved to approve the bills. Arthur Doyle seconded. 4 Ayes. 0 Nays. MOTION CARRIED

Status of 667 Modernization Project

Thomas Gorton explained that the bid proposals are at EOCB and are expected to be approved by April 30, 1987 at which time we will be permitted to go out for bids for the general contractor.

Status of 689 State Project

James Ridley stated that this project is still on hold.

Status of 705 Modernization Project

The proposals for this project are prepared to be sent to EOCB. The estimated cost is approximately \$1,000,000.00. The application will be submitted by May 1, 1987.

Status of Sewer Connection (47-4)

CIAP Modernization Emergency Request has been submitted to HUD. Approximate cost of the project is estimated at \$75,000.00. Approval of the program will not be until after July 1987.

Section 8 Administration Plan (Resolution #87-007)

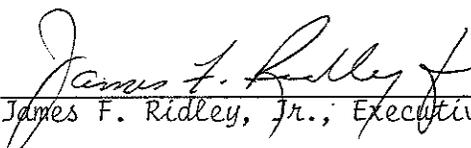
James Ridley stated that the plan required additional information and will be presented at the next meeting which will be May 12, 1987.

NEW BUSINESS

VFW Lease of Authority Property

Mr. Haynes recommended that we extend the VFW lease on our property for 10 years. Mr. Duffy said he would look into the lease. He believes that the limit is five years. The Board recommended that the item be tabled until the next meeting.

Meeting adjourned.


James F. Ridley, Jr., Executive Director


Charles Haynes, Chairman

FALMOUTH HOUSING AUTHORITY

115 SCRANTON AVENUE

MAY 12, 1987

GENERAL SESSION

MEMBERS PRESENT: Charles Haynes, Chairman
Arthur Doyle
Paul Glynn
Matthew Walsh

STAFF PRESENT: James F. Ridley, Jr., Executive Director
Thomas Gorton, Maintenance Foreman

OTHERS PRESENT: Frank Duffy, Esquire
Deborah Converse, Falmouth Housing Trust
Peter Kerwin, Human Services
Mr. Casey, VFW
Debbie Gross, Tatakot Apartments
Renee Twombly, Cape Cod Times
L. Emmett Flynn

Approval of Minutes of April 14, 1987

Mr. Doyle moved to approve the minutes of the April 14, 1987 meeting. Paul Glynn seconded the motion. 4 Ayes. 0 Nays. MOTION CARRIED

Payment of Bills

Mr. Doyle moved to pay the bills. Paul Glynn seconded the motion. 4 Ayes. 0 Nays. MOTION CARRIED

State Inspection Team
Mr. Haynes announced that the state inspection team was here. A report on that inspection would be made public at a later date, once their report has been submitted and approved by Mrs. Anthony. They would probably make an exiting statement to the

Vanevard Conference
The conference on the Vanevard was attended by Mr. Haynes and Mr. Doyle. As a result of that conference, there will be a change in the format of the agenda of the Board Meetings. The agenda for the meeting should be available to the Commissioners at least three days prior to a meeting and once that agenda has been established, there will be no deviation from it, except by unanimous approval of the Board. At the same time, there will be a printout of the bills to be paid. Anyone who wants something on the agenda should have it available well in advance of the meeting and submitted to the Executive Director.

Falmouth Housing Trust
President of the Falmouth Housing Trust, presented her report on their progress. Peter Kerwin has been designated by the Selectmen as contact person, through Human Services, for the Housing Opportunity Program. The Trust has been awarded money to hire a consultant to meet and analyze developers to see what they are going to bring to the program. They have on-going meetings to study these developers and are beginning to get a profile of the people interested in home ownership in an affordable housing program. Estimate they would like to have at least 35% of any development set aside as affordable housing units. Also, at least one to be set aside for the Falmouth Housing Authority to purchase or in-vest as they see fit. Peter Kerwin, head of a developer review sub-committee, meets on a weekly basis to study the developers and the process of ownership selection. So far, two developers have been approved for the HOP by the selectmen and, in turn, they have been referred to the state. Mr. Ridley stressed duplexes as owner/rental properties. Mr. Haynes stated that sometime in June there would be a one-day seminar on the building of duplexes, prices, etc. Considerable information followed on the program - utilizing existing housing, numbers required for affordable units over a period of time, impact on the community and the environment, and the minority target. An appointment will be made to the subcommittee from the Falmouth Housing Authority at the June meeting.

Status of the 667 MODERNIZATION PROGRAM

Mr. Gorton stated that finished plans have been at EOC about 2 1/2 weeks. Mr. Gorton has a meeting with the architect on May 20, 1987; the only change being that the date has been moved up. Once the plans are approved, they should be ready to go out for bid.

Status of 689 New Construction

Mr. Ridley stated that the meeting with Mr. Forejewski scheduled for May 11, 1987 had to be cancelled due to illness. Mr. Forejewski will be calling back to schedule another date. Approval of the Operating Budget for Federally Assisted Projects 47-4 and 47-5 for FY1988. Motion made by Arthur Doyle. Seconded by Paul Glyn. 4 Ayes. 0 Nays. MOTION CARRIED (Resolution 87-008)

Status of 705 Modernization Program

The money has been approved by the State Housing according to Mr. Ridley. However, the Housing Authority is awaiting the package of instructions from EOC as to how to go about getting this money. EOC can give the preliminary OK to go. Individual evaluation of each unit will take about a month. It will be the same process as the 667 Modernization Program. In the meantime, the Authority will submit a preliminary request for MOD money in the amount of \$323,395.00. Motion made by Arthur Doyle. Seconded by Paul Glyn. 4 Ayes. 0 Nays. MOTION CARRIED (Resolution 87-010).

Status of Sewer Connection

Mr. Gorton stated engineering plans have been approved, a permit for the connection received from DEE, but bids will not go out until approval from HUD expected about mid-July. A contract cannot be entered into until approval of funding. The Authority has an indefinite extension from the town to get the work done.

Status of Section 8 Administration Plan (Resolution #87-007)

All commissioners have a copy for their review. If there are any changes, they can be made at the next meeting. Tabled until then.

VFW Lease

A lengthy discussion followed on this item concerning the lease, the grading, the parking and the cost to be borne. Mr. Gorton will be working on this with Mr. Casey. Mr. Axelrod has quoted a figure of \$30,000 for the work to be done. Mr. Doyle moved to table this item until a further study could be made.

February Budget for Fiscal Year 1988

Mr. Ridley stated that this is a routine budget. However, the commissioners want to review this with Mr. Ridley and also with Mr. Marotto, CPA, PC for the Falmouth Housing Authority. The budget will then go to HUD and EOCB.

Extension of Section 8 ACC

A motion for approval was made by Paul Glynn and seconded by Matthew Walsh. 4 Ayes. 0 Nays. MOTION CARRIED (Resolution #87-009)

Asbestos Removal

This project is now complete at the Mayflower project (the only one having asbestos) according to Mr. Gorton. A motion to pay the bill of \$21,325 was made by Mr. Haynes and seconded by Mr. Walsh. 4 Ayes. 0 Nays. MOTION CARRIED

New Truck

Mr. Gorton said that Beard Chevrolet of Hyannis submitted a bid for \$17,510 to replace the old vehicle which caused numerous problems this past winter. The new truck will be delivered in August. Mr. Glynn moved to pay this bill. Mr. Doyle seconded the motion. 4 Ayes. 0 Nays. MOTION CARRIED

NEW BUSINESS

Completion of 667 Modernization

Mr. Gorton requested the required Board approval for Brown & Lindquist to complete the modernization work on the 667 Project at a cost of \$8,300. Mr. Glynn made a motion to approve the expenditure. Mr. Doyle seconded the motion. 4 Ayes. 0 Nays. MOTION CARRIED

Pet Escrow Account

A Pet Escrow Account is to be established. According to the new regulations from HUD and EOCB it is now legal for people to have pets and Falmouth Housing Authority cannot deny this privilege for people to have pets. Pets must be registered and a deposit of \$300 is to be made. This deposit will be returned to the owner at such time the pet is removed or the owner leaves. The Authority is now in the process of getting the word to all the tenants. It must be done prior to July 1, 1987. The appointment of an Animal Control Officer is now under consideration.

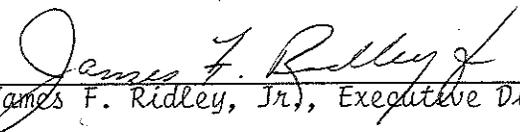
New Billing Rates

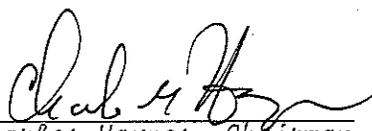
Mr. Gorton explained that a new billing rate from ComElectric will save between \$3600 and \$3700 a year at the Tatakot Apartments. Also, fuel oil (#2) would be purchased through the Barnstable County Purchasing Department at a rock bottom price. The fuel will still be delivered by the PS Ideal Fuel Oil Company which has provided good service in the past.

Debbie Gross - Tatakot Apartments

Transferred to the Executive Session because of the nature of the discussion.

General Session Adjourned at 11:35 AM


James F. Ridley, Jr., Executive Director


Charles Haynes, Chairman

FALMOUTH HOUSING AUTHORITY

115 SCRANTON AVENUE

JUNE 9, 1987

GENERAL SESSION

MEMBERS PRESENT: Charles Haynes, Chairman
Arthur Doyle
Paul Glynn
Matthew Walsh
L. Emmett Flynn

STAFF PRESENT: James F. Ridley, Jr., Executive Director
Ronald Lanoie, Assistant Executive Director

OTHERS PRESENT: Frank Duffy, Esquire
Ms. Renee Twombly, Cape Cod Times
Ms. Lee Parpart, Falmouth Enterprise
Paul Noonan, Cape Cod Council on Alcoholism

The General Session of the Board of Commissioners convened at 10:00 AM, June 9, 1987 and roll call was taken with all commissioners present. L. Emmett Flynn, here; Arthur Doyle, here; Charles Haynes, here; Paul Glynn, here; Matthew Walsh, here.

Approval of the Agenda:

Several new items were added to the Agenda for the June 9, 1987 meeting. They were:

- Approval of division of the Tatakret and Harborview waiting lists
- Request to raise the fee for air conditioners in both state and federal complexes
- Letter from EOCB on Management Rating
- Commissioners Training - In House
- Appointments to Falmouth Housing Trust
- Aggravative Action Officer
- Training Session in California
- Report on progress with Planning Board

Mr. Haynes moved that these additions to the agenda be approved. Mr. Doyle seconded the motion. 5 Ayes. 0 Nays. MOTION CARRIED

Approval of Minutes of May 12, 1987

Mr. Doyle moved that the minutes of the May 12, 1987 meeting be approved. Mr. Walsh seconded the motion. 5 Ayes. 0 Nays. MOTION CARRIED

OLD BUSINESS

Status of the 667 Modernization Project

Approval of the plans for the 667 Modernization Project are expected any day now from EOCB. This modernization project is for the Salt Sea and Mayflower Projects. The delay is largely due to the limited number of engineers at EOCB, plus the fact that all of the Housing Authorities are submitting their plans for their projects at the same time. Once this approval is received, the Authority will be able to go out for bids. These bids must also be approved by EOCB. A motion was made by Arthur Doyle to authorize payment of \$8,300 for Stage III Basic Services to the design architect. Seconded by Matthew Walsh. 5 Ayes. 0 Nays. MOTION CARRIED.

Status of 705 Modernization Proposal

A tentative proposal has been submitted to HUD for the work to be done on the 705 houses in the amount of \$300,000 plus. In turn, they will be requesting detailed plans, or an evaluation by an appraiser, to see exactly what work is entailed, or any changes that might be necessary to bring the buildings up to code.

Status of Federal 47-4 Sewer Connection

Mr. Ridley stated that much of the preliminary work on the sewer connection has been done, as recommended by the Maintenance and Engineering Departments at HUD. However, a request will be made to CIAP, through HUD, for funds since this will run the Authority approximately \$120,000 to \$150,000 and Mr. Ridley prefers that a sum as large as this not be taken from the 47-4 or the Reserve Account as additional work is to be done at Tatakret as well as a new computer system being projected.

Status of Section 8 Administration Plan

There were several major changes to be made to the Administration Plan and therefore, it was only recently submitted. Mr. Siget, along with others, will be reviewing the plan and will be getting back to us in about 30 days. Mr. Flynn questioned who was responsible for the Admin Plan and Mr. Ridley replied that he was, along with the Board of Commissioners who may also form certain policies. Mr. Flynn had many questions and Mr. Ridley explained that the guideline for the Admin Plan was HUD Regulation 7420.7, of which the Admin Plan is a digest. Mr. Flynn will be reviewing the plan in detail. Mr. Glynn questioned the procedure for changes to the Plan. Mr. Ridley stated that proposed amendments could be submitted at any time to HUD for their review and comments. HUD would then come back to the Authority with reasons why the proposed amendments could not be approved.

Results of Inspection of Falmouth Housing Authority by EOCB May 12, 1987

Mr. Haynes read a letter that had been received from EOCB giving the results of their inspection of the Falmouth Housing Authority. The Authority is basically cleared of all problems and the management Rating has been raised. Mr. Glynn questioned if every housing authority was audited and Mr. Ridley explained that every housing authority had a combined audit, both state and federal, once a year. Audits are conducted by a CPA.

NEW BUSINESS

Annual Reorganization of Board of Commissioners Meeting

Roll call was taken with all members of the Board of Commissioners present: Mr. L. Emmett Flynn, Mr. Arthur Doyle, Mr. Paul Glynn, Mr. Charles Haynes and Mr. Matthew Walsh. Persons nominated and seconded for the following positions are:

Chairman	Charles Haynes
Vice Chairman	Arthur Doyle
Treasurer	Paul Glynn
Assistant Treasurer	Matthew Walsh
Assistant Secretary	L. Emmett Flynn
Affirmative Action Officer (Equal Opportunity Officer)	Matthew Walsh

Mr. Ridley cast his vote for the officers nominated.

Approval of Amendment to Chapter 707 (Resolution #87-011)

Mr. Ridley and Mr. Lanoie explained the numbers of the issuance of certificates by Falmouth, Department of Public Welfare (DPW) and the 707 Pool Units. Pool Certificates allow people to come into the Falmouth area to seek housing and relocate here, as well as Falmouth people being allowed to relocate to other areas. There are 145 units presently under lease, many of which are under DPW certificates and funded by the DPW. It was also explained the duties of the Housing Assistance Corporation and the DPW in seeking out available units and holding fees paid by them. Mr. Haynes moved to approve this Resolution and Mr. Flynn seconded the motion 5 Ayes. 0 Nays. MOTION CARRIED.

Division of the Tataket and Harborview Waiting Lists (Resolution #87-012)

This would be a change in the waiting list for each type of apartment building since there are some applicants that prefer one building over another. However, once an applicant turns down an apartment, the HUD regulation specifies dropping the name of the applicant to the bottom of the list. Therefore, a resolution is being made, with the approval of the commissioners, to go forward with this proposal to HUD for their review and approval. Mr. Haynes moved to approve this resolution. Mr. Flynn seconded the motion. 5 Ayes. 0 Nays. MOTION CARRIED

Solving Problems With the Elderly

Mr. Noonan of the Cape Cod Council on Alcoholism presented the problems of dealing with the elderly alcoholic, in seeking them out and trying to gain access to that person. The problem could be helped by educating people living in the buildings, or in close proximity, that alcoholism is a disease and that an alcoholic is truly a sick person. There is a special need for social workers, utility and outreach workers. Because of special problems, this item was transferred to the Executive Session.

Commissioners Training - In House

Mr. Haynes announced that there would be a commissioners training session on June 11, 1987. This would be in-house.

Mr. Ridley stated that the accountants would also be here on June 11, 1987.

Falmouth Housing Trust Appointments

Mr. Glynn and Mr. Flynn were selected to be representatives from the Falmouth Housing Authority to the Falmouth Housing Trust. Mr. Doyle requested that Mr. Ridley prepare a letter to this effect to Ms. Deborah Converse, President of the Falmouth Housing Trust. Mr. Glynn also requested a letter to the Planning Board giving an explanation in detail and justifying the need for affordable housing along with locations. Mr. Haynes will again be contacting the company who builds duplexes in order to get a more detailed explanation of the possibility, and affordability, of duplex units for the Falmouth Housing Authority.

Air Conditioners (Resolution #87-013)

The proposal to raise the fee for air conditioners from \$10 per month to \$15 per month raised some controversy. It is within HUD Regulations to charge a fee; however this proposal was defeated. Mr. Flynn abstained, Mr. Doyle abstained, Mr. Glynn and Mr. Walsh opposed. MOTION NOT CARRIED

Payment of Bills

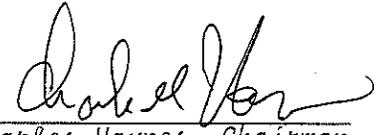
Mr. Haynes again requested that the print out of bills be made at least three days in advance of the meeting so that the Commissioners may review them in detail prior to the Board Meeting. Several of the larger bills, such as the generator at Tataket, removal of asbestos at Mayflower and the architect fees were explained by Mr. Ridley. A motion was made by Mr. Haynes to pay the bills. Mr. Glynn seconded the motion. 5 Ayes. 0 Nays. MOTION CARRIED

New Computer System (Resolution #86-013)

There will be a demonstration of a new computer system in about two weeks and Mr. Ridley is seeking Board approval to go ahead with this request for a system which would eliminate a great deal of paper work and increase the efficiency of the housing operation. Mr. Ridley and Mr. Lanoie have seen this system by Data General which covers 14 systems. Cost would be about \$35,000. Monies received would be 64% from HUD and the remaining 36% from EOCB.

General Session Adjourned at 11:33 AM.


James F. Ridley, Jr. Executive Director


Charles Haynes, Chairman

FALMOUTH HOUSING AUTHORITY

115 SCRANTON AVENUE

JUNE 17, 1987

GENERAL SESSION

SPECIAL MEETING

MEMBERS PRESENT: Charles Haynes, Chairman
Arthur Doyle
L. Emmett Flynn
Matthew Walsh

MEMBERS ABSENT: Paul Glynn

STAFF PRESENT: Mr. James F. Ridley, Jr., Executive Director

OTHERS PRESENT: Mr. Robert W. Zeida

Review of Bids for Legal Services

The review of bids for legal services was attended by Mr. Robert W. Zeida who had submitted a bid on Friday, June 12, 1987 to be opened on Monday, June 15, 1987. Two bids were submitted (Mr. Zeida and Mr. Duffy).

The full Board of Commissioners were not present for the opening. As a result, review of the bids was to take place on Wednesday, June 17, 1987. The purpose of this review was to determine the best qualified person. After a discussion of proposals, a vote was taken on behalf of Mr. Zeida. The vote was one for Mr. Zeida and two against. Mr. Haynes stated he would vote for Mr. Zeida to tie the vote until they could meet as a full board. Mr. Zeida objected to the vote as he had submitted the lowest proposal. Mr. William Poole, Attorney Advisor for Region One, Department of HUD, Boston, contacted by telephone, advised that the Authority was not required to take the lowest bid. However, the Board of Commissioners should make a selection and send the results, together with the proposed bids, to Mr. Marvin Lerman, Regional Counsel for HUD, Boston for review and comment.

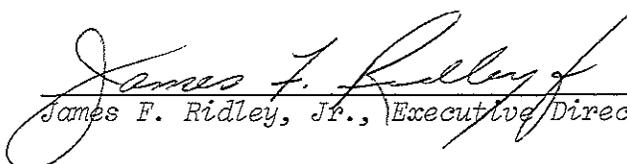
Commissioners Training Session

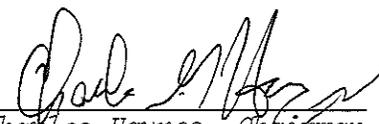
There will be a Commissioners Training Session conducted by Tufts University in Wenham, MA in July and September. Mr. Glynn will attend the July session. Mr. Walsh, Mr. Doyle and Mr. Flynn will attend the September session.

FY88 Pay Proposals

The Schedule of Positions and Salaries for Fiscal Year ending June 30, 1988 was discussed. Mr. Doyle made a motion to approved the Schedule. Mr. Walsh seconded the motion. 4 Ayes. 0 Nays. MOTION CARRIED

Meeting Adjourned.


James F. Ridley, Jr., Executive Director


Charles Haynes, Chairman

FALMOUTH HOUSING AUTHORITY

115 SCRANTON AVENUE

JUNE 22, 1987

GENERAL SESSION

SPECIAL MEETING

MEMBERS PRESENT: Charles Haynes, Chairman
 Arthur Doyle
 L. Emmett Flynn
 Matthew Walsh
 Paul Glynn

STAFF PRESENT: James F. Ridley, Jr., Executive Director

OTHERS PRESENT: Frank Duffy, Esquire
 Robert W. Zeida, Esquire
 Hope G. Stratton, Shorthand Reporter
 Hugh McCartney, The Enterprise

The special meeting of the Board of Commissioners convened at 10:00 AM. Roll call was taken: Matthew Walsh, here; Paul Glynn, here; Arthur Doyle, here; L. Emmett Flynn, here; Charles Haynes, here.

Discussion of Bids for Legal Services

Mr. Haynes opened the meeting by asking if either of the two attorneys would care to make a statement.

Mr. Duffy gave a brief resume of his past experience with the Falmouth Housing Authority. He has served with the Falmouth Housing Authority since 1976 when David Riley left. In that time, he said, he has gained a great deal of experience in Housing Authority Administration, participated in the construction of both the Harborview and Tatakak Apartments and the acquisition of the 705 houses. There were many problems with the construction of the Tatakak Apartments, as well as problems with EOCB and HUD audits. His firm is equipped with five attorneys and several support people including paralegals who can do just about anything if necessary. Mr. Duffy considers his bid a fair and reasonable one and he would like to continue to represent the Falmouth Housing Authority as legal counsel.

Mr. Zeida stated that the contract for legal services was advertised as an open bid and he submitted a bid in good faith; a bid that is substantially lower than Mr. Duffy's, both in terms of the hourly rate as well as the lump sum retainer. He is convinced that he is in a position to give the Authority the highest priority on his client list. He has had previous experience in landlord/tenant affairs; he is up on all current laws and feels that this argues well for his appointment and overcomes any considerations of experience. He respectfully requested consideration of his bid.

There was a presentation of bid fees:

Mr. Duffy - \$4,000 retainer and \$85 per hour
 Mr. Zeida - \$2,500 retainer and \$65 per hour

Mr. Glynn then questioned Mr. Duffy as to when he found out about the bids. Mr. Duffy stated that he found out on a Wednesday afternoon and that the bids were due in on Friday (June 12, 1987). Mr. Glynn then questioned whether a motion had been made to put the legal services up for bid. Mr. Haynes replied that it was discussed some time ago - that he would have to go back to the minutes of a previous meeting to make a determination on that. Mr. Duffy stated that it was a long time ago and referred to a comment made by Mr. Walsh about bids going out. Mr. Haynes stated that the reason the bid went out was due to criticism from EOCB in their Management Review because contracts were being awarded without the bidding process. Mr. Haynes felt it necessary to comply with their regulations.

Mr. Glynn said he was not aware that the contract for legal services had gone out for bid and questioned when it was decided that the bids would be opened Monday (June 15). Mr. Ridley replied that that was determined when it was submitted to the newspapers and was so indicated in the ad. Mr. Glynn said that he only found out about it at 0030 on Monday morning, June 15, 1987 and he requires more than a 1½ hour notice of a special meeting. He would like to have some sort of a system set up at the next regularly scheduled meeting for times of a special meeting.

Mr. Haynes stated that the meeting was held at Mr. Zeida's request because he wanted the earliest possible date.

Mr. Glynn questioned Mr. Zeida as to when he found out about the bids. Mr. Zeida replied that he found out about it quite some time ago. A discussion followed on the posting of the bid and it was generally agreed that it had been posted the proper length of time as is the case with all notices. (Ads were published as follows: Cape Cod Times, June 4-9 and The Enterprise June 3, 6, 8, 10, 12, 1987).

A discussion followed on the attorney fees for the past year, which Mr. Duffy stated were about \$4,900. Fees for previous years were considerably higher because of the problems at Tatakot and that there were fees to other attorneys engaged for the bankruptcy proceedings when the contractor went bankrupt.

Mr. Zeida then stated that in a conversation with Mr. Poole of the HUD Regional Counsel, some reference was made to consideration of the low bid; a bid being awarded on a competitive basis. Although attorney fees for the previous year did not exceed \$10,000, it would not be unreasonable to anticipate fees in excess of \$10,000 should the situation change.

Mr. Duffy stated that at the present time there were no pending matters.

Mr. Haynes then read the excerpt from the last meeting - quote:

"The full Board of Commissioners were not present for the opening. As a result, review of the bids was to take place on Wednesday, June 17, 1987. The purpose of this review was to determine the best qualified person. After a discussion of proposals, a vote was taken on behalf of Mr. Zeida. The vote was one for Mr. Zeida and two against. Mr. Haynes stated he would vote for Mr. Zeida to tie the vote until they could meet as a full board. Mr. Zeida objected to the vote as he had submitted the lowest proposal. Mr. William Poole, Attorney Advisor for Region One, Department of HUD, Boston, contacted by telephone, advised that the Authority was not required to take the lowest bid. However, the Board of Commissioners should make a selection and send the results, together with the proposed bids, to Mr. Marvin Lerman, Regional Counsel for HUD Boston for review and comment."

Mr. Haynes then stated that the bid documents would then go to Mr. Lerman for his review and comments.

Mr. Duffy questioned why it should go to HUD. Mr. Ridley explained that on the day the call was made to EOCD in Boston - it was a holiday (Bunker Hill Day) and no one was available. Therefore, the call to HUD. Mr. Haynes then suggested that the bids go to both EOCD and HUD.

Mr. Zeida then stated that at that meeting (June 17, 1987) the Chairman, Mr. Haynes voted and, in fact, voted for him, thereby making the vote 2-2. Mr. Ridley stated that Mr. Haynes did not have the right to vote. He only votes in a tie situation and there was no tie. Mr. Zeida suggested that he may have the right, but it could be a bone of contention in the future. Mr. Haynes then stated that he made a proposal, in order to postpone the decision to another meeting, that he vote for Mr. Zeida until a full board could meet and make the decision.

A formal vote was taken by the Board of Commissioners. Mr. Doyle made the motion and Mr. Flynn seconded the motion.

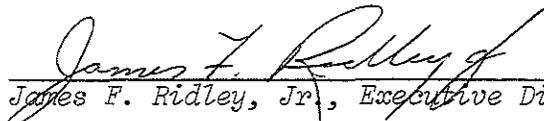
Roll call vote for Mr. Zeida	Mr. Flynn	no
	Mr. Glynn	no
	Mr. Doyle	no
	Mr. Walsh	yes
Roll call vote for Mr. Duffy	Mr. Flynn	yes
	Mr. Doyle	yes
	Mr. Glynn	yes
	Mr. Walsh	no

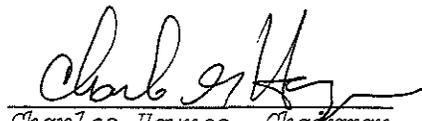
Mr. Haynes announced the vote was 3-1 in favor of Mr. Duffy. The contract is awarded to Mr. Duffy. Mr. Walsh then made the statement that the contract went out for bid and since the Board represents the Town of Falmouth and should be saving them money, Mr. Zeida should have been voted as attorney for the Falmouth Housing Authority because of his low bid and because he is competent.

Mr. Zeida then made a statement that when an open bid is put in the newspaper and the issue is one of fundamental fairness to a candidate who is qualified, and the Board has no comments as to his qualifications as far as inadequacies, he wished to go on record as saying he should have been awarded the contract.

Mr. Doyle then made the statement that both candidates are excellent, and both were considered carefully, but there were four new commissioners on the Board with very little experience and that was the deciding factor in selecting Mr. Duffy as counsel. He feels that Mr. Duffy's experience is invaluable. Mr. Flynn agreed.

Meeting Adjourned at 1015 AM.


James F. Ridley, Jr., Executive Director


Charles Haynes, Chairman

FALMOUTH HOUSING AUTHORITY

115 SCRANTON AVENUE

JULY 14, 1987

GENERAL SESSION

MEMBERS PRESENT: Charles Haynes, Chairman
Arthur Doyle
Paul Glynn
Matthew Walsh

MEMBERS ABSENT: L. Emmett Flynn

STAFF PRESENT: James F. Ridley, Jr., Executive Director
Ronald Lanoie, Assistant Executive Director

OTHERS PRESENT: Frank Duffy, Esquire
Ms. Renee Twombly, Cape Cod Times
Hugh McCartney, The Enterprise

The General Session of the Board of Commissioners of the Falmouth Housing Authority convened at 10:00 AM. All members were present with the exception of Mr. Flynn.

Approval of Minutes of June 9, 1987

Mr. Glynn moved that the minutes of the June 9, 1987 meeting be approved. Mr. Walsh seconded the motion. 4 Ayes. 0 Nays. MOTION CARRIED

Approval of Minutes of Special Meetings of June 17 and 22, 1987

Mr. Doyle moved that the minutes of these two meetings be approved. Mr. Walsh seconded the motion. 4 Ayes. 0 Nays. MOTION CARRIED

Approval of the Agenda

The agenda was approved with several additions: they were

Fence behind German Auto Supply
Nursing Home - Falmouth Hospital
Legal Contract

Mr. Doyle moved to close the agenda. Mr. Walsh seconded the motion. 4 Ayes. 0 Nays. MOTION CARRIED

OLD BUSINESS

Status of 667 Modernization

The bids have been published and are available for pick up by bidders on Monday, July 20, 1987.

Status of 689 New Construction (Resolution No. 87-016)

Mr. Doyle moved to approve the 689 Application for submission to EOCB. Mr. Glynn seconded the motion. 4 Ayes. 0 Nays. MOTION CARRIED

Status of 705 Modernization

The Housing Authority has heard nothing on this since the pre-application was submitted to EOCB on May 20, 1987. Mr. Doyle feels that it could take sometime to get this done. Mr. Ridley said that they were going to try to expedite our request.

Status of Sewer Connection

HUD is in conference on this. There will be no money until September. The deadline has been waived by Falmouth until we receive our CIAP money.

Commissioners Leadership Conference

Mr. Haynes will be attending the Commissioners Leadership Conference in Anaheim, CA from July 29 through August 2, 1987. Mr. Doyle moved to approve the financing for the training. Mr. Glynn seconded the motion. 4 Ayes. 0 Nays. MOTION CARRIED

Fence - A. F. German Automotive Parts and Supplies

"A. F. German" has been sent a notice that the Falmouth Housing Authority wants to meet concerning the installation of a fence bordering their property and Housing Authority property. This meeting with "German" would be to discuss what type of fence would be installed by the German Company; chain link, stockade or whatever. When the German Co. went to the Planning Board in 1983 it was stipulated that they would have to put a fence across their property. The type would have to be mutually agreed upon. Also, there should be some sort of gate so that residents of Harborview would have access to that area. However, if the gate defeats the realy purpose, Mr. Haynes aid they could always go back to the Planning Board to have it closed off.

Nursing Home

Mr. Haynes would like the Board of Commissioners to go on record as supporting the concept of a nursing home, whether it be the one on Falmouth Hospital property or others now in the planning stage, and suggested a letter be sent in support of the project.

Bid for Legal Services

A discussion followed on the bids for Legal Services after a review of a letter just received from Mr. Zeida. In spite of his higher bid for Legal Services, Mr. Duffy was selected to represent Falmouth Housing Authority as Counsel. Mr. Walsh felt it was a very explosive letter, but Mr. Haynes said the decision was made to hire Mr. Duffy and that will stand unless told otherwise by HUD or EOC.

Salary Comparability (Resolution No. 87-015)

Mr. Ridley read the figures of the Salary Comparability Study which is prepared to make sure that the Authority is not exceeding salary comparability with town positions of similar responsibilities. Mr. Doyle moved to accept the study. Mr. Glynn seconded the motion. A roll call vote was taken. Mr. Doyle, yes: Mr. Haynes, yes. Mr. Glynn, yes. Mr. Walsh, yes. 4 Ayes. 0 Nays. MOTION CARRIED.

Contract for Accounting Services

Mr. Ridley explained the contract for accounting services submitted by Mr. John Marotto, CPA, PC for a total of \$9,424. Mr. Glynn moved to approve the contract and Mr. Doyle seconded the motion. 4 Ayes. 0 Nays. MOTION CARRIED

Approval of Training for the Executive Director

A discussion followed on the fee for the training for the Executive Director at Tufts University. This fee is reimbursable by the state. The training sessions are divided up into three days, the first of which is July 15, 1987. There will be another one in September and one more in October. Arthur Doyle moved to approve the expenditure of \$800 and Mr. Glynn seconded the motion. r Ayes. 0 Nays. MOTION CARRIED

Training for Commissioners

The training for the Commissioners was approved. Mr. Glynn will be attending the session in Wenham, MA from July 21-23, 1987. Mr. Doyle moved that this item be approved and Mr. Glynn seconded the motion. the Fee is \$875.00. 4 Ayes. 0 Nays. MOTION CARRIED

NEW BUSINESS

Statistics on Housing

Mr. Lanoie gave a detailed explanation on the number of people that have been housed and the number of people on the waiting list for housing. The Fair Market Rents have been increased, both on the Federal and State levels. With the anticipated increase in the number of rentals available in the fall, it should make it easier for people to find rentals. Property owners have been calling to find out more about the programs for renting/leasing their property.

During the month of June there were ten emergency Section 8 leased houses. At this time, there are no emergency certificates available, having all been issued. Mr. Lanoie

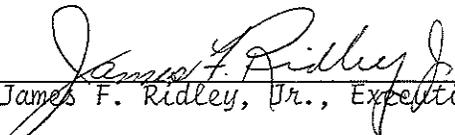
said that the Housing Authority is going forward with a request for additional certificates. At the present time, emergencies are being referred to Hyannis. All emergencies must be documented before a certificate can be issued. The standard applicant doesn't stand much of a chance with all the emergency cases. The Authority housed 20 families during the months of May and June. There were four Section 8 emergencies and one 707/DPW. (DPW emergencies are issued by the Hyannis office). During June, there were ten Section 8 emergencies, four 707/DPW and one 707 emergency access housed. This makes for a total of 20 new leases.

There is no one holding a certificate actively looking for housing. There are 110 Section 8 on the waiting list and about 250 on the State list - including elderly, transfers and regular applicants. The Authority is in the process of preparing a letter to EOCB asking for more certificates. There have been at least one or two applicants for emergency housing each day and they are being sent to the DPW in Hyannis since they still have emergency certificates available. There is a problem in defining one emergency over another as to which is the greater and Hyannis is taking the more serious of the emergencies. The only considerations are the court evicted cases as opposed to a letter from a lawyer. Court evictions usually end up in a motel or shelter.

Returned Checks Fee (Resolution #87-014)

After a short discussion, it was agreed that there will be a \$5.00 fee charged to the individual tenant on returned checks. Mr. Glynn moved to adopt this resolution and Mr. Doyle seconded the motion. 4 Ayes. 0 Nays. MOTION CARRIED

General Session Adjourned at 11:10 AM


James F. Ridley, Jr., Executive Director


Charles Haynes, Chairman

FALMOUTH HOUSING AUTHORITY

115 SCRANTON AVENUE

AUGUST 25, 1987

GENERAL SESSION

MEMBERS PRESENT: Charles Haynes, Chairman
Arthur Doyle
Paul Glynn
Matthew Walsh

MEMBERS ABSENT: L. Emmett Flynn

STAFF PRESENT: James F. Ridley, Jr., Executive Director

OTHERS PRESENT: Frank Duffy, Esquire
Henry Spencer, Intercontinental Developers
Renee Twombly, Cape Cod Times
Ethel Falconieri, Clerk

HARBORVIEW
RESIDENTS: Jerry Conrad
Mary Higgins
Claire Maguire
Evelyn Thompson
Arlene Travis
Agnes Ventura

The General Session of the Board of Commissioners of the Falmouth Housing Authority convened at 10:05 AM. Roll call was taken. Mr. Doyle, here; Mr. Haynes, here; Mr. Glynn, here; Mr. Walsh, here. Mr. Flynn was absent.

Approval of Minutes of July 14, 1987

Mr. Doyle moved that the minutes of the July 14, 1987 meeting be approved. Mr. Glynn seconded the motion. 4 Ayes. 0 Nays. MOTION CARRIED

OLD BUSINESS

Status of 667 Modernization

Bids for the 667 Modernization Project will be opened on September 1, 1987. Previous bids were rejected because of a technicality, and in order to accomplish the work properly, a second bid was necessary. The decision on the bids will be made within a few days after they are opened.

Status of 689 New Construction Project

The proposal has been submitted to EOCB and they have acknowledged receipt of it. If everything goes all right with the Department of Mental Health, the Housing Authority will receive a letter approving the program and authorizing funds to search for a suitable piece of property and develop plans and specs. We should expect a determination within about a month. It will take about three months before we can really get started.

Status of 705 Modernization

The Housing Authority has heard nothing on this and Mr. Ridley has asked Mr. Mullings to look into it for us.

Sewer Connection, 47-4

HUD will not provide the money under CIAP because there is enough money in the reserve account to cover the cost of the sewer connection. Mr. Ridley has forwarded a letter to HUD Development requesting return of approximately \$85,000 we should have received from the bond for the bankruptcy expense caused by the General Contractor of 47-5 (Tatakot). Cost of this hook-up will be approximately \$100,000. Mr. Ridley will be talking to the fee accountant Thursday, August 27 to see what would be the best way to handle the project until we can obtain some financial relief. There are only one or two contractors who have the capability and equipment to accomplish the hook-up for the Harborview Apartments.

Status of Fence - A. F. GERMAN

A. F. German will proceed with their fence work in October. Steve's and D'Angelo's have installed their portion of the fencing.

Contract for Accounting Services

The contract fee of \$9,420 was reviewed by the commissioners and Mr. Doyle moved that it be accepted. Mr. Glynn seconded the motion. 4 Ayes. 0 Nays. MOTION CARRIED

Contract for Legal Services

The two bids received June 12, 1987 were rejected as incomplete and did not meet EOCB guidelines. Mr. Duffy submitted a proposal to the Authority on July 10, 1987 for a contract which is in accordance with EOCB guidelines and is the same for all housing authorities. The bid is for \$60 - \$70 per hour and no retainer. Mr. Doyle moved to accept this bid. Mr. Glynn seconded the motion. 4 Ayes. 0 Nays. MOTION CARRIED.

Members of Harborview Tenants Association

Mr. Haynes acknowledged the presence of the members of the Tenant's Association who sat in to observe the proceedings.

NEW BUSINESS

Mr. Henry Spencer, Intercontinental Developers

Mr. Spencer, representing Intercontinental Developers, presented an outline of a plan for a development to be located at the corner of Dillingham Avenue and Gifford Streets. They have five acres of land and want to do some low-income housing for Falmouth. They are interested in the number of units that would be required/supported by the Falmouth Housing Authority. The property is located in a favorable location. Mr. Doyle felt that the Housing Trust should also be involved, and suggested that to Mr. Spencer. Mr. Glynn suggested that he come in with more information on their plans. It was suggested that a letter be sent to Mr. Spencer and also to Mr. Buckland, supporting the concept of affordable housing. There will be a committee consisting of Mr. Ridley, Mr. Haynes and Mr. Walsh to work on the affordable housing issue. Mr. Haynes moved that a letter be sent supporting Mr. Spencer's concept and Mr. Glynn seconded his motion. 4 Ayes. 0 Nays. MOTION CARRIED.

Review of Resolution No. 86-003, Travel Guidelines

Resolution No. 86-003, as rewritten following EOCB and HUD guidelines, was reviewed and discussed. Mr. Doyle moved that it be accepted. Mr. Walsh seconded the motion. 4 Ayes. 0 Nays. MOTION CARRIED

Review of Resolution No. 87-006, Capitalization Policy

The policy was accepted as written. Mr. Doyle moved to approve the policy. Mr. Glynn seconded the motion. 4 Ayes. 0 Nays. MOTION CARRIED.

Maintenance Charges to Tenants, Resolution No. 87-018

The proposed list of charges to tenants was discussed. Mr. Ridley suggested they be reviewed each year in view of rising costs of supplies and labor. Mr. Glynn questioned whether we have the authority to charge the tenants. HUD authorizes these types of charges to tenants when it is determined to be the tenant's fault and not fair wear and tear. Mr. Doyle moved to approved the charges and Mr. Glynn seconded the motion. 4 Ayes. 0 Nays. MOTION CARRIED

Briefing on Commissioners Training Session in Anaheim, CA

Mr. Haynes gave a brief resume of the Commissioners Training Session he recently attended in California. He pointed out that HUD will be returning money to local authorities that was generated from accumulated interest on the subsidy money that is made by the local authorities. Also, shortly NAHRO will introduce a national insurance policy for local authorities at a much lower premium than they are now paying. It was also pointed out that commissioners should be working actively in the community to promote more housing by serving on other boards and attending meetings.

Landlord Seminar

A landlord seminar is to be held on August 26, 1987 in the Community Room of the Harborview Apartments to acquaint landlords and prospective landlords with the various housing programs. Mr. Ridley indicated that about forty or more landlords had already shown an interest in attending.

Fence for D'Angelo's and Steve's

The final fence is in place but not complete. The connection will be made once A. F. German has completed their portion in October. Our portion of the fence behind the A&P will be a cyclone type fence with a green privacy strip through it. This will go up in two sections because of the expense; the first section this year and the second section in FY89.

Additional Duty Appointments - Contracting Officer, Public Affairs Officer

Mr. Ridley explained that the duty of contracting officer is the responsibility of his office, but must be appointed by the Board to act as contracting officer. At the time of the death of Mr. Conley, Mr. Gorton was delegated this authority. Mr. Doyle moved to approve this appointment and Mr. Walsh seconded the motion. Mr. Haynes will act as Public Information Officer in matters concerning policy or office affairs. 4 Ayes. 0 Nays. MOTION CARRIED.

Annual Audit

The Federal Act of 1984 requires that an audit be done annually. Prior to that it was every two years. There was only one bid which was from the State Audit Department for \$2,300 which pays for the federal portion of the audit. There is no charge for the state audit.

Resolution for New Construction, No. 87-019

It was necessary to have this item in the meeting today as a resolution that be accepted in order to go forward for new construction of 30 units of Chapter 667 housing for the elderly and 25 units of new family housing under the 705 program. Mr. Ridley stated that we are asking EOOD specifically for Chapter 705 new construction. In the past, there has been a problem getting the preventative maintenance money for Chapter 705 houses that were purchased as used acquisitions. The subject of picking up foreclosures was discussed, but that could be a very lengthy process. Once the money is made available for new Chapter 705 units, then the Authority could go out to bid on them. Mr. Doyle moved to approve this resolution to go forward and Mr. Walsh seconded the motion. 4 Ayes. 0 Nays. MOTION CARRIED

Training for the Executive Director

Mr. Glynn moved to approve the next two one-day training sessions for the Executive Director. The sessions will be held on September 16 and October 8, 1987 in Westboro, MA. Mr. Walsh seconded the motion. 4 Ayes. 0 Nays. MOTION CARRIED

New Telephone System

The lease on the present telephone system is up in December. Mr. Ridley has been talking to an AT&T representative about the new Merlin system. It has many advantages over the present system; it would reduce the number of telephones in the office, the cost, and would also have the capability of tying into the computer system. There will be more research done on this.

Commissioners Training - Advanced Courses

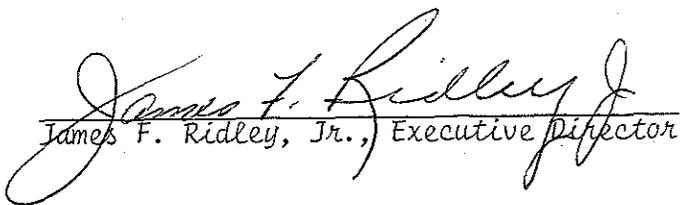
This is an up-date on the previous session held in Wenham. Mr. Haynes will be attending along with Mr. Glynn. The session will be held in Plymouth. Commissioners also have the information on the Board Members Workshop to be held in Falmouth on September 12, 1987.

Payment of Bills

Mr. Doyle moved that the bills be paid. Mr. Glynn seconded the motion. 4 Ayes.
0 Nays. MOTION CARRIED

The next meeting will be September 8 1987.

Meeting adjourned at 11:20 AM


James F. Ridley, Jr., Executive Director


Charles Haynes, Chairman

FALMOUTH HOUSING AUTHORITY

115 SCRANTON AVENUE

SEPTEMBER 8, 1987

GENERAL SESSION

MEMBERS PRESENT: Charles Haynes, Chairman
L. Emmett Flynn
Paul Glynn
Matthew Walsh

MEMBERS ABSENT: Arthur Doyle

STAFF PRESENT: James F. Ridley, Jr., Executive Director
Thomas Gorton, Maintenance Foreman

OTHERS PRESENT: Frank Duffy, Jr., Esquire
Ethel Falconieri, Clerk
Renee Twombly, Cape Cod Times
Frank B. Arbusto, Jr., Developer, Crossroads East
Thurston Burns, Associate, Crossroads East
Ben Richards, Design Engineer, Crossroads East

The General Session of the Board of Commissioners of the Falmouth Housing Authority convened at 10:05 A.M., September 8, 1987. Roll call was taken. Mr. Walsh, here; Mr. Haynes, here; Mr. Flynn, here. Mr. Glynn arrived shortly after roll call was taken. Mr. Doyle was absent.

Approval of the Agenda

Mr. Flynn moved that the agenda be approved to include the review of bids for the 667 Modernization Project. Mr. Walsh seconded the motion, 3 Ayes. 0 Nays.
MOTION CARRIED

Approval of Minutes of August 25, 1987

Mr. Flynn moved that the minutes of August 25, 1987 be approved. Mr. Walsh seconded the motion. 3 Ayes. 0 Nays. MOTION CARRIED

Payment of Bills

After a short discussion, Mr. Flynn moved that the bills be paid. Mr. Walsh seconded the motion. 3 Ayes. 0 Nays. MOTION CARRIED

OLD BUSINESS

Status of 667 Modernization

The low bidder for the 667 Modernization Project was Bay State Contracting, North Pembroke, MA with a bid of \$756,777. Mr. Lindquist, the architect, has checked and approved the contractor and sub-contractors. Mr. Flynn requested that this be tabled until the end of the meeting so that he could have a chance to review the contract itself. Mr. Gorton explained that it is urgent that this work be started as soon as possible in order to have it completed by the end of December.

Status of 689 New Construction

Mr. Ridley has received correspondence from E OCD acknowledging receipt of the application for the 689 New Construction. If everything is approved by the Department of Mental Health, E OCD will authorize the Authority to proceed and begin to look for a piece of property or come up with a proposal for property and specs.

Status of 705 Modernization Program

Mr. Ridley advised the Board that a letter has been written to Mr. Mullings requesting an immediate reply to the letter that was sent to them in May outlining the work that must be done to bring the 705 houses up to standard. One unit is presently vacant and cannot be rented until it has been renovated.

Status of Sewer Connection, 47-4

Mr. Ridley told the Board that HUD had turned the Authority down for emergency CIAP based on the fact that we had sufficient reserve funds. There is approximately \$71,000 in the reserve funds to work with and we need \$175,000 to complete the sewer connection. Mr. Ridley has been advised that we can go in and request permission to go below the 40% minimum reserve requirement but he would prefer not to do that. What he is asking is for HUD to come up with some of the development money that they have access to. Bids are out for the sewer connection and will be opened on September 30, 1987.

Status of VFW Construction - Pave Parking Lot

The Cape and Islands Survey Team has completed a survey on the area along the tie wall of the VFW parking lot. They found that the present pathway from the Tatakot building to the VFW is more than adequate to accommodate wheelchairs and is in compliance with state requirements. This will satisfy the handicapped requirements for wheelchairs. The VFW now wants to complete the project by paving the parking lot which is located on rented property from the Housing Authority and are asking permission to do so. When approved, they will then complete the pathway that connects to the Ocean State Job Lot/Bradlees area. The entire area would be paved giving Tatakot residents the access that is required for wheelchairs. Mr. Duffy does not believe there is anything in the lease that would prevent them from paving the parking lot. However, the VFW will have to go before the Planning Board for approval. Mr. Haynes suggested that our approval be contingent upon the approval by the Planning Board. Mr. Glynn questioned whether Mr. Gorton had seen the plans. Mr. Gorton stated that he had been on vacation and had just returned and had not seen the plans. The VFW has added another light that is adequate for the pathway. Tatakot residents have been consulted and they agree that the paving would be a great improvement. After a discussion about the ramp and the grading, Mr. Gorton raised the question of snow removal and whose responsibility it was, particularly after the snowfall of early 1987. (The Authority did not have the equipment to dispose of snow that was piled up at the entrance to the parking lot for Ocean State Job Lot and Bradlees). Mr. Glynn moved to approve paving of the parking lot provided it showed the wheelchair ramp and approval of the Planning Board. Mr. Walsh seconded the motion. 4 Ayes. 0 Nays. MOTION CARRIED

NEW BUSINESS

Presentation on Affordable Housing - "Crossroads East"

Mr. Frank B. Arbusto, Jr. introduced himself and his associates, Mr. Thurston S. Burns and design engineer Mr. Ben Richards to the Board of Commissioners. Mr. Arbusto distributed a written proposed conceptual plan for a development of rental housing, "Crossroads East". There was a large chart and proposed layout on Crossroads East for viewing by the Board of Commissioners. After reading the literature on Crossroads East, Mr. Burns gave a detailed explanation of the chart showing the layout and answered questions concerning the parking, playgrounds, septic systems, the pond, etc. Mr. Glynn asked Mr. Arbusto what he thought the role of the Falmouth Housing Authority was in this matter; Mr. Arbusto replied that the Authority could endorse the concept of affordable housing at this particular site. Mr. Glynn then questioned whether a letter of endorsement had any meaning or purpose. Mr. Arbusto replied that it was in the brochure that was distributed - that 30% would be available for Section 8 and 707 families who had a need for "very" affordable rental housing. Mr. Walsh again stressed his belief in the requirement for affordable rental housing for the people of Falmouth and that if Mr. Arbusto has a proposal, the Board should be ready to listen. Mr. Glynn questioned again why the plans were brought before the Falmouth Housing Authority. Mr. Arbusto was asked if the project had been discussed with the Falmouth Housing Trust - he replied they do not become involved in rentals, they are strictly home ownership. Mr. Arbusto felt that his plan for affordable rental housing should be presented to the people directly involved in the programs - he was not asking for support of the plan, just a letter endorsing his proposal. Mr. Flynn then questioned who would manage such a project and Mr. Arbusto stated that they would be managing it. After further discussion, Mr. Arbusto stated that the proposal had already been presented to the Planning Board and they failed to support it. Mr. Glynn feels that it is up to the Board of Appeals to make a determination. He also feels that we should come up with a policy statement regarding requests for letters of support/endorsement of proposed sites/projects. Mr. Glynn made a motion to support affordable housing. Mr. Walsh seconded the motion. After further discussion, Mr. Flynn suggested that we draft a letter before making any commitments. After further discussion, Mr. Haynes suggested the committee on affordable housing

meet to discuss a letter of policy and then submit the letter to the full board. Mr. Arbusto again stressed that what he would like was a letter of support for affordable rental housing on this site (as shown) prior to September 25, 1987. The committee on affordable housing will meet Thursday afternoon, September 10 at 2:00 P.M. in the offices of the Falmouth Housing Authority to discuss letters of endorsement. Mr. Haynes advised Mr. Arbusto that he would hear from the Falmouth Housing Authority by the 25th.

Rent Collection Policy - Resolution No. 87-020

Review of Investment Policy - Resolution No. 87-004

Contracting Policy - Resolution No. 870021

Each of the above policies was reviewed, discussed and accepted as written.

Status of 667 Modernization - Resolution No. 87-022

Bay State Contracting of North Pembroke was low bidder for the 667 Modernization Project with a bid of \$756,777. Mr. Glynn questioned the architect's part in this. Mr. Ridley explained that the architect looks into the contractor and the subcontractors for bid compliance. Final determination rests with EOCD. Mr. Gorton went on to explain that we have no reason to reject the bid. The architect is awaiting the decision of the Board of Commissioners. Mr. Flynn still wanted more time to study the contract, but Mr. Gorton explained that we were not approving the contract, but only the bid itself, that the work is pretty much cut and dried and already has the approval of EOCD. The architect's contract has been reviewed by Mr. Duffy. Mr. Gorton stressed that this is the first time this board has been asked to approve this bid. The majority of the previous board members had approved this project. Mr. Ridley advised the Board that the contractor is willing to come in at any time to brief them on the progress of the work. Also, the contractor will be submitting written monthly reports on the progress. EOCD is expected to give the Authority notice to proceed. Ms. Mae Hennebry will be assisting the tenants in all their relocations.

Meeting adjourned at 11:35 A.M.


James F. Ridley, Jr., Executive Director


Charles Haynes, Chairman

FALMOUTH HOUSING AUTHORITY

115 SCRANTON AVENUE

SEPTEMBER 10, 1987

SPECIAL MEETING

MEMBERS PRESENT: Charles Haynes, Chairman
Matthew Walsh, Member
Paul Glynn, Treasurer

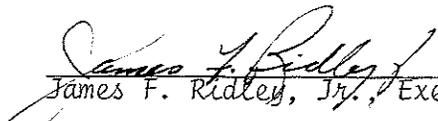
STAFF PRESENT: James F. Ridley, Jr., Secretary

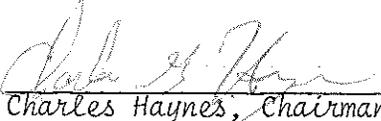
The Special Meeting of the Board of Commissioners met at 2:00 P.M. September 10, 1987.

The purpose of the meeting was to prepare a formal statement concerning the Authority's policy for approval of a standard statement for affordable rental housing concepts presented to the Authority. After several discussions, Mr. Glynn agreed to prepare a policy statement and present it to the commissioners for approval.

Mr. Glynn requested that Mr. Ridley contact Mr. Spencer and Mr. Arbusto and request plot plans of their proposals.

Meeting adjourned at 4:15 P.M.


James F. Ridley, Jr., Executive Director


Charles Haynes, Chairman

FALMOUTH HOUSING AUTHORITY

115 SCRANTON AVENUE

SEPTEMBER 30, 1987

SPECIAL MEETING

MEMBERS PRESENT: Charles Haynes, Chairman
L. Emmett Flynn, Member
Arthur Doyle, Vice Chairman

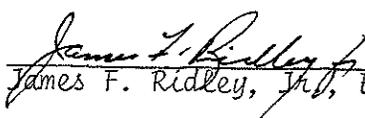
MEMBERS ABSENT: Paul Glynn, Treasurer
Matthew Walsh, Member

STAFF PRESENT: James F. Ridley, Jr., Secretary/Director

The special meeting of the Board of Commissioners met at 3:00 P.M. September 30, 1987.

The purpose of the meeting was to ratify the vote of September 8, 1987 authorizing James F. Ridley, Jr., Secretary/Director to execute the Chapter 667 Modernization Construction Contract. Motion made by Mr. Charles Haynes. Seconded by Mr. L. Emmett Flynn. The vote was 3 Ayes. 0 Nays. MOTION CARRIED (Resolution No. 87-023)

Meeting adjourned at 3:10 P.M.


James F. Ridley, Jr., Executive Director


Charles Haynes, Chairman

FALMOUTH HOUSING AUTHORITY

115 SCRANTON AVENUE

OCTOBER 13, 1987

GENERAL SESSION

MEMBERS PRESENT: Charles Haynes, Chairman
L. Emmett Flynn
Arthur Doyle
Paul Glynn
Matthew Walsh

STAFF PRESENT: James F. Ridley, Jr., Executive Director
Thomas Gorton, Maintenance Foreman
Ethel Falconieri, Clerk

ABSENT: Frank Duffy, Counsel

OTHERS PRESENT: Hugh McCartney, Falmouth Enterprise
Win Schley, Cape Cod Times
Lillian Taksery, Falmouth League of Women Voters
Frank Arbusto, Developer, Crossroads East

The General Session of the Board of Commissioners of the Falmouth Housing Authority convened at 10:00 A.M., October 13, 1987. Roll Call was taken. Mr. Flynn, here; Mr. Doyle, here; Mr. Haynes, here; Mr. Glynn, here; Mr. Walsh, here. Mr. Duffy, counsel for Falmouth Housing Authority, was absent.

Approval of the Agenda

The agenda was approved with the addition of two items: Mr. Frank Arbusto and the closing of the Authority office on Wednesdays for administrative purposes.

Approval of the Minutes of September 8, 10 and 30, 1987

Mr. Flynn moved that the minutes of the September 8, 10, and 30, 1987 meetings be approved. Mr. Doyle seconded the motion. 4 Ayes. 0 Nays. MOTION CARRIED

Payment of Bills

Mr. Doyle moved that the bills be paid. Mr. Flynn seconded the motion. 4 Ayes. 0 Nays. MOTION CARRIED

OLD BUSINESS

Status of 667 Modernization

Mr. Gorton briefed the Board of Commissioners on the status of the 667 Modernization. He stated that all the contract documents which includes subcontractor documents, general contractors documents, all certificates of insurance, payment and performance

bonds, insurance certifications have been approved by EOCB. The Authority is supposed to have it all in hand this week. A pre-construction conference will be held soon. Once this conference is held, the notice to proceed can be issued with a tentative starting date of November 1, 1987. The appliances that are in the apartments may have to be stored temporarily and it is expected they will be sold to a firm from either Washington, DC or Chicago, IL. Mr. Gorton was questioned on the completion date of the contract, and he said the date was stipulated in the contract agreement. The contractor has a 270-day completion time. Mr. Gorton said they would be doing eight units at a time, beginning with the first two in each area. Ms. Mae Hennebry of Choate Lane is the tenant coordinator for this move and it is hoped to have as little disruption as possible for the tenants. A three-week period is estimated for the completion of each apartment, and the people will be given the option of moving back into their apartment once it has been completed. The starting moves will commence Saturday, October 17, 1987. The clerk of the works will be Mr. James McHugh from Waquoit who is on the architect's payroll.

Status of 689 New Construction

Mr. Ridley told the Board that the 689 Project is still in the hands of the Department of Mental Health, but Mr. Folejewski has assured him that approval is coming. When questioned, Mr. Ridley explained to Mr. Glynn that the funding for this project comes through the Department of Mental Health. There are sites that the Authority has in mind for this project, but no action can be taken until we have a definite commitment from them. Mr. Gorton suggested that the 33,000 square feet behind the Rose Morin housing would be an ideal location for this construction since it has all the necessary connections for utilities. It would also be an ideal location from the standpoint of the Maintenance Department of the Authority. The Rose Morin site is one of two that would be available. The location of the second site was not revealed.

Status of 705 Modernization

Mr. Ridley explained the status of the request to EOCB for \$313,000 for repairs to the 25 - 705 houses, many of which require extensive maintenance. In effect, he was told to use what money is available. EOCB was under the impression that the units were fairly new, when Mr. Gorton said that most of them are ten to fifteen years old, and he described their condition as fair to poor. The only money that is available is \$7,500 per year to maintain the 25 units which falls very short of requirements. Mr. Doyle questioned whether they were still considering the request for monies and Mr. Ridley answered that they doubted if there would be any "fall-out" money. Mr. Arbusto queried the amount of money available for maintenance and Mr. Ridley replied that a cap is placed on it and that is what the Authority has to work with. On October 22, 1987 at 9:30 A.M. there will be a tour of the 25 units so the commissioners can see the actual condition of the exteriors. Representative Cahir has been provided with a copy of the letter that went to EOCB and it is hoped he may be able to exert some pressure on them. Mr. Ridley feels that something might be accomplished at a meeting on November 12, 13 with Representatives Cahir and Fitzgerald. In reference to the 667 Project, Mr. Gorton said that the third phase of the work has been scheduled, and his request for \$410,000 has been cut to \$130,000 with a lot of the necessary work cut out of that. He also stated that there is a requirement for additional man-power but EOCB does not want to fund that either.

Status of 47-4 Sewer Connection

In reference to the sewer connection, Mr. Ridley stated that HUD had disapproved the request for emergency funds due to a misconception on the part of HUD. A year ago \$300,000 had been programmed over a four-year period (at \$70,000 per year) to enclose the Tatakot walkways. HUD assumed that the Authority had \$300,000 in the reserve funds. Normal procedure for HUD management would have been to call in the Financial Manager, the Housing Management Office and technical service personnel. However, the Public Housing Director allegedly did not consult with HUD management which resulted in misinformation about the Authority's financial condition. The Authority closed out with \$125,000 in the reserve to pay for the sewer project and still remain at the 40% minimum. The only thing the Authority can do now is to go to HUD and request permission to go below the 40% minimum to 20% minimum. If we have permission to go to the 20% minimum, there will be about \$105,000 for the sewer project. The cost for the sewer project came in at a figure close to \$99,000. HUD indicated that there may be some fall-out money, but that is not definite. It must be determined by HUD immediately to permit the Authority to go to the 20% minimum. If not, the Town will place a surcharge tax against the Authority at the rate of \$22,000 per year. A motion was made by Arthur Doyle to approve going to the 20% minimum and Mr. Flynn seconded the motion. 4 Ayes. 0 Nays. MOTION CARRIED

Mr. Gorton stated then that a vote of authorization to accept the low bidder was required and then have it turn up in resolution form pending approval of the money. Motion made by Arthur Doyle and seconded by Matthew Walsh. 4 Ayes. 0 Nays. MOTION CARRIED

Low Income Housing Policy Statement

A discussion initiated by Mr. Glynn on the issuance of a low income housing policy statement for developers brought out several points in regard to density, location and funding. Mr. Doyle suggested that there be a special meeting so that they could discuss the pros and cons on the policy statement in view of the fact there are so many factors to be considered. Mr. Haynes told Mr. Arbusto that following the meeting we should have some sort of criteria and could then have a more meaningful discussion. Mr. Arbusto is anxious for a letter of some sort regarding the opinion of the Falmouth Housing Authority. Mr. Glynn told Mr. Arbusto that we should have that criteria in about two weeks - perhaps by the next meeting.

Closing of the Authority Office on Wednesdays

Approval was granted by the Board for the housing office to close Wednesdays, except for emergencies, to reduce the backlog of administrative work.

NEW BUSINESS

Uniforms for the Housing Inspector

Because of the requirements of the detailed inspections performed on houses, approval was granted to provide uniforms for the Housing Inspector.

Pet Policy

At present there is a State Pet Policy provided for the Tatakot Apartments, but this is a policy that is generated by HUD, copies of which must be provided to residents of both Harborview and Tatakot. It has been decided to adopt the new policy since it will satisfy both the State and Federal Projects. Mr. Doyle moved to accept this policy and Mr. Walsh seconded the motion. 4 Ayes. 0 Nays. MOTION CARRIED

Re-appointment of Mr. Flynn to Falmouth Housing Trust

Mr. Flynn will be absent from this area for several months and Mr. Doyle moved that the Chairman be authorized to appoint someone representing the Housing Authority to take his place. Mr. Flynn seconded the motion. 4 Ayes. 0 Nays. MOTION CARRIED

Approval of Section 8 ACC for Project No. MA06-E047-001 (Renewal)

Mr. Ridley explained that this would be coming up every two years instead of every five years, until such time as Congress decides to continue with the Section 8 Program or go to the Voucher Program. Mr. Doyle moved to go ahead to get the funding for the program and Mr. Walsh seconded the motion. 4 Ayes. 0 Nays. MOTION CARRIED

Families in Motels

Although this was not on the agenda, Mr. Walsh again brought up the problem of the number of families living in motels and the requirement for the Authority to give them all assistance possible. Mr. Doyle inquired if there was some way we could get a list of these people and Mr. Ridley said that it could be done, and that he would have that information at the next meeting.

Meeting adjourned at 11:00 A.M.


James F. Ridley, Jr., Executive Director


Charles Haynes, Chairman

FALMOUTH HOUSING AUTHORITY

115 SCRANTON AVENUE

OCTOBER 22, 1987

SPECIAL MEETING

MEMBERS PRESENT: Charles Haynes Chairman
Arthur Doyle, Vice Chairman
Paul Glynn, Treasurer
L. Emmett Flynn, Assistant Secretary

MEMBERS ABSENT: Matthew Walsh, Member

STAFF PRESENT: James F. Ridley, Jr., Executive Director/Secretary

OTHERS PRESENT: Renee Twombly, Cape Cod Times
Lillian Taksery, Falmouth League of Women Voters

The special meeting of the Board of Commissioners convened at 2:00 P.M. on October 22, 1987.

Following a discussion on the Low Income Housing Policy Statement for developers, it was agreed by the members present to have Mr. Glynn rewrite the policy statement and resubmit to the Board for review and approval.

The Board also approved Mr. Lanoie's appointment to the Falmouth Housing Trust for a three year period. Mr. Lanoie will be representing the Falmouth Housing Authority.

A discussion on the condition of the twenty-five (25) Chapter 705 units inspected October 22, 1987 followed. Approximately twelve units require immediate attention to bring them up to standard. The Board requested Mr. Ridley to follow up with a priority list for unit repairs depending on the availability of funds.

Meeting adjourned at 3:00 P.M.


James F. Ridley, Jr., Executive Director/Secretary


Charles Haynes, Chairman

FALMOUTH HOUSING AUTHORITY

115 SCRANTON AVENUE

NOVEMBER 10, 1987

GENERAL SESSION

MEMBERS PRESENT: Charles Haynes, Chairman
Arthur Doyle
Paul Glynn
Matthew Walsh

MEMBERS ABSENT: L. Emmett Flynn

STAFF PRESENT: James F. Ridley, Jr., Executive Director
Ronald Lanoie, Assistant Executive Director
Ethel Falconieri, Clerk

OTHERS PRESENT: Frank Duffy, Esquire
Laura Belair, Tenant, 705 Housing
Margo Finnell, Falmouth Family Shelter
Peter Kerwin, Falmouth Human Services
Frederic B. Presbrey, Housing Assistance Corporation
Lillian Talsery, Falmouth League of Women Voters

The General Session of the Board of Commissioners of the Falmouth Housing Authority convened at 10:00 A.M. November 10, 1987. Roll call was taken. Mr. Doyle, here; Mr. Haynes, here; Mr. Glynn, here; Mr. Walsh, here. Mr. Flynn was absent.

Approval of the Agenda

The agenda was approved with the addition of two items. The problem of the homeless was added under Old Business and approval of leave for Mr. Ridley was added under New Business.

Approval of Minutes of October 13, 1987

There was one correction to the minutes of the meeting of October 12, 1987. Mr. Doyle's first name was corrected from Charles to Arthur. Mr. Glynn moved that the minutes be approved and Mr. Walsh seconded the motion. 3 Ayes. 0 Nays.

MOTION CARRIED

OLD BUSINESS

Status of State Project 667 Modernization

Exterior demolition has started at the Mayflower Project. Mr. Haynes stated that he would like to bring this subject up again in Executive Session.

Status of State Project 689 New ConstructionStatus of State Project 705 Modernization Program

There has been no change in the status of these two projects since the last meeting. When Mr. Glynn questioned whether the State knew that we had a site for the 689 Project, he was advised in the affirmative by Mr. Lanoie.

Status of 47-4 Federal Sewer Connection

Mr. Lanoie advised the Board that the Authority still does not have the money to go forward with this project, but is still awaiting determination of negotiations with HUD.

Low Income Housing Policy Statement

Mr. Glynn noted that no one seemed to want to make any minor changes to his draft of a Low Income Housing Policy Statement at the meeting held on October 22, 1987. Mr. Glynn feels that the Authority could give developers a general guideline without going into specifics; that should be up to the other boards in the Town of Falmouth. The intent of the Authority is how best to encourage, not discourage, the interest in low income housing. Mr. Walsh missed the special meeting that was held October 22 and would like additional time to review the letter as written. Mr. Duffy cautioned the Board that such a Policy Statement should not create too many barriers either. Tabled until next meeting.

Appointment of Mr. Lanoie to Falmouth Housing Trust

The Chairman of the Board of Commissioners has appointed Mr. Lanoie to the Falmouth Housing Trust. Mr. Glynn noted that Mr. Lanoie attended a recent meeting and seemed ready to take an active role in the trust.

Problem of the Homeless

Mr. Walsh brought up the subject of the homeless; families living in motels and noted a figure of 54 or 55 families, of which about 70% would be children. That figure did not include families being housed in shelters where there are, at this time, eight mothers and sixteen children. Mr. Walsh had asked Mr. Kane, head of the Welfare Department in Falmouth to attend the meeting, but he was not present. Mr. Presbrey, of the Housing Assistance Corporation opened with a statement pointing out the economic factors as a problem; the fact that the income level of the wage earner has not gone up proportionately with the rise in property prices. He said that the profile of the average family that is homeless is that of a single, white mother with one or two children. There are a total of 48 families in Barnstable County in motels, some of which are in Falmouth. Mr. Lanoie pointed out that during the months of July, August, September and October, 35 homeless families were housed. Mr. Presbrey does not feel that motels and shelters are a long-term solution for the homeless. He suggested that some solutions would be to try to increase welfare benefits, try to step up efforts to get people out of motels and into shelters, or find ways to get the private sector involved by getting developers to build low cost housing. He feels it is time to look to the 705 Program as a tool to house the larger homeless families. Mr. Presbrey also stated that rental prices have not gone up proportionately with home ownership prices primarily because there is some dependency on the rental market. Housing Assistance Corporation acts as a clearing agency for the certificates they receive, and a person in a motel in Falmouth or Mashpee may go to another town for housing. Mr. Lanoie said that the homeless people are getting the certificates and assistance, through Housing Assistance Corporation and the Housing Search workers and the landlords that contact the Authority. Ms. Finnell stated that all of the agencies are working together and working very hard to house the homeless and is amazed that as much is accomplished with the number of agencies involved. Mr. Kerwin pointed out that one of the problems is that of children parenting children and suggested that the 689 Program should be one of highest priority. He feels that this program has a great potential for pregnant and parenting teens. Mr. Glynn also feels that everyone is working in the best interests of housing the homeless and trying to encourage the private sector to do the same.

Laura Belair, 705 Tenant

Laura Belair of 14 Ashton Avenue, which is one of the 705 houses owned by the Falmouth Housing Authority, is interested in buying the property. She had with her a clipping from a local newspaper which led her to believe that this was perhaps a possibility. It was explained to her that as much as the board would like to sell the property and use the proceeds to repair the remaining 24 houses in the 705 category, this would be virtually impossible. Even if it were possible to sell the property (and it isn't), any monies derived from the sale would have to be returned to the state. Mr. Duffy said that even if legislation were changed, there would be no guarantee that she would be able to purchase the house she now resides in with her family. Mr. Glynn suggested that perhaps there would be some assistance through the HOP since she and her husband are interested in purchasing a home for themselves and their three children. She was very much interested in having the board aware of their interest in the property at 14 Ashton Avenue.

Payment of Bills

Mr. Doyle moved that the bills be paid. Mr. Walsh seconded the motion. 3 Ayes. 0 Nays. MOTION CARRIED

NEW BUSINESS

Approval to Pay Kathleen Henderson Compensatory Time

Mr. Glynn moved that Kathleen Henderson be paid 15½ hours compensatory time. This was seconded by Mr. Doyle. 3 Ayes. 0 Nays. MOTION CARRIED

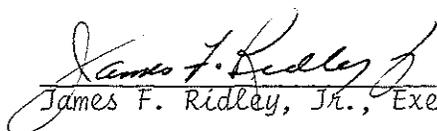
Cash Management Policy, Resolution No. 87-025

After a short discussion Mr. Doyle moved that Resolution No. 87-025 be approved. Mr. Glynn seconded the motion. A roll call vote was taken. Mr. Doyle, aye; Mr. Haynes, aye; Mr. Glynn, aye; Mr. Walsh, aye. 4 Ayes. 0 Nays. MOTION CARRIED

Leave Request for Executive Director

The Executive Director requested leave for the period January 13, 1988 through February 5, 1988. Any leave request for the Executive Director for a period longer than two weeks requires board approval. Mr. Doyle made a motion to approve the request. Mr. Glynn seconded the motion. 3 Ayes. 0 Nays. MOTION CARRIED

General Session Adjourned at 11:30 A.M.


James F. Ridley, Jr., Executive Director


Charles Haynes, Chairman

FALMOUTH HOUSING AUTHORITY

115 SCRANTON AVENUE

DECEMBER 8, 1987

GENERAL SESSION

MEMBERS PRESENT: Charles Haynes, Chairman
Arthur Doyle
Paul Glynn
Matthew Walsh

MEMBERS ABSENT: L. Emmett Flynn

STAFF PRESENT: James F. Ridley, Jr., Executive Director
Thomas Gorton, Maintenance Foreman
Ethel Falconieri, Clerk

OTHERS PRESENT: Frank Duffy, Esquire
William Dobson, Developer, Freedom Crest Nursing Home
Carl Cooperrider, Associate of Mr. Dobson
John McCormick, Attorney for Mr. Dobson
Jeanne L. Clifford, Chairman, Falmouth Retirement Board
Lillian Takser, Falmouth League of Women Voters
Renee Twombly, Cape Cod Times
James Hrynshyn, Falmouth Enterprise
Mr. Lindquist, Architect, 667 Modernization Project

The General Session of the Board of Commissioners of the Falmouth Housing Authority convened at 10:00 A.M. December 10, 1987. Roll call was taken. Mr. Doyle, here; Mr. Haynes, here; Mr. Glynn, here; Mr. Walsh, here; Mr. Flynn, absent.

Approval of the Agenda

The agenda was approved with the addition of two items. Mr. Duffy has further information on the liability insurance and a request to decommission one apartment (22 Rose Morin) on a temporary basis. Mr. Doyle moved to approve the agenda. Mr. Glynn seconded the motion. 3 Ayes. 0 Nays. 1 Absent. MOTION CARRIED

Approval of Minutes of November 10, 1987

The minutes of the General Session of November 10, 1987 were approved as written.

OLD BUSINESS

Status of 689 New ConstructionStatus of 705 Modernization Program

Mr. Ridley advised the Board that there is nothing new to report on these two programs. The Authority is still awaiting word on both projects.

Status of 47-4 Sewer Connection

The Department of Public Works has turned the problem of the Sewer Connection over to the Selectmen of the Town of Falmouth. Mr. Glynn questioned Mr. Ridley as to whether there were any encouraging signs of the money coming through. Mr. Ridley stated that it was error on the part of HUD in turning the Authority down for the CIAP money to complete the connection. It does not appear that the Authority will be able to finance this connection until spring. Mr. Ridley will be in touch with the Selectmen of Falmouth giving them a detailed explanation of the problems encountered and the reason for the delay.

Mr. Duffy on the Tort Law

Mr. Duffy explained to the Board of Commissioners that as a result of a decision by the Massachusetts Supreme Judicial Court, it has been determined that Housing Authorities are now subject to the same laws of general liability that cities and towns are. Housing Authorities are now responsible for torts on their property; generally speaking, on anything up to \$100,000. Housing Authorities previously had a blanket liability insurance through the state and all authorities participated in this program. In a memo from EOCB (July 10, 1987 and November 9, 1987) the Housing Authority was advised that this insurance is no longer available. It appears the Housing Authority, at the present time, would be responsible for any that claims that come up. Should a claim come up in the near future, the Housing Authority would notify Allied Adjustment Company of Needham and they would investigate the claim. This company has been hired by the state. They must be notified immediately of any claim; this applies only to state property. It does not apply to Federal Projects such as Harborview and Tatakot. If there are any problems there, the Housing Authority should contact HUD immediately. Mr. Duffy and Mr. Ridley will be working on a procedure that will be in writing to preclude the possibility of any delay or missing steps in the processing of a claim. Mr. Duffy also suggested that Mr. Ridley contact HUD to see what their program is, or if they have a similar program. Mr. Doyle moved that Mr. Ridley proceed with Mr. Duffy's recommendation. Mr. Walsh seconded the motion. 3 Ayes. 0 Nays. 1 Absent. MOTION CARRIED

Low Income Housing

Mr. Haynes presented a plot plan of a proposal for low income housing to be developed by Mr. Lawrence Peters and located on Pires Way in East Falmouth. Mr. Peters has four lots on which he would build four duplexes (eight units) ranging in price from \$110,000 to \$120,000. However, he has only a 15 foot right of way and is looking for a waiver from the Planning Board to see if he can get the right of way approved. He is asking the Housing Authority to support him when he goes to the Planning Board. Mr. Haynes would like permission for himself, or any other member of the Board, to attend any of the meetings of the Planning Board or Appeals Board (or any other Board in the Town of Falmouth), in support of this project. Mr. Peters is a qualified builder and has a master's license in the building, carpentry, plumbing and electrical trades. Mr. Glynn suggested that Mr. Peters come in, in person and discuss his project with the Board of Commissioners of the Falmouth Housing Authority.

Payment of Bills

After the commissioners had an opportunity to review the bills, Mr. Glynn moved the bills be approved for payment. Mr. Walsh seconded the motion. 3 Ayes. 0 Nays. 1 Absent. MOTION CARRIED

Status of 667 Modernization Project

Mr. Gorton gave a highly favorable status report on the progress of the work at the Mayflower Project: the demolition work is complete in two buildings which comprises 8 units; 8 canopies are complete, 9 are under construction; rough plumbing in the first two buildings has been completed; the roofing on the first building is complete and the second building is re-roofed. Everything appears to be going smoothly at this point; the tenants seem to be happy and have been most cooperative. Mae Hennebury, tenant coordinator, has been able to advise Mr. Lindquist of any tenant problems and, to date, Mr. Ridley has had no tenant complaints. Mr. Gorton indicated the contractor has been most responsive and cooperative, paying attention to all details of the rehab of the units. Mr. Lindquist also spoke favorably of the contractors and their work and the courtesy they have extended to the occupants of the Mayflower Project. Work is progressing in such a fashion that some of the tenants may be able to move back into their apartments the second or third week of January. Mr. Glynn mentioned that he is interested in seeing an example of what has been accomplished so far. Mr. Ridley said that there would be an initial inspection

with each tenant prior to their moving back into their apartment. Also, at the end of the contract, there will be an evaluation sheet to fill out for EOC for their future information in evaluating contractors.

NEW BUSINESS

Approval of Mr. James McHugh as Project Rep for 667 Modernization
Mr. James McHugh is employed by the Architect, Mr. Landquist, as Project Representative for the 667 Modernization Project but his salary will come out of the Modernization Money. Based on his qualifications, his base salary will be \$550 per week plus 25% expense allowance. Mr. Doyle moved that Mr. McHugh be approved as Project Representative and Mr. Glyn seconded the motion. 3 Ayes. 0 Nays. 1 Absent.
MOTION CARRIED

Temporary Decommisioning of Apartment 22 Rose Morin

Mr. Ridley requested Board approval for the temporary deactivation of apartment 22 Rose Morin, and for permission to go to EOC, to convert this apartment to a washer/dryer facility for the residents of Rose Morin. The elderly in the apartment do not now have the convenience of washers and dryers in their apartments and encounter problems in getting to and from the local laundromats. The washer/dryer equipment would be located in the kitchen/dining area. Mr. Haynes suggested that perhaps the living room area could be used as a meeting room for tenants which they do not have at this time. Mr. Glyn moved that Mr. Ridley go forward with this request. Mr. Walsh seconded the motion. 3 Ayes. 0 Nays. 1 Absent.
MOTION CARRIED

Site Plan for Freedom Crest Nursing Home

Mr. John McCormick, attorney for Mr. William A. Dobson, presented the proposed plans/layout for the nursing home to the Board of Commissioners. The nursing home would about Authority property on Rose Morin Drive. The Planning Board of the Town of Farmouth has raised the question of whether or not there would be access between the two properties for emergency vehicles. The Commissioners reviewed and discussed the plans; then, Mr. Dobson, developer of the proposed Freedom Crest Nursing Home, introduced himself to the Board of Commissioners. He stated that what he really needed was a letter of endorsement to present to the Planning Board stating that the Housing Authority is in favor of his proposed plan and the pedestrian/vehicle emergency access area from Rose Morin Drive. The main access to the proposed nursing home is from Jones Road. Mr. Doyle moved that we approve the concept of the nursing home, the location of the nursing home and the proposal for an emergency access entrance (an unpaved road) with a breakaway chain as presented by Mr. Dobson. Mr. Walsh seconded the motion. 3 Ayes. 0 Nays. 1 Absent.
MOTION CARRIED

Ms. Jeanne L. Cliggord, Chairman, Farmouth Retirement Board

The employees of the Farmouth Housing Authority come under the Town of Farmouth Retirement System. The town appropriates one lump sum to the retirement system for their employees. Ms. Cliggord is hoping that Farmouth Housing Authority can do the same for their employees, instead of being on a "pay-as-you-go" basis. It appears the Housing Authority was incorrectly advised to go on that basis. When questioned, Ms. Cliggord told Mr. Glyn she would get a letter from the Regal department which governs all retirement systems. Meanwhile, Mr. Ridley will confer with HUD and EOC since they contribute a 60-40 share to the retirement fund. Ms. Cliggord is hoping that the Authority can come up with \$39,000 by the end of December as their share of the contribution to the retirement fund.
Approval of Farmouth Housing Authority's Affirmative Action Plan
Approval of Farmouth Housing Authority's Tenant Selection and Assignment Plan
Both plans have been reviewed by the Commissioners and Mr. Glyn moved they be accepted as written. Mr. Doyle seconded the motion. 3 Ayes. 0 Nays. 1 Absent.
MOTION CARRIED

Meeting Adjourned at 11:05 A.M.

James F. Ridley, Jr., Executive Director

Charles Haynes, Chairman

FALMOUTH HOUSING AUTHORITY

115 SCRANTON AVENUE

JANUARY 12, 1988.

GENERAL SESSION

MEMBERS PRESENT: Arthur Doyle, Vice Chairman
Paul Glynn
Matthew Walsh

MEMBERS ABSENT: Charles Haynes
L. Emmett Flynn

STAFF PRESENT: James F. Ridley, Jr., Executive Director
Ethel M. Falconieri, Clerk

OTHERS PRESENT: Frank Duffy, Esquire
Renee Twombly, Cape Cod Times
Beverly Lippman, Nutrition Project Director
Maureen Coughlin, Tenant
Mr. & Mrs. Salvatore Dattilo, Landlords

The General Session of the Board of Commissioners of the Falmouth Housing Authority convened at 10:00 A.M. January 12, 1988. Roll call was taken. Mr. Doyle, here; Mr. Glynn, here; Mr. Walsh, here. Mr. Haynes & Mr. Flynn were absent.

Approval of the Agenda

The agenda was approved with the addition of several items: Change Order #1 to the 667-1-3 Project; Ms. Beverly Lippman, Nutrition Project Director and Mr. Walsh on the VFW and their responsibility for the grounds area.

Approval of Minutes of December 8, 1987

The minutes of the Commissioners Board Meeting of December 8, 1987 were approved as written. Motion made by Mr. Glynn and seconded by Mr. Walsh. Two Ayes. 0 Nays. 2 Absent. MOTION CARRIED

NEW BUSINESS

Ms. Beverly Lippman, Project Manager, Nutrition Center

Ms. Lippman was introduced to the members present. She explained to the Commissioners that the Nutrition Program is funded by the State and Federal governments, and also by the County. This year they have not received an increase in their budget to cover the increased costs to the project and she is looking for ways to cut corners without having to put a cap on, or cut back on, the meals. She is, therefore, looking to the Authority for some assistance, and one means would be to cut back on the rental fee of \$250 per month - noting that they pay \$100 per month at the Hyannis location. The Housing Authority provides all the equipment for the operation of the kitchen at no cost to the Nutrition Program. The kitchen was built specifically for this program and Mr. Duffy reminded Board members that the Authority is obligated to recoup the cost of building the kitchen. It was generally agreed by the Board that they do provide an excellent service. Mr. Glynn moved that the rent be reduced to \$100 per month and Mr. Walsh seconded the motion. 2 Ayes. 0 Nays. 2 Absent. MOTION CARRIED

OLD BUSINESS

Status of State Project 667 Modernization

Mr. Ridley stated that approximately 75% of the work is completed and that eight of the units should be ready to move into by the end of the month. A few minor delays have been encountered, but nothing serious. There is a Change Order (#1) to include shut-off valves at both the Salt Sea and Mayflower Projects amounting to \$1,185. These items have been recommended by the architect. Mr. Glynn moved that Change Order #1 be approved and Mr. Walsh seconded the motion. 2 Ayes. 0 Nays. 2 Absent. MOTION CARRIED

Status of 689 New Construction

There is still no definite word on the funding by the Department of Mental Health on the 689 Project. A total of 18 Authorities have asked for funding under the Program and it is possible there will be some word from the Department by the end of the month. Once the Department of Mental Health has the funding in hand, a decision will be made and the Authorities will be advised of their status.

Status of State Project 705 Modernization

Mr. Ridley advised the Board that this modernization is supposed to be included in the budget for Fiscal Year 1988. Falmouth Housing Authority asked for \$313,000 six months ago. Mr. Ridley anticipates an increase of about 10% over the original estimate due to rising costs of supplies and labor. The State authorizes a block of money for the 705 Projects and EOCB will be making the determination as to who receives the money. Mr. Ridley did say that it looks promising.

Status of 47-4 Sewer Connection

A letter was sent to HUD January 12, 1988 with the new modernization CIAP asking for \$220,000 for the sewer connection. Money was not forthcoming from HUD previously due to a miscalculation on their part. Included in the letter to HUD was a copy of the letter that went to Ms. Virginia Valiela, Selectman/Assessor/Board of Health of the Town of Falmouth explaining our delay in making the connection to the municipal sewer collection system. It appears this money will be forthcoming this year. The Town of Falmouth has requested they be advised of the status of the Authority on a month to month basis. There is a meeting January 19, 1988 and they will review the application at that time. Mr. Lanoie and Mr. Gorton will be attending the meeting.

Low Income Housing Policy Statement

Mr. Glynn explained that the Authority had considered a general statement on the policy of the Authority towards developers of low income housing, but at the present time, such a letter does not seem to be an immediate requirement. The suggestion originally came into being because of the number of developers approaching the Board of Commissioners seeking support of their projects. Mr. Glynn suggested we wait and see if we have a requirement for such a statement at all. This item tabled until the next meeting.

Retirement/Allocation Contribution

At the meeting of the Commissioners in December, Ms. Jeanne Clifford of the Falmouth Retirement Board came before the Board to Request the Authority's contribution to the retirement (\$39,000) be paid in advance. It was explained to her that the Authority did not have the cash flow to lay out such a sum at that time. Mr. Glynn questioned why we would want to do this since the Authority presently pays \$3,000 per month into the retirement system. At the December meeting Ms. Clifford agreed to provide the Authority with more information on its contribution. To date this information has not been received. Mr. Glynn suggested this item be tabled until we have further information and Mr. Doyle agreed.

Liability Insurance/Tort Claims

Mr. Ridley and Mr. Duffy will be meeting to establish procedures in the event of any claims.

Mr. Lawrence Peters, Developer

Mr. Peters was not present at the meeting. He has a proposal for building four duplexes on Pires Way, a project that Mr. Haynes is interested in. Mr. Haynes will not be able to attend the meetings for a while. This item was tabled.

Deactivation of Apartment 22 Rose Morin

A letter has gone forward to EOCB requesting permission to deactivate the apartment at 22 Rose Morin in order to provide a washer/dryer facility and also a meeting room for the residents of Rose Morin. This will keep this project in line with the Mayflower and Salt Sea Projects. To date there has been no reply.

VFW and Maintenance Responsibilities

It was pointed out by Mr. Walsh that the VFW is not living up to its responsibility as indicated in their agreement by keeping the handicapped walkways open. There is no access to the Stop and Shop. Mr. Duffy and Mr. Ridley will review the agreement and lease since it does cover the responsibilities of the VFW.

Commissioners Training Update

Members of the Board were advised of the Training Update to be held on January 23, 1988 at the Plymouth Sheraton. This will be a one-day seminar.

Payment of Bills

The item of \$23,248.94 for the Falmouth Retirement Board came under discussion. The Authority has been advised by the Fee Accountant that there are sufficient funds to cover this amount which covers the balance of the contribution for 1987. What the Authority is not paying is the \$39,000 for 1988 since the assessment for 1988 has not been provided. When questioned by Mr. Doyle about the \$6,820 to

Sears Commercial Credit, Mr. Ridley stated that it was for refrigerators that were delivered. Mr. Walsh moved that the bills be paid. Mr. Glynn seconded the motion. 2 Ayes. 0 Nays. 2 Absent. MOTION CARRIED

General Session Adjourned at 10:40 A.M.


James F. Ridley, Jr., Executive Director


Arthur T. Doyle, Vice Chairman

FALMOUTH HOUSING AUTHORITY

115 SCRANTON AVENUE

FEBRUARY 9, 1988

GENERAL SESSION

MEMBERS PRESENT: Arthur Doyle, Vice Chairman
Paul Glynn
Matthew Walsh

MEMBERS ABSENT: Charles Haynes
L. Emmett Flynn

STAFF PRESENT: James F. Ridley, Jr. Executive Director
Ronald M. Lanoie, Assistant Executive Director
Ethel M. Falconieri, Clerk

OTHERS PRESENT: Frank Duffy, Counsel
Mary Lyons, Falmouth Enterprise

The General Session of the Board of Commissioners of the Falmouth Housing Authority convened at 10:00 A.M. February 9, 1988. Roll call was taken. Mr. Doyle, here; Mr. Glynn, here; Mr. Walsh, here. Mr. Haynes and Mr. Flynn were both absent.

Approval of the Agenda

Mr. Glynn moved to approve the Agenda as written and Mr. Walsh seconded the motion. 3 Ayes. 0 Nays. 2 Absent. MOTION CARRIED

Approval of Minutes of January 12, 1988

Mr. Glynn moved to approve the minutes of the meeting of January 12, 1988. Mr. Walsh seconded the motion. 3 Ayes. 0 Nays. 2 Absent. MOTION CARRIED

Payment of Bills

Mr. Glynn made a motion to approve payment of the bills. Mr. Walsh seconded the motion. 3 Ayes. 0 Nays. 2 Absent. MOTION CARRIED

OLD BUSINESS

Status of State Project 667 Modernization

Mr. Ridley suggested this item be discussed later in the meeting when Mr. Gorton would be available to present a current up-date on the work in progress.

Status of State Project 689 New Construction

Mr. Ridley told the Board of Commissioners that the Authority has had a request in since August 5, 1987 but has heard nothing definite as to our status for funding. Mr. Doyle questioned whether we have a site in mind for this project and Mr. Ridley replied that we do; it is a 3/4 acre lot adjacent to the Rose Morin Bayberry Apartments. Mr. Glynn mentioned his concern as to whether the area is zoned for business or agriculture and whether there would be a problem with permits. Mr. Walsh questioned the number of beds that would be provided and Mr. Ridley explained that in addition to the eight beds, there would be areas for administrative personnel, cooking facilities and personnel who would be on duty 24-hours a day. Word should be coming down soon from the Department of Mental Health on the status of this request.

Status of State Project 705 Modernization

Mr. Ridley told the Board that the request is now in the hands of Mr. Patterson at EOCB. When questioned by the Commissioners, Mr. Ridley stated that the request was forwarded in ample time to be included in the allocation of the Modernization Money for FY88. He is quite certain that the 10% cost override will be included in the request that was submitted for \$313,000.

Status of 47-4 Sewer Connection

Mr. Lanoie told the Board that he had attended a meeting with HUD in Boston in reference to this project and was told by Mr. Murphy that it would be approved although the Authority does not have this in writing yet. Mr. Doyle questioned what this amount of money was and Mr. Ridley told him that it was for \$220,000, which is somewhat higher than the low bid. However, there are additional expenses involved in the sewer connection, one of which would be filling in the old septic system and draining it out. Mr. Walsh questioned the penalty the town could assess for the delay in not connecting to the sewer system and Mr. Duffy explained that there will be a substantial fee, but that will not come about until October since it must first appear in the town warrant. Meanwhile, the Selectmen of Falmouth understand the position the Authority is in and is also communicating with HUD.

VFW and Responsibilities

On the subject of the VFW, Mr. Ridley told the Board that the VFW is in the process of selling the house adjacent to their property. Once that house is removed, they will be closing the driveway on the left, repaving the parking area and changing the entrance and exit to the Post. When that is done, and in view of the improvements that have been made with the addition of the sidewalk, the VFW may ask the Authority to consider using the sidewalk for the handicapped in lieu of the present walkway. Mr. Ridley will take this item up with Mr. Casey of the VFW and Mr. Gorton, the Maintenance Foreman since it is necessary to satisfy the requirements of the handicapped. Mr. Duffy explained that the VFW is still responsible for maintaining the walkway between their Post and our project - noting that they did, in fact, build the walkway. Mr. Ridley advised the Board that there would be a proposal made at the next meeting of the Board of Commissioners.

Closing of the Waiting List

A lengthy discussion followed on the proposal to close the waiting list to new applicants. Mr. Ridley explained to the Board that it will take several years to accommodate those presently on the waiting list, and that by taking additional applications now only creates an additional work load for the administrative personnel. Approval of this request has already been received from HUD, but the Authority has not yet heard from EOCD. Closing the waiting list has been accomplished at other Authorities so the request by Mr. Ridley is not unique to the housing program. Mr. Ridley went on to say that emergencies would be taken care of. The commissioners had many questions as to what the impact would be on the community, the people that had a requirement for housing and wanted to apply without waiting an extended period before having the opportunity to do so. Mr. Glynn wanted to know which was most time consuming - taking the applications or the updating of the application and keeping it current. Mr. Doyle was interested in knowing the actual number of people on each type of list and questioned the possible duplication since applicants may apply for more than one type of housing. Mr. Lanoie explained that each person that comes in and applies for housing may request both Federal and State aided housing and would, therefore, be assigned a number - one Federal and one State because they are two separate programs and must be maintained on two separate lists. An additional number of certificates would allow the Authority to house more people, but the certificates are not available. Mr. Lanoie indicated that once the computer is installed it will be much easier to present a clearer, more concise picture of the waiting list. This item will be taken up at the next meeting for a determination on the closing of the waiting list to applicants, how long the closing would be and perhaps an established time when the list would open for accepting new applications.

Closing the Week of February 22, 1988

Mr. Ridley is proposing to close the Authority offices the week of the 22nd of February so that Data General can install the computer and Authority personnel can undergo the necessary concentrated training without interruption. Maintenance personnel would be available as usual and the telephone would be answered. Inspections would also continue as usual. Mr. Lanoie explained that the soft ware had been written for all of EOCD's Programs and eventually we will be able to access all of the authorities since they will all have the Data General System. Mr. Glynn made a motion to approve the closing and Mr. Walsh seconded the motion. 3 Ayes. 0 Nays. 2 Absent. MOTION CARRIED

NEW BUSINESS

Travel Pay

Each year EOCD puts out a proposed budget limitation authorization and in this proposal, in addition to other expenses incurred by Board members and personnel, is a .22¢ per mile for travel as opposed to the .205¢ presently being allowed. Federal authorization is .205¢ per mile, but they will concur with the .22¢ authorized by EOCD according to Mr. Ridley. Mr. Glynn moved to approve the increase to .22¢ and Mr. Walsh seconded the motion. 3 Ayes. 0 Nays. 2 Absent. MOTION CARRIED

New 707 Lease

As a point of information for the commissioners, Mr. Lanoie explained the 707 lease which had been sent to the Authority as a courtesy copy and one to which this Authority had no input. It is a requirement that every Authority follow the terms of the lease and make no changes whatsoever. Effective with this lease, the landlord is now required to pay for all water consumption, which has not been the case in the past. Prior to this, the tenant paid for all overages of water consumption. This had been added under the terms of the old lease, but it can no longer be done. Some landlords have complained of overages amounting to as much as \$60 to \$100 per quarters, mainly from tenants who have larger families. In addition, once the sewer system is installed, the sewer charges will then become a part of the water bill.

Fair Market Rents

Mr. Lanoie presented the list of the new Fair Market Rents which are in effect for the Cape Cod area. It was generally agreed that it was a fair assessment based on the rents in this area.

Amendment #4 to ACC No. B-1578 (MA047004 and MA06P047005)

Mr. Ridley explained to the Commissioners that this is the contract with HUD which authorizes the monies for the operation of the Barborview and Tatakak Apartments. It is necessary that these rules be accepted as set down by the contract. Mr. Glynn moved to approve the amendment and Mr. Walsh seconded the motion. 3 Ayes. 0 Nays. 2 Absent. MOTION CARRIED

Amendment #2 Grant Contract Amendment 667-C (\$199,108)

Mr. Ridley stated this is an increase in money for the 667 Renovation Project. The vote of the Board is required each time there is a change that takes place and an amendment or resolution is required. Mr. Glynn moved to approve the amendment and Mr. Walsh seconded the motion. 3 Ayes. 0 Nays. 2 Absent. MOTION CARRIED

Asbestos Abatement, UNR Industries, Inc.

Mr. Duffy told the Board that UNR Industries has filed for bankruptcy in Chicago, IL. He has received a letter from EOCD requesting that this Board vote today to authorize the Chief Counsel for EOCD to represent the Falmouth Housing Authority, along with all other housing authorities in the state, in this litigation. At one time, asbestos was widely used and the \$19,000 claim from Falmouth Housing Authority represents the costs for removal of asbestos that was used in the construction of apartments in 1959 and 1965. Mr. Duffy must also respond in writing to some of the questions that were submitted in the letter from EOCD. Mr. Walsh moved that counsel from EOCD represent the Falmouth Housing Authority. Mr. Glynn seconded the motion. 3 Ayes. 0 Nays. 2 Absent. MOTION CARRIED

Massachusetts Public Employees Discussing Wages

Mr. Ridley told the Board that we have a three year contract with the union and that we will be opening just the wage portion of the third year of the contract for wage negotiations. Prior to this, Mr. Ridley must notify EOCD and they will advise him what actions must be taken with the union.

Laundry Facilities, Bayberry Apartments (667-3)

Approval has been received from EOCD to deactivate the apartment at 22 Rose Morin for the installation of washers and dryers for the residents and also to provide a lounge room/meeting area for them. The Authority will purchase the washers and dryers.

Cable TV

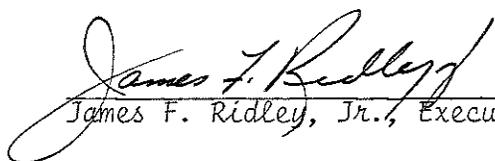
Although not on the agenda, Mr. Walsh brought up the subject of Cable to be installed at Tatakak in the near future. Mr. Ridley indicated that Salt Sea,

Mayflower and Bayberry are also being considered for Cable while still maintaining the present system for regular TV viewing. There are residents who may not wish to subscribe to Cable because of the additional charge.

Status of State Project 667 Modernization

This item was postponed from earlier in the meeting so that Mr. Gorton could be present to update the commissioners on the work in progress. Mr. Gorton again expressed his pleasure with the progress of the work, the general attitude of cooperation and accomplishment by the contractors and he also, along with Mr. Ridley, praised the work of the tenant coordinator, Mae Hennebry, who has accomplished so much in easing the trauma of the move for the tenants. Work is also progressing at an excellent pace at the Mayflower and Salt Sea Projects. Mr. Gorton mentioned that funding could not be obtained for new shutters, so the work of scraping/sanding old shutters is being done by Authority personnel in-house. The original shutters will do much to enhance the exteriors of these projects. Damages to the landscape is a contractor responsibility and will be taken care of at a later date according to Mr. Gorton.

Meeting Adjourned at 11:30 A.M.


James F. Ridley, Jr., Executive Director


Arthur T. Doyle, Vice Chairman

FALMOUTH HOUSING AUTHORITY

115 SCRANTON AVENUE

MARCH 8, 1988

GENERAL SESSION

MEMBERS PRESENT: Charles Haynes, Chairman
Arthur Doyle
L. Emmett Flynn
Paul Glynn
Matthew Walsh

STAFF PRESENT: James R. Ridley, Jr., Executive Director
Ronald M. Lanoie, Assistant Executive Director
Ethel M. Falconieri, Clerk

OTHERS PRESENT: Charles Sabatt, Attorney for Cross Roads East
Thurston Burns, Developer, Cross Roads East
Marcy Arbusto, Developer, Cross Roads East
Lillian Taksery, Falmouth League of Women Voters
Renee Twombly, Cape Cod Times

ABSENT: Frank Duffy, Counsel

The General Session of the Board of Commissioners of the Falmouth Housing Authority convened at 10:00 A.M. March 8, 1988. Roll Call was taken. Mr. Doyle, here; Mr. Flynn, here; Mr. Haynes, here; Mr. Glynn, here; Mr. Walsh, here. Mr. Flynn had returned from his business trip and Mr. Haynes, still on crutches but recuperating from injuries suffered in a fall on the ice this past winter.

Approval of the Agenda

The agenda was approved with the addition of the following items under New Business:

- F. Cablevision Update
- G. Commissioner Absenteeism
- H. Safety Deposit Box
- I. Uniforms for Maintenance Personnel
- J. New Truck
- K. Germaine's Fencing
- L. Evaluation of Executive Director
- M. 705 Property Information
- N. Up-date on the Homeless

Mr. Doyle moved that the agenda be approved with the new additions and Mr. Flynn seconded the motion. 4 Ayes. 0 Nays. MOTION CARRIED

Approval of Minutes of February 9, 1988

Mr. Doyle moved that the minutes of the meeting of February 9, 1988 be approved. Mr. Walsh seconded the motion. 4 Ayes. 0 Nays. MOTION CARRIED

Payment of Bills

Mr. Doyle moved that the bills be paid. Motion seconded by Mr. Flynn. 4 Ayes. 0 Nays. MOTION CARRIED

OLD BUSINESS

Status of 667 Modernization

Mr. Ridley requested a hold be placed on this discussion until Mr. Gorton could be present. Mr. Gorton meets with the contractors each Tuesday morning, but will be available a little later in the meeting.

Status of State Project 689 New Construction

Mr. Ridley explained to the Board that this project is still on hold, but that we are still in contention for it. He has already informed the Department of Mental Health that we do have a site for the building and it would probably be in the Rose Morin area. The Authority would own the building and would perform the maintenance on it. Mr. Glynn questioned whether this would be one of the Housing Trust projects and Mr. Ridley explained that this had nothing to do with the Falmouth Housing Trust or proposed 3-bedroom handicapped units. The control and operation of the 689 Project would be the responsibility of the Department of Mental Health: the Authority would be responsible only for the maintenance of the building. Mr. Doyle questioned whether or not there would be a requirement for additional maintenance personnel. Mr. Ridley replied that possibly there would be and that is why the Bayberry (Rose Morin) area, because of its proximity, is an ideal location for the facility.

Status of State Project 705 Modernization

Mr. Ridley anticipates word on the request for \$313,000 Modernization Money within the next two months. He advised the Board that the request for this money has been in since last September.

Status of 47-4 Sewer Connection

Mr. Ridley has been assured by HUD that the funding for this work will be available soon. The sum of \$220,000 has been requested. A report has been sent to HUD supporting the Authority's request for additional monies for work and drawings that had not been considered previously.

VFW Meeting

A discussion followed on the VFW, the parking lot and their present lease and it was generally agreed by the Commissioners that nothing could be done at this point until the Authority has an opportunity to sit down and discuss problems with them. The VFW is waiting for a house to be moved and after that, will be able to continue work on their parking and proposed picnic area.

Closing the Application List

Mr. Doyle opened the discussion by stating his position on the closing of the waiting list to new applicants. He feels that by doing this, we are not getting a true picture of the housing requirements of the community. He is also concerned that it might possibly jeopardize our request for 705 monies. Mr. Glynn wanted to know how much this would change in two or three months; he is very much interested in a solution to the problem. Mr. Ridley indicated that he had correspondence from EOCB that would give a detailed outline, or establish a criteria, that would authorize an Authority to close their waiting list for a period of time. This information should be available sometime this month. Mr. Ridley assured the Board that this request would not endanger the request for 705 money. Mr. Doyle moved that this item be tabled and Mr. Glynn seconded the motion. 4 Ayes. 0 Nays. MOTION CARRIED

Computer Installation

The cables are all in place but the substations were late in arriving. Mr. Ridley also stated that the instructor will be available again on April 4, 1988. Meanwhile, the holders which are required are in the budget for July; until then the equipment can be used at the desk to get the information into the system.

NEW BUSINESS

Pet Rules in State Elderly Housing

Mr. Ridley explained to the Board that the state regulation for pets is similar to the Federal regulation, except that this one affects only the elderly. Denial of pets could only be done by requesting a waiver from EOCB.

Extension Cords to Heat Motor Vehicles

Mr. Ridley explained this problem to the Board, noting that one of the residents had been using an extension cord (regular household cord attached to an authorized exterior cord) to heat the engine of his diesel motor vehicle in the cold weather. The problem surfaced when the cord was run over during a snow removal operation in the area when the snow-blower cut the cord, endangering the maintenance employee. The occupant of the house became very irate. Mr. Ridley told the Board that we must have this in our policy and he will prepare it for review by the Board. The policy will be available at the next meeting for the Board to vote on.

Cross Roads East, Mr. Charles Sabbatt, Attorney

Mr. Sabatt introduced himself as an attorney in Hyannis representing the developers of Cross Roads East, Mr. Frank Arbusto and Mr. Thurston Burns. Mr. Sabatt stated that he has a proposal pending before the Board of Appeals in the Town of Falmouth for the construction of a rental project to be located in the Brick Kiln-Sandwich Road area. He stated that he is seeking a letter of support from the Authority as far as rental housing is concerned. Mr. Sabatt explained that this is a SHARP project and that 30% would be at Very Affordable rates, 30% would be at Affordable and the other 40% would be at the regular market rate. The Very Affordable units would be available to the Falmouth Housing Authority. The location would be on 5.5 acres of land in an Agriculture B district. There would be four 1-bedroom units, 18 2-bedroom units, 24 3-bedroom units and four 4-bedroom units contained in a total of nine buildings. The commissioners reviewed the plans which Mr. Sabatt submitted; the HOP Project would abut Cross Roads East; there would be three handicapped units and six parking spaces designated handicapped. The buildings would be a town-house type structure with bedrooms up, and living room/kitchen area down. Parking and set-back requirements have been met. There would be no disposals in the units. Mr. Glynn questioned the location relative to its proximity to the HOP Project and whether or not this would be approved by SHARP. Mr. Walsh spoke in favor of the rental program, as did Mr. Doyle. Mr. Sabatt presented a form to the commissioners which he hoped would be signed by them indicating that the Housing Authority is in favor of such subsidized housing. Mr. Glynn told members of the Board that two HOP Projects have been approved by the Falmouth Housing Trust and that the Authority would get six of those units and those units would be given to us through the 705 Program. Mr. Doyle made a motion to support the concept of affordable rental housing. The motion was seconded by Matthew Walsh. Mr. Glynn abstained. 3 Ayes. 1 Abstained. 0 Nays. This was changed and Mr. Doyle moved that we send a letter stating that we are in support of the concept of affordable rental housing as set forth in the Cross Roads East Development Plan. Again a vote was taken. Mr. Flynn seconded this motion. 3 Ayes. 0 Nays. 1 Abstained. MOTION CARRIED

New HUD Income Limits

Mr. Ridley explained to the Board that the new income limits have been received and will be effective April 1, 1988. In the future, revisions will all be published simultaneously to be effective the first of the Federal fiscal year. Mr. Ridley believes that the State will also accomplish their revisions at the same time and this should end a great deal of confusion.

Mr. Lanoie and Check Signing

Mr. Ridley advised the Board that Mr. Lanoie would be signing rental checks only. There was a recent problem for the commissioners when Mr. Haynes was not available due to a broken ankle, Mr. Flynn was absent from the state and Mr. Doyle was, at most times, available but at great stress. Mr. Glynn moved that Mr. Lanoie be authorized to sign rental checks only and Mr. Walsh seconded the motion. 4 Ayes. 0 Nays. MOTION CARRIED

Cablevision Up-date

Mr. Haynes told the Board that there will be a hearing on the 16th of March reference a public hearing on the license transfer of the cablevision company. Mr. Haynes would like to have it documented as to their performance for the Housing Authority. The request for cablevision for a number of Authority areas still has not been accomplished. Mr. Ridley explained at this point, that now the present antenna system for the Salt Sea and Mayflower Projects is in need of complete renewal which would be in the neighborhood of \$7,500. What Mr. Ridley is proposing is contacting the cable people and asking if they would install the cable in both places and the Authority would pay an annual fee to them. This would be for the basic programming only; tenants would pay the extra fee required for cable viewing. The maintenance of the present system is becoming expensive. It was installed about 25 years ago and each time it is repaired it is several thousand dollars. Mr. Doyle suggested that Mr. Haynes represent the Falmouth Housing Authority at the hearing.

Status of 667 Modernization Project

Mr. Gorton completed his meeting and was in attendance for the update on this Project. He told the Board that the first ten units of the Mayflower Project were complete and tenants were moving back into the newly renovated apartments. They are complete on the inside and about 98% complete on the outside. All of the buildings at Mayflower now have the side walls complete, windows installed and the roofing is complete on all buildings with the exception of one and a half. At Salt Sea, the side wall is almost complete, new windows have been installed and the roofing is complete. There will be an open house/ribbon cutting ceremony at a later date when the grounds are more presentable and the painting has been completed. Mr. Gorton confirmed the need for a new antenna system which he had requested well over a year ago and which was turned down.

Commissioner Absenteeism

This past winter presented certain problems for the commissioners with extended absenteeism. Mr. Haynes requested that all commissioners make an effort to attend each of the Board meetings.

Safety Deposit Box

Mr. Haynes advised the Board that certain documents in the safe of the Authority offices should be in a safety deposit box in a bank. Mr. Ridley and Mr. Glynn, or whoever the treasurer may be at the time, would have access to the box. Mr. Doyle moved to acquire a box and Mr. Flynn seconded the motion. 4 Ayes. 0 Nays. MOTION CARRIED

Uniforms and Maintenance Personnel

Mr. Haynes has noticed that maintenance personnel are not wearing their uniforms which have been provided and queried the reason for this. Mr. Ridley explained the wear and tear on them and said that they are in the budget and they should be back in uniform in July.

New Truck

The new truck, which is also a snow-plow, was delivered a few weeks ago. It had been ordered almost a year ago according to Mr. Ridley, but due to a manufacturer problem with the slipping of the positive traction, there was an extended delay for correction of the problem.

Germaine Auto and Fencing

Mr. Ridley told the Board that Germaine had agreed to meet with the Authority last October, but the meeting did not come about. Mr. Ridley will be contacting them.

Evaluation of the Executive Director

The evaluation of the Executive Director must be done on an annual basis and is now in progress. Mr. Doyle will execute the original and submit it to the other Board members.

Information on 705 Properties

Mr. Lanoie told the Board that there are two proposals that are earmarked for the 705 Program by the Falmouth Housing Trust under the HOP Program. It is located on Maravista Avenue across from the school; the two houses would be built for the Authority at \$75,000 each and those buildings would have to be set aside for the Authority. Mr. Lanoie has attended the meetings, Mr. Gorton has reviewed the plans and agrees new houses would be an asset, maintenance wise, to the Authority. They would have a ten year warranty, but Mr. Gorton is also interested in the future maintenance schedule for funding purposes. Mr. Doyle moved to go forward, Mr. Walsh seconded the motion. 4 Ayes. 0 Nays. MOTION CARRIED

Shelter Program and the Homeless

Mr. Walsh had requested that this item be added to the agenda. He has recently been to the Department of Public Welfare and found that since his last visit when 36 families were in motels, as of February this year, there are only two now. Mr. Walsh also went to the Family Shelter and talked to personnel there and found they have nothing but praise for the Falmouth Housing Authority, Mr. Ridley and Mr. Lanoie for all their efforts. However, according to Mr. Walsh it would appear that there will be an increase in the future in the number of homeless families.

Training for Authority Personnel

Mr. Ridley explained the Public Housing Management Training Certification Examination to be given in Worcester, October 24-27, 1988 with an examination on October 28, 1988. It is proposed that Mr. Lanoie attend this session: the cost will be \$1,700. Mr. Glynn suggested this item be taken up in the General Session April 12, 1988 meeting, since he has an additional item to be considered. There is also a Commissioners Training Session to be held in Hyannis May 6-7, 1988. Mr. Doyle indicated he would be interested in attending. This item will be dis-

cussed at the next meeting of the commissioners.

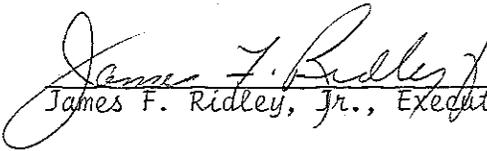
ACC Amendment

The ACC Amendment is a routine contract for the operation of Harborview and Tatakot Apartments in accordance with HUD's directives. This item will also be discussed at the next meeting.

Financial Report

Mr. Walsh had requested information on the financial report which was provided by the Financial Manager. Mr. Walsh questioned the use of various banks; Mr. Ridley explained this was more advisable, and in accordance with HUD regulations, that funds be widely distributed, as opposed to being in one location. Mr. Flynn asked about the Pet Policy Account and Mr. Ridley explained the requirement for a deposit by a pet owner. Mr. Ridley also told the Board that the Fee Accountant would only be visiting the office every two months instead of every month. Mr. Marotta now has all the financial statements in his computer and any required information is readily available, as he will be also. This report will be discussed further at the April 12, 1988 meeting.

Meeting adjourned at 11:30 A.M.


James F. Ridley, Jr., Executive Director


Charles Haynes, Chairman

FALMOUTH HOUSING AUTHORITY

115 SCRANTON AVENUE

APRIL 20, 1988

GENERAL SESSION

MEMBERS PRESENT: Charles Haynes, Chairman
Arthur Doyle
Paul Glynn
Matthew Walsh

MEMBERS ABSENT L. Emmett Flynn

STAFF PRESENT: James F. Ridley, Jr., Executive Director
Ronald M. Lanoie, Assistant Director
Ethel M. Falconieri, Clerk

OTHERS PRESENT: Frank Duffy, Counsel
Renee Twombly, Cape Cod Times

The General Session of the Board of Commissioners of the Falmouth Housing Authority convened at 10:00 A.M. April 20, 1988. Roll call was taken. Mr. Doyle, here; Mr. Haynes, here; Mr. Glynn, here; Mr. Walsh, here. Mr. Flynn was absent.

Approval of the Agenda

Mr. Doyle moved to approve the agenda with the addition of Attorney Zeida. Mr. Walsh seconded the motion. 3 Ayes. 0 Nays. 1 Absent. MOTION CARRIED

Approval of Minutes of March 8, 1988

Mr. Glynn moved that the minutes of the March 8, 1988 meeting be approved. Mr. Doyle seconded the motion. 3 Ayes. 0 Nays. 1 Absent. MOTION CARRIED

Payment of Bills

Mr. Doyle moved that the bills be paid. Mr. Glynn seconded the motion. 3 Ayes. 0 Nays. 1 Absent. MOTION CARRIED

OLD BUSINESS

Status of State Project 667 Modernization

Mr. Gorton was not available for this meeting so Mr. Ridley provided the up-date on the progress of the renovations on the 667 Modernization Project. The Mayflower Project is about 75% complete and the work at Salt Sea is about 45% complete. The units at Salt Sea should be available to move into in about two weeks. Work is proceeding on schedule and both projects should be complete by the end of June.

Status of State Project 689 New Construction

No word has been received from the Department of Mental Health, but Mr. Ridley told the commissioners, we are still under consideration. Mr. Glynn noted that he has seen nothing of any awards being made to other Authorities. The Department of Mental Health would be in charge of all construction and contracting for the facility and after that, Falmouth Housing Authority would be caretaker for the Project, with certain funds being provided for all maintenance requests.

Status of State Project 705 Modernization

The funding for this project is still in limbo but informal information indicates that it will be approved. One unit, 189 Old Barnstable Road, has been renovated and is now occupied. Some exterior work is still required, but much work has been done on the interior (replacing doors, refinishing floors, etc.). New storm windows have also been added.

Status of 47-4 Sewer Connection

Mr. Richard Kluck, Director of Public Housing at HUD has advised Mr. Ridley that there is a program now whereby advance money is available for those in dire need and Falmouth Housing Authority is considered to be in this category. Otherwise, it would be a case of waiting until October for the \$220,000 requested for the sewer connection. The Authority should be hearing from HUD shortly.

Closing of the Application List

HUD has already approved the closing of the waiting list for new applicants. However, EOOD has suggested delaying this closure until the new directive is out. Most authorities have specified times for accepting new applications. The review and discussion with a prospective applicant of his/her particular requirements, explaining the process, etc. is, at times, a time consuming process. Mr. Glynn suggested that perhaps seminars would prove an efficient method of review; these seminars to be held at specified times. Mr. Ridley did mention that there is now an explanation sheet attached to the application which answers many of the questions applicants have. All suggestions are being taken into consideration at this time. When the directive is received from EOOD a more positive approach may be taken on closing the waiting list.

VFW and Parking Lot

This item has not been resolved yet. There will be another meeting when it is agreeable to all parties.

Computer Installation

Mr. Lanoie stated that the computer is installed and is being utilized. All of the current Section 8 and 707 tenants have been entered into the system, as well as the landlords. With the new check writing system, landlords who own more than one piece of property will receive just one rent check instead of receiving one check for each piece of property which is required under the present system. Landlords are being advised by letter that this action is being initiated. Mr. Lanoie stated that it will take much longer to get the Tenant Selection List into the program. The support furnishings for the computer system will not be available until after the fiscal year.

Pet Rules/Pet Program

The rules of the Pet Program for state-aided housing programs have been distributed and there is now a committee to monitor any complaints. Mr. Doyle would make any required reports to the Commissioners.

Extension Cords

The use of extension cords by tenants on the exterior of their dwellings must be justified in writing. This item tabled until the next meeting.

State Income Limits

Mr. Lanoie handed out the sheets showing the new income limits for both Federal and State-Aided Housing Programs. The Federal limits were effective January 15, 1988 and the State income limits were effective April 1, 1988.

Security Deposit

Mr. Ridley told the Board that there was an audit last December and the Authority was written up for not requiring a security deposit from the tenants. As of April 12, 1988, and in accordance with 24CFR966, all residents will be required to pay 30% of their gross annual income in addition to the first monthly rent payment. This deposit can be spread out over a period of six months. Mr. Glynn moved to approve Resolution No. 88-006 and Mr. Walsh seconded the motion. 3 Ayes. 0 Nays. 1 Absent. MOTION CARRIED

Training for Commissioners

There is a training seminar for the Commissioners conducted by NAHRO to be held at Seacrest May 15-17, 1988. The five housing authorities of Cape Cod will be attending. There is also another seminar May 6-7, 1988 to be held in Hyannis at Dunfey's; this one is also by NAHRO. Mr. Ridley indicated that Mr. Doyle and Mr. Walsh would be attending, and perhaps Mr. Flynn. Mr. Lanoie will be going to Worcester in October for the Public Housing Management Training Certification Examination.

Absence of Commissioners

Mr. Flynn's continued absence from the Board meetings again came under discussion. It is possible that he will be resigning his position.

Social Worker

Mr. Ridley stated that in the past HUD has approved the services of a part-time Social Worker. Mr. Ridley has been in touch with Michael Toner of the Barnstable Housing Authority and they find it would be mutually beneficial to hire one person who would visit the people and, in this way, could observe the tenants, their living environment and assess their ability to live independently. There is more research to bring about the accomplishment of this program.

ACC Amendment

This is the fourth amendment of the contract with HUD for the operation of Harborview and Tatakot and is already back approved.

Financial Report

There is a delay, due to tax preparation season, on the financial report. However, Mr. Marotto will be in Falmouth May 4, 1988, and it will be available for the next meeting, May 10, 1988.

NEW BUSINESS

New 705 Units

Mr. Lanoie stated that Falmouth Housing Trust has approved two more units and that we now have four proposed 705 3-bedroom units, one of which is designed for the handicapped. The units would be in different locations. There would also be six low-income units.

Attorney Zeida

Mr. Duffy told the Commissioners that Attorney Zeida has brought suit alleging the awarding of the legal contract last year should have been awarded to him on the basis of his low bid. Mr. Zeida is asking the court declare that he is entitled to the contract for legal services, that the court order the Authority to award him the contract for legal services and that the court declare that he is entitled to the contract for legal services, and that the court declare that a contract does exist between him (Mr. Zeida) and the Authority, and that the court order all monies earned by the defendant be placed in an escrow account and that all monies earned be paid to him plus costs and fees incurred by him in bringing this suit. Mr. Zeida indicated in the suit that the duty to the public has been violated in not accepting the low bid. Mr. Duffy will further advise the Board of action taken. It will be discussed again in Executive Session.

Additional Costs for Chapter 667 Modernization

Resolution No. 88-007, Approval of the Submission for Reimbursement of Additional Costs for the Chapter 667 Modernization Administrative Expenses. Motion made by Arthur Doyle and seconded by Paul Glynn. 4 Ayes. 0 Nays. MOTION CARRIED

Meeting adjourned at 10:50 A.M.


James F. Ridley, Jr., Executive Director


Charles Haynes, Chairman

FALMOUTH HOUSING AUTHORITY

115 SCRANTON AVENUE

MAY 10, 1988

GENERAL SESSION

MEMBERS PRESENT: Charles Haynes, Chairman
Arthur Doyle
L. Emmett Flynn
Paul Glynn
Matthew Walsh

STAFF PRESENT: James F. Ridley, Jr., Executive Director
Ronald M. Lanoie, Assistant Director
Ethel M. Falconieri, Clerk

OTHERS PRESENT: Frank Duffy, Counsel
Fred Sylvia, President, Rose Morin Tenant's Association
Salvatore Dattilo, Landlord

The General Session of the Board of Commissioners of the Falmouth Housing Authority convened at 10:00 A.M. May 10, 1988. Roll call was taken. Mr. Doyle, here; Mr. Flynn, here; Mr. Haynes, here; Mr. Glynn, here; Mr. Walsh, here.

Approval of the Agenda

There were several additions to the Agenda. Under OLD BUSINESS:

- K. Union Contract
- L. Sea Crest Convention
- M. Cablevision
- N. Fred Sylvia, Rose Morin Tenant's Association, President

Under NEW BUSINESS:

- E. Bank Resolution - Transfer to New World Bank'
- F. Budget Resolutions - HUD and EOCD

Mr. Doyle moved to approve the additions to the agenda. Mr. Flynn seconded the motion. 4 Ayes. 0 Nays. MOTION CARRIED

Approval of Minutes of April 20, 1988 Meeting

Mr. Doyle moved to approve the minutes of the April 20, 1988 meeting. Mr. Walsh seconded the motion. 4 Ayes. 0 Nays. MOTION CARRIED

Payment of Bills

Mr. Doyle moved to approve payment of the bills. Mr. Flynn seconded the motion. 4 Ayes. 0 Nays. MOTION CARRIED

OLD BUSINESS

Status of 667 Modernization

The 667 Modernization Project is about 80% complete according to Mr. Ridley. It is hoped to have the Mayflower area finished by May 22 or 23, and the Salt Sea Project complete by the second week of June. There will be a few minor details to be corrected when the punch list is made up. Once the ground area is restored by the general contractor, there will be a ribbon cutting ceremony sometime in July.

Status of 689 Project

Falmouth Housing Authority is still in contention for the funding of the 689 Project. On May 9, 1988 Mr. Ridley spoke to both EOCD and Mr. Peter Folejewski of the Department of Mental Health. There are major personnel changes with the Department of Mental Health but Mr. Folejewski expects some favorable action to be taken by July 1, 1988. There will be some literature available along those lines at the Sea Crest Convention to be held in a few days. EOCD is also going to distribute a new handbook through the Department of Mental Health.

Status of 705 Modernization

Mr. Ridley has not had a definite answer yet from EOCD on the funding for the maintenance upkeep of the 705 houses. EOCD is aware of the problem but because of budget restrictions, they remain uncommitted.

Status of 47-4 Sewer Connection

Mr. Ridley told the Board that Falmouth Housing Authority is still Number One on HUD's list for the advance money for the Harborview sewer connection. It is hoped the money would be available prior to October 1, 1988.

VFW Parking Lot and Lease

The Board discussed at length the lease with the VFW, the term of the lease, the parking lot, and paving of the walkway and picnic area. Several suggestions were offered by the Commissioners which will be discussed at the meeting with the VFW to be held Thursday, May 19, 1988 at 4:00 P.M. It is hoped that a solution will be arrived at that is mutually agreeable to both parties - the VFW and the Falmouth Housing Authority.

Closing the Application List

Mr. Ridley is still awaiting the guidelines from EOCB on procedures recommended for closing a waiting list to new applicants. Meanwhile, it is suggested that applications be taken on Tuesdays and Thursdays from 9:00 A.M. to 1:00 P.M.; this information to be published in the local newspapers as well as the Boston Globe. Mr. Doyle would also like to see the figures on the number of applications taken during the period of time applications are being accepted. Emergency applications would be accepted at any time. Mr. Doyle made a motion to approve the closing on the above basis and Mr. Walsh seconded the motion. 4 Ayes. 0 Nays. MOTION CARRIED

Extension Cords

The use of extension cords on the exterior of apartments will be brought up at the next meeting. Essentially it is a policy whereby the use of extension cords must have prior approval before they are used for any purpose on the exteriors of the units in light of what happened during the snow plowing operation last winter.

Services of Social Worker

Mr. Michael Toner of the Barnstable Housing Authority is still working on acquiring the services of a social worker for his area, to be share with the Falmouth Housing Authority. There has been an indication of approval by HUD but EOCB remains uncommitted.

German Auto Parts and Fencing

Mr. Ridley is awaiting a return call from German Auto Parts on the completion of their fencing. Occupants of Harborview would still have access to the Main Street. There is another walkway between the Texaco Gas Station and the antique shop. Once their portion of the fence is complete, the Authority will continue their portion behind the A&P. The fencing will provide more security for the vehicles parked behind the Authority offices.

Financial Report

Mr. Ridley now has the books in his office and a copy of the Financial Report will be mailed out to the Commissioners shortly.

Union Meeting

Mr. Haynes told the Board that he sat down with Mr. Ridley, Mr. Lanoie, Mr. Pedro (the Union representative) and Mr. Gorton last Thursday and a 6% increase was agreed to. The 6% increase is based on EOCB approval, contingent on approval by the Board of Commissioners. Mr. Ridley explained to the Board that Falmouth Housing Authority has a three year contract with the Union and the first two years the increase was paid at 4%, but the third year was open to negotiation for wages only. This increase is for administrative personnel only. Next year the whole contract must be considered. At that time a labor negotiator for Labor Contracts will be called in. Mr. Glynn moved in favor of the 6% increase subject to EOCB approval. Mr. Walsh seconded the motion. 4 Ayes. 0 Nays. MOTION CARRIED

Sea Crest Convention

There will be an opening banquet Sunday night, May 15, 1988. This is a training session for Commissioners which is conducted by NAHRO. Two members from the Board will be attending the opening session. Others will be attending various sessions of interest to the Authority.

Cablevision

Mr. Haynes is expecting a return call from Mr. Regis of Adelphia Cable. He will be discussing the proposal for the Mayflower, Falt Sea and Rose Morin Projects. The request will cover the maintenance of the regular antenna system and the installation of cable TV for those wishing to subscribe. Tatakot would also be included. Mr. Ridley explained that the maintenance of the regular TV antenna system is becoming increasingly costly year by year.

Mr. Fred Sylvia, President, Rose Morin Tenant's Association

Mr. Ridley introduced Mr. Sylvia to the Board of Commissioners. Mr. Sylvia had recently attended a meeting of the Association of Tenants in Massachusetts which was held in Worcester. This meeting was also attended by Clair Maguire of the Harborview Tenant's Association and Mae Hennebry of the Mayflower/Salt Sea Tenant's Association. Mr. Sylvia had two requests to be considered. One was for the installation of benches for the tenants of Rose Morin. He was advised these would be in place by June 1, 1988. The benches will have to be cemented in the preclude loss. Also, the meeting room for the tenants which Mr. Sylvia feels will not be large enough at the proposed location at #22 Rose Morin. The possibility of removing a wall will be considered in order to provide more space for tenant meetings. Other alternatives such as the use of the Senior Center or Harborview's Community Room did not seem a favorable solution to Mr. Sylvia.

Payment for Comp Time

The discussion involved the payment for compensatory time in lieu of leave being taken. If payment is not made and leave is taken, the administrative department will again be backlogged - with a further requirement for comp time. The use of comp time (overtime) is now monitored very closely and has not been used for the past several months according to Mr. Lanoie. Mr. Doyle moved to approve the payment for comp time and Mr. Glynn seconded the motion. 4 Ayes. 0 Nays. MOTION CARRIED

NEW BUSINESS

Resolution No. 88-008, Merit Promotion Policy

The Merit Promotion Policy, as explained by Mr. Ridley, was discussed at length and with a change in Item #3, Promotion to a Higher Grade, made to reflect it as an Administrative Function. Mr. Doyle moved to approve the policy and Mr. Glynn seconded the motion. 4 Ayes. 0 Nays. MOTION CARRIED

The procedure to establish a Reduction in Force Policy will be considered at the next meeting when the guidelines are firmly established.

Section 8 Training

Mr. Ridley and Mr. Lanoie explained to the Board that this is required training by HUD and does involve an expense; therefore, the Board is advised.

705 Units

Mr. Glynn discussed with the Board the possibility of returning to the State one of the 705 houses which will be vacated shortly. This property requires a great deal of extensive maintenance because of age and use. It has been next to impossible to obtain money from EOCB for the necessary upkeep of the 25 units which Falmouth Housing Authority now has and the amount that is allotted each year has proved insufficient to say the least. Suggestions were offered by various means to obtain money for maintenance, and one would be the sale of this property which is becoming vacant. Mr. Duffy pointed out that the Authority does own the property, but the provision of the grant is that they not be sold. Mr. Lanoie mentioned a meeting that he attended at EOCB involving a tenant who was interested in buying the 705 house she was residing in. Although she was qualified for a loan, EOCB would not consider the idea. Mr. Ridley will draft up a letter with this proposal to sell the property to EOCB, with a copy going to NAHRO.

Transfer to New World Bank

Bank of Cape Cod is now controlled by Bank of New England South, and in the process of this change, additional charges for deposits and check writing have been established. This new fee creates quite an additional expense; there are five accounts involved in this transfer: 47-4, 47-5, 667-1/2/3, Section 8, 707 and 705. Mr. Glynn made the motion to accept the change in banks and Mr. Walsh seconded the motion. 4 Ayes. 0 Nays. MOTION CARRIED

HUD and EOCB Budgets

The Revised Operating Budgets for all HUD and EOCB Projects must be in as soon as possible. The Commissioners need additional time to review the budgets and would also prefer to have the Fee Accountant available. A special meeting will be held May 17, 1988 to approve the resolution on the budgets. The FY89 Budget guidelines have not been issued yet. They are expected to be issued at the Sea Crest Conference.

Meeting adjourned at 11:50 A.M.


James F. Ridley, Jr., Executive Director


Charles Haynes, Chairman

FALMOUTH HOUSING AUTHORITY

115 SCRANTON AVENUE

JUNE 14, 1988

GENERAL SESSION

MEMBERS PRESENT: Charles Haynes, Chairman
Arthur Doyle
L. Emmett Flynn
Matthew Walsh

MEMBERS ABSENT: Paul Glynn

STAFF PRESENT: James F. Ridley, Jr., Executive Director
Ronald M. Lanoie, Assistant Director
Ethel M. Falconieri, Clerk

OTHERS PRESENT: Frank Duffy, Counsel
Fred Sylvia, President, Rose Morin Tenant's Association
Renee Twombly, Cape Cod Times

The General Session of the Board of Commissioners of the Falmouth Housing Authority convened at 10:00 A.M. June 14, 1988. Roll call was taken. Mr. Doyle, here; Mr. Flynn, here; Mr. Haynes, here; Mr. Walsh, here. Mr. Glynn was absent.

Approval of the Agenda

There were several additions to the agenda; under Old Business, Reorganization of Officers and Name on Trucks; under New Business, both Mr. Walsh and Mr. Flynn had items they wished to bring to the attention of others present. Mr. Doyle moved to approve the agenda with the additions and Mr. Flynn seconded the motion. 3 Ayes. 1 Absent. 0 Nays. MOTION CARRIED

Approval of Minutes

Mr. Doyle moved to approve the minutes of the May 10, 1988 meeting, and the Special Meeting held May 17, 1988. Mr. Flynn seconded the motion. 3 Ayes. 1 Absent. 0 Nays. MOTION CARRIED

Payment of Bills

Mr. Doyle made a motion to approve payment of the bills. Mr. Flynn seconded the motion. 3 Ayes. 1 Absent. 0 Nays. MOTION CARRIED

OLD BUSINESS

Slate of Officers

Mr. Haynes advised the Board of the requirement to approve the slate of officers at the first meeting after the town election. Mr. Doyle made a motion to retain the slate of officers and Mr. Walsh seconded the motion. 3 Ayes. 1 Absent. 0 Nays. MOTION CARRIED.

667 Modernization

Mr. Ridley briefed the Commissioners on the progress of the 667 Modernization. There are five units at Mayflower which require countertops and once those are installed the units will be complete. It will be another three weeks before the five units at Salt Sea are complete. Plans for a dedication ceremony will include Representative Cahir, the Selectmen of Falmouth, as well as members of the Housing Authority.

689 New Construction

There is still no definite word on the funding for this project although Mr. Ridley expects word by July 1, 1988.

705 Modernization

Mr. Ridley read the contents of a letter which he sent to the Senior Management Representative, Ms. Janina Dwyer at EOC, in which he referenced the letter that was sent to Mr. Mullings on September 14, 1987 pleading for maintenance monies for the 705 units which are in dire need of extensive renovations/repairs.

47-4 Sewer Connection

The final application for the funding of the sewer connection was delivered personally on June 8, 1988 to HUD. The minute HUD has the money, they will advise the Authority to proceed with the advertising for bids.

VFW Meeting

At a meeting with the VFW on May 12, Mr. Ridley was advised that they have a man who is going to complete the pathway. Mr. Caissie was to have attended a meeting today. The house that is on the premises now is to be moved the morning of June 15. The length of the lease was again discussed and it was generally agreed to leave it as it is now, since it is for five years and subject to renewal effective April 1, 1991. Mr. Walsh is most concerned about the walkway for the handicapped and what portion of the work will be assumed by the VFW.

Extension Cords

The use of extension cords on the exterior of any of the developments will require written permission from the Housing Authority in accordance with Resolution No. 88-013. Mr. Doyle moved to approve the Resolution and Mr. Flynn seconded the motion. 3 Ayes. 1 Absent. 0 Nays. MOTION CARRIED

Social Worker

Services of a social worker was again discussed. Several suggestions were offered on other agencies requiring the services of a social worker and the means for funding such a position. Item tabled pending further research.

German's Fencing

The owner of German's Auto Parts has been on leave, but realizes his responsibility in completing the fence. Mr. Ridley expects to hear from the owner soon.

Disposition of 705 House

Mr. Lanoie indicated that the house under question of disposition (24 Sao Paulo Dr.) has not yet been vacated. Once the house is empty, an inspection will be made; a maintenance estimate will be accomplished to see what it would actually cost to bring the house up to standard. The figures will then be sent to EOC. Mr. Ridley did mention that Ms. Amy Anthony, State Secretary of EOC, would be in Falmouth Thursday morning, June 16, 1988 in connection with awards being made for certain new projects.

Cable TV

Mr. Haynes has not heard from Mr. Regis of Adelpia TV. He will be sending a letter to them shortly.

Union Contract

A settlement has been reached with the union for a 6% salary increase for administrative personnel. EOC has indicated they will authorize 5%, but will consider a waiver allowing the 6%. Mr. Ridley feels there will be no problem with that, particularly in the Cape Cod area. Mr. Doyle made a motion to approve the salary increase and Mr. Walsh seconded the motion. 3 Ayes. 1 Absent. 0 Nays. MOTION CARRIED

EOC Net Income Limits, Resolution No. 88-012

Mr. Doyle made a motion to approve the Net Income Limits as established by EOC. Mr. Flynn seconded the motion. 3 Ayes. 1 Absent. 0 Nays. MOTION CARRIED

Reduction in Force Procedures, Resolution No. 88-011

With a slight change in the wording of the Reduction in Force Procedures, Mr. Doyle moved to approve Resolution No. 88-011. Mr. Walsh seconded the motion. 3 Ayes. 1 Absent. 0 Nays. MOTION CARRIED

Mr. Sylvia, President, Rose Morin Tenant's Association

Mr. Sylvia thanked the Board for the installation of the bench at Rose Morin and then questioned when the washers and dryers would be installed at #22. He was advised the washers and dryers were on order, but the money for the installation would not be available until after July 1, 1988. His next question concerned the removal of a wall at #22 in order to create a larger meeting room for the Tenant's Association meetings. Mr. Sylvia does not think this is a big job, that it could be done easily and, as a former carpenter, is willing to volunteer his time. Mr. Ridley told Mr. Sylvia that perhaps by the next meeting he would have a more definite date, possibly between July 15 and August 1 it would be accomplished.

Signs for Trucks

Mr. Ridley will be looking into having the Authority vehicles lettered "Falmouth Housing Authority". There are several firms in Falmouth that do that type of work.

NEW BUSINESS

Inspection Fees, Resolution No. 88-015

The fee of \$10 for inspections was discussed in detail. This fee would be charged to either a tenant or landlord who failed to be present for a scheduled inspection. Notification of this fee would be in writing when a tenant or landlord calls for a regular or special inspection. Absentee tenants/landlords have been a problem and it is time consuming as well as involving an expense in distance traveled. Mr. Lanoie told the Commissioners that the absentee problem is on the rise which is the reason the subject of charging a fee was brought before the Board at this time. Tenants are also refusing certified letters that are sent to them which necessitates a special trip by the Housing Inspector to hand-deliver the letters and to assure that they are signed for. Mr. Doyle moved to approve the inspection fee and Mr. Flynn seconded the motion. 3 Ayes. 0 Nays. 1 Absent. MOTION CARRIED

School for Housing Inspector

The Housing Inspector will be attending a school July 7-8, 1988 in Hartford, CT. Among items which will be discussed is the issue of lead-base paint; this course will be devoting two-thirds of the time to that issue. The fee for the class is \$295 plus the lodging which is \$53.75. Mr. Doyle made a motion to approve the school and Mr. Walsh seconded the motion. 3 Ayes. 0 Nays. 1 Absent. MOTION CARRIED

The TELLER Program

The Commissioners have been provided information concerning the TELLER Program which is working out quite well for the Barnstable Housing Authority according to Mr. Lanoie. Barnstable is now on the fourth TELLER Program. Mr. Arbusto, a local developer, is interested in making application for this program and Mr. Lanoie is in favor of trying it at least once. At the time the initial application is received it can be discussed in depth since all the guidelines would then be available.

Tort Claims

Mr. Duffy is in the process of drafting a policy which he will have available at the next meeting. He is also interested in the recommendation for self-inspections which would eliminate trouble spots where accidents might occur and which could easily be corrected thereby preventing accidents. EOCOD has established policies in the event of a claim, but there is nothing from HUD as far as the Federal projects being covered. Mr. Duffy will be recommending a procedure for annual inspections. Mr. Lanoie brought up the subject of the 705 houses and the areas of concern which should be corrected, and the lack of maintenance money to correct some of these problems. Along this line, Mr. Ridley mentioned escape plans - in buildings such as Tatakot and Harborview. Emergency escape plans are not a requirement but a program that should be activated.

Old Appliances

Mr. Ridley explained the number of units which have been disposed of due to age and disrepair. The stoves and refrigerators which are less than ten years of age have been put into storage as spares. These appliances are from the 667-1 and 667-2 units which been and are being renovated. Mr. Doyle moved to approve the disposal and Mr. Flynn seconded the motion. 3 Ayes. 1 Absent. 0 Nays. MOTION CARRIED

1988 NAHRO Conference

The 1988 NAHRO Conference for Commissioners will be held in September at the New York Hilton. It was generally agreed by the Commissioners that the courses at Tufts, held within the state, offered an excellent program.

Mr. Flynn

Mr. Flynn questioned whether the applicants coming in for subsidized housing were aware of other programs that offered alternatives such as a home mortgage at 8% interest. Mr. Ridley explained that the applicants coming into the Authority office are mainly in the very low income category and therefore require housing assistance. Income limits (and the possible abuse of) were brought under discussion. Mr. Lanoie indicated he would have further information for the Commissioners concerning fraud areas. Mr. Flynn suggested that alternate means of housing assistance be made more readily available to applicants coming in for housing assistance.

Mr. Walsh

Mr. Walsh has again been in contact with the various departments involved with the homeless families. He has found that there are fewer people in motels and shelters this year. He feels this is directly due to the efforts of the Falmouth Housing Authority to locate families into a satisfactory home.

Meeting adjourned at 11:30 A.M.


James F. Ridley, Jr., Executive Director


Charles G. Haynes, Chairman

FALMOUTH HOUSING AUTHORITY

115 SCRANTON AVENUE

JUNE 17, 1988

SPECIAL MEETING

MEMBERS PRESENT: Paul Glynn
Matthew Walsh
L. Emmett Flynn

MEMBERS ABSENT: Charles Haynes
Arthur Doyle

OTHERS PRESENT: James F. Ridley, Jr., Executive Director
John Marotto, Fee Accountant
Annmarie Silvia
Joyce Phelan
Frances Dolan

The Special Meeting of the Board of Commissioners of the Falmouth Housing Authority was opened by Mr. Paul Glynn at 3:00 P.M. June 17, 1988. Roll call was taken. Mr. Glynn, here; Mr. Walsh, here; Mr. Flynn, here.

Briefing for Commissioners and Authority Personnel

The purpose of the meeting was to have a briefing for the Commissioners and Authority personnel on the FY89 Budget.

The Commissioners felt that a representative of EOCD should be an observer during future negotiations with the union as they control the purse strings. The Merit Promotion Program, Resolution #88-008, should be recognized by EOCD and funds budgeted accordingly.

Retirement Assessment Charge

The Board of Commissioners requested the Executive Director to investigate the retirement assessment charge levied by the Falmouth Retirement Board. The February 8, 1988 letter requested \$38,900.00 from the Housing Authority as its contribution to the Pension Fund for calendar year 1988. A second letter was received June 27, 1988 indicating that a revision of the Falmouth aggregate amount for appropriation for the pension fund in the amount of \$1,548,926.00. The Town's share of the amount was set at 96.39% and the Housing Authority at 3.61% or \$55,854.00 (an increase of \$17,855.00) plus an expense fund charge of \$2,274.30, or an overall increase of 53%.

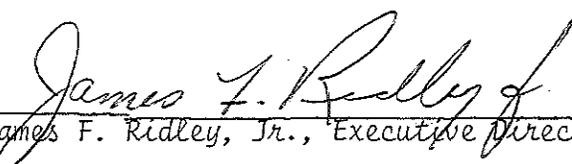
667 Modernization Change Orders: Resolution No. 88-017

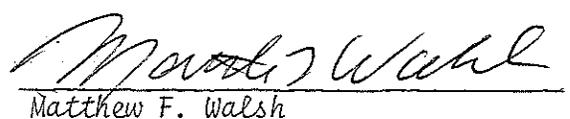
The Board of Commissioners approved Change Orders 2 & 3 to the State Modernization Contract for Project 667-1/2/3 submitted by Bay State Contracting Co., Inc. of Pembroke, MA. Change Order #2 pertained to installation of vinyl baseboard in the kitchens and bedrooms at Salt Sea. Change Order #3 pertained to kitchen cabinet modifications in apartments one through eight at Mayflower Apartments. Motion was made by Mr. Glynn and seconded by Mr. Walsh. 3 Ayes. 2 Absent. 0 Nays.
MOTION CARRIED

Approval of CPA Contract for FY89: Resolution No. 88-018

Mr. Glynn moved to approve the Certified Public Accountant Contract for FY89 to John D. Marotto. Mr. Walsh seconded the motion. 3 Ayes. 2 Absent. 0 Nays.
MOTION CARRIED

Meeting Adjourned at 5:00 P.M.


James F. Ridley, Jr., Executive Director


Matthew F. Walsh

FALMOUTH HOUSING AUTHORITY

115 SCRANTON AVENUE

JULY 12, 1988

GENERAL SESSION

MEMBERS PRESENT: Charles Haynes, Chairman
Arthur Doyle
L. Emmett Flynn
Paul Glynn
Matthew Walsh

STAFF PRESENT: James F. Ridley, Jr., Executive Director
Ronald M. Lanoie, Assistant Director
Ethel M. Falconieri, Clerk

OTHERS PRESENT: Frank Duffy, Counsel
Paul D. Ott, Falmouth Enterprise

The General Session of the Board of Commissioners of the Falmouth Housing Authority convened at 10:00 A.M. July 12, 1988. Roll call was taken. Mr. Doyle, here; Mr. Flynn, here; Mr. Haynes, here; Mr. Glynn, here; Mr. Walsh, here.

Approval of Agenda

The agenda was approved with the mention of a Special Meeting with the Falmouth Housing Trust and a meeting with Mr. Michael Toner of the Barnstable Housing Authority. Mr. Doyle moved to approve the agenda and Mr. Flynn seconded the motion. 4 Ayes. 0 Nays. MOTION CARRIED

Approval of Minutes

Mr. Doyle moved that the minutes of the June 14, 1988 meeting be approved. Mr. Flynn seconded the motion. Mr. Flynn moved to approve the minutes of the June 17, 1988 Special Meeting and Mr. Glynn seconded the motion. 4 Ayes. 0 Nays. MOTION CARRIED

Payment of Bills

After the question on the bills from Delta Marketing had been clarified, Mr. Doyle moved that the bills be paid. Mr. Glynn seconded the motion. 4 Ayes. 0 Nays. MOTION CARRIED

OLD BUSINESS

Status of 667 Modernization

The contractors are in the process of completing the punch list and the 667 Project will be considered complete as of July 13, 1988. Bay State Contractors have done an outstanding job in the completion of their work. There will be a dedication ceremony on July 31, 1988 starting at 2:00 P.M. at the Mayflower Project and at 3:00 P.M. at the Salt Sea Project. The invitations are ready for mailing. Mr. Ridley announced that it was his intention, with the permission of the Board, to present a plaque to Mrs. Mae Hennebry who has done an excellent job of coordinating the moves of the tenants.

Status of 689 New Construction

Approval of \$3,100,000 has been received from the Secretary of EOCB, Ms. Amy Anthony for one 10-bed facility for the Department of Mental Health; 12 - 705 units of low income housing and 30 units of housing in the 667 category for the elderly. There has already been an appraiser reviewing the property behind the Tatakot Apartments and the Bayberry area. Included in the 667 Project for the elderly will be three handicapped units. There will be one handicapped unit in the 705 category. A decision will be made by the Board as to how the 705 acquisition will be handled. The representative from Mass Partnership Program, who works directly for Amy Anthony, feels that the 667 and 689 sites will be approved. The units which have been offered to Falmouth Housing Authority by Maravista and Meadow Landing will be over and above the 12 which have already been approved. These units will require individual requests and approval under the HOP. A special meeting will be held July 28, 1988 at 10:00 A.M. to further detail plans for the 705 new construction.

Status of 705 Modernization

Mr. Ridley stated that Janina Dwyer, Housing Management Representative and Mr. Jethro Currie, Director of the Modernization Bureau of EOCB had visited the office recently and had an opportunity to view several of the 705 units presently in the inventory to ascertain their condition. A consultant will be hired to make an assessment of

required maintenance, beginning with the worst of the units. There is money available from EOCB to hire a consultant. According to Mr. Ridley there is no Modernization Money available and it will have to come from other sources.

Status of 47-4 Sewer Connection

The final application for the sewer connection was submitted. It came back for additional information and has been resubmitted and is now at HUD awaiting funding. HUD expects the money shortly so it is a matter of receiving the final word from HUD to go ahead.

Cable TV

The cable company has started work at Salt Sea and will be installing cable next at the Mayflower Project. Rose Morin and Tataket are still awaiting installation of cable.

German's Fencing

On Thursday and Friday of this week, our maintenance people will start clearing the brush on our side of the proposed fenced-in area. German's employees will clean up their side, haul the brush away and then start work on the fence.

Signs for Trucks

Mr. Ridley has already contacted a sign company regarding signs for the Falmouth Housing Authority trucks and is waiting for word from them.

Mr. Caissie and the VFW

Mr. Ridley opened the discussion by stating that there would be five prisoners available on Monday, July 18, 1988 to start clearing the brush on the other side of Tataket. The problem of feeding the prisoners was discussed - possibilities would be McDonald's or the Nutrition Center. Work on the clearing should be completed within a week. The handicapped sidewalk will be in front of the wall and down the end of the walk facing the Stop & Shop. A path will be cut through there to meet the bottom of the other path and something will be put up so the old one cannot be used. The VFW will pay for the shrub cutting but the cost for the pathway remains a question since the present handicapped walkway is illegal. It would cost between \$30,000 and \$40,000 for a new walkway. The question of 3/4 acre of land which has no means of access to the Housing Authority was discussed as to value. Mr. Ridley explained that at the time previous agreements were made, the VFW required land for a parking lot, Tataket required 15 acres for construction at six units per acre. The land in question cannot be sold, but it can be rented. After the brush is cleared out and leveled off, the parking lot will be ready to be black-topped and, at that time, a figure should be available for the cost of a handicapped walkway. There will be another meeting with a representative from the VFW once the figures for all the work are complete.

Tort Claims Administration, Resolution No. 88-020

Mr. Duffy recommended the adoption of the self-inspection program for each building owned by the Authority. Also, a person designated as claims officer to act immediately in the event of an accident who would make notification to the proper authorities. Mr. Doyle moved to approve the resolution and Mr. Flynn seconded the motion. 4 Ayes. 0 Nays. MOTION CARRIED

NEW BUSINESS

Approval of Budget, Resolution No. 88-019

Mr. Doyle moved that Resolution No. 88-019, Approval of the Budget, be approved. Mr. Flynn seconded the motion. 4 Ayes. 0 Nays. MOTION CARRIED

Meeting adjourned at 11:45 A.M.


James F. Ridley Jr., Executive Director


Charles G. Haynes, Chairman

FALMOUTH HOUSING AUTHORITY

115 SCRANTON AVENUE

JULY 28, 1988

SPECIAL MEETING

MEMBERS PRESENT: Charles G. Haynes, Chairman
Arthur Doyle
Paul Glynn
Matthew Walsh

MEMBERS ABSENT: L. Emmett Flynn

STAFF PRESENT: James F. Ridley, Jr., Executive Director
Ronald M. Lanoie, Assistant Director
Ethel M. Falconieri, Clerk

OTHERS PRESENT: Mr. Lawrence Peters, Builder
Mr. William Dacey, Dacey Homes, Hyannis
Mr. & Mrs. Chris Costa

The Special Meeting convened at 10:00 A.M. The purpose of the meeting was to discuss acquisition of low-cost housing for Falmouth Housing Authority.

Mr. Haynes opened the meeting by stating the Authority is looking for proposals which would include land and construction. The Commissioners have no firm plan in mind at the present time, but have discussed the location of twelve units not being in one location.

Mr. Glynn added that the Authority recognizes the amount of work involved for any developer in going through the various town boards in order to gain approval for new construction and that \$95,000 for each unit is a very small price tag.

Mr. Ridley stated that as of August 1, 1988, the Authority has six months to obtain a firm commitment for the money that has been set aside for this program.

Mr. Lawrence Peters, Builder

Mr. Peters introduced himself as a general contractor with extensive experience in the building trade. He has 2 3/4 acres which could be developed off Pires Way in East Falmouth. This location has access to shopping, banking, drug store, post office, etc. all within walking distance. Mr. Peters feels his plan would meet the budget requirements of the Authority. He was encouraged to present a further detailed plan of his proposal to the Board of Commissioners.

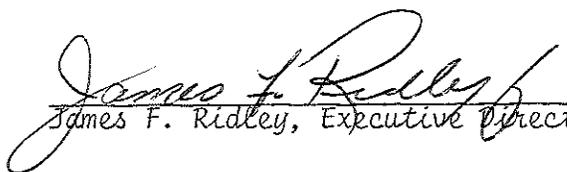
Mr. Dacey, Dacey Homes, Hyannis

Mr. William Dacey introduced himself as the President/Treasurer of Dacey Homes in Hyannis. He stated that 80% of his work has been on single family dwellings, catering to moderate/low-income families. He was also the leading builder in the state using MHFA funds until it became impractical to do so. Mr. Dacey has property on Route 28 opposite Sea Coast Shores. Mr. Dacey feels that twelve units of housing in this area could work with a good management plan. Studies have already been made on what impact a development would have on the Childs River. Mr. Glynn was concerned with the high visibility of this particular location since it is an open area on Route 28. Mr. Dacey will be coming before the Board again with plans for further consideration.

Mr. Chris Costa, All Cape Survey Consultants

Mr. Costa introduced himself to the Board and showed his plans to the members. Mr. Costa has already been before the Planning Board with his proposal and has been assured of approval. However, he stated that his homes would cost from \$99,000 to \$100,000 but each one is on 30,000 square feet. He also suggested a day-care center could be provided; one that could also serve as a multi-purpose center. Mr. Ridley suggested this idea could be presented to EOCB for their consideration.

Meeting adjourned at 12:10 P.M.


James F. Ridley, Executive Director


Charles G. Haynes, Chairman

GENERAL SESSION

MEMBERS PRESENT: Charles Haynes, Chairman
Arthur Doyle
L. Emmett Flynn
Paul Glynn
Matthew Walsh

STAFF PRESENT: James F. Ridley, Jr., Executive Director
Ronald M. Lanoie, Assistant Director
Ethel M. Falconieri, Clerk

OTHERS PRESENT: Renee Twombly, Cape Cod Times
Fred Sylvia, Rose Morin Resident's Association
Timothy F. Kane, Real Estate Broker
Richard McKinney, Associate

The General Session of the Board of Commissioners of the Falmouth Housing Authority convened at 10:00 A.M. August 16, 1988. Roll call was taken. Mr. Doyle, here; Mr. Flynn, here; Mr. Haynes, here; Mr. Glynn, here; Mr. Walsh, here.

Approval of Agenda

There were two additions to the agenda; the sale of the Bailow house and the closing of the Falmouth Shelter. Mr. Doyle moved to approve the agenda with the additions and Mr. Flynn seconded the motion. 4 Ayes. 0 Nays. MOTION CARRIED

Approval of Minutes

Mr. Doyle moved to approve the minutes of the meeting of July 12, 1988 and the Special Meeting of July 28, 1988. Mr. Flynn seconded the motion. 4 Ayes. 0 Nays. MOTION CARRIED.

Payment of Bills

Mr. Doyle moved to approve payment of the bills. Mr. Walsh seconded the motion. 4 Ayes. 0 Nays. MOTION CARRIED

OLD BUSINESS

Richard McKinney and Timothy F. Kane

Mr. Kane introduced himself as a real estate broker representing Mr. McKinney. They are proposing three buildings consisting of five units in each building of which one-third would be affordable housing. The units would be two-story, 1½ baths each. Mr. Glynn suggested they talk to Mr. Peter Kerwin First and discuss their plans with him. Then to present their plans to the Housing Trust since the Authority has funds to purchase property outright in the low-income category. Affordable housing would come under the HOP Program.

Status of 667 New Construction

Last Wednesday, August 10, 1988, Mr. Ridley and Mr. Gorton attended a preliminary meeting on the awards of the grants and the site selection for the 667 and 689 Programs. The recommended sites have been approved. Confirmation in writing will be forthcoming. There is an architect which the Authority has in mind for this construction since he is already familiar with the design and also did the modernization at the Salt Sea and Mayflower facilities. Mr. Ridley told Board members that Walpole has a unique design for the construction of the 705 units which blends in with the community. The Walpole Executive Director, Ms. Joanne Taylor, has encouraged Falmouth Board members to visit the complex of two and three bedroom units.

Status of 689 New Construction

This will be a turn-key operation. Once the construction has been completed, operation and management of the facility is turned over to the Department of Mental Health. The Department of Mental Health will be paying rent to the Authority; the Department will also be responsible for the operation and care of residents who are housed in this care facility.

705 Modernization

Mr. Ridley has prepared a re-evaluation of unit conditions to be forwarded to EOOD. EOOD is looking into other areas for money to bring at least ten of the units up to some sort of a standard. If money is made available, the work would go out to bid. Mr. Haynes questioned how the bidding went for the estimates from the private sector on what their estimated bid costs would be to accomplish the work. Mr. Ridley told Mr. Haynes that only one bid was received and that one was much too high and that he so advised the company. Also, that the work would probably be re-advertised. Mr. Ridley advised the Board of the requirement for a barrier free unit (705) and EOOD seems to think they can come up with the money for that possible conversion.

47-4 Sewer Connection

Mr. Ridley has the information on the Davis-Bacon Wage Laws for this area and is now awaiting the up-dated layout of the sewer; the specifics of which are required by HUD.

Cable TV

There has been no further word from the Cable Company.

German's Fencing

Allenby Tree Service has been contracted to do the clearing alongside Tatakot and, included in the package, will be the completion of the work of clearing by German's for the fencing. The Authority does not have the equipment required to accomplish the work required. Once this area is cleared, German will install his fence. It is also necessary to clean out the woods by Tatakot according to Mr. Ridley since it has become something of a home for undersirables.

Signs for Trucks

Mr. Gorton is looking into another sign company and Mr. Ridley feels we should have some sort of a commitment before the next meeting.

Closing of Family Shelter

Mr. Walsh responded to the closing of the Family Shelter calling it a grave mistake on the part of the people responsible. Mr. Walsh feels very strongly the requirement for such a shelter for homeless families and is requesting Representative Cahir and Senator Doane to look into the closing. Mr. Kerwin of the Department of Human Services was to meet with Mr. Rothfield of Gosnold to see if the contract could be extended. The Family Shelter is still a requirement in this area and Mr. Walsh feels that women and children should not be denied a temporary place (other than a motel) in which to live until permanent housing arrangements could be made.

Property Known as the Ballow House

Mr. Ridley spoke in favor of acquisition of the property known as the Ballow House and the possibility of submitting a bid to the Selectmen. It would not be so much for the house itself, as the property on which it is situated. Mr. Walsh felt that the property would be the one opportunity the Authority had for acquiring property in the downtown area. After a discussion of the pros and cons of such an offer being submitted, the majority of the Board members decided against the feasibility of such an acquisition.

ACC Amendment No. 5

ACC Amendment No. 5 for \$220,000 for Board approval is for the additional money to be provided by HUD for the sewer connection. Mr. Ridley explained that this is money that adds to the value of the property. Mr. Doyle moved to approve Amendment No. 5 and Mr. Glynn seconded the motion. 4 Ayes. 0 Nays. MOTION CARRIED.

Special Meeting, Thursday, August 18, 1988

There will be a Special Meeting of the Board, August 18, 1988 to consider the development proposal of Mr. Arbusto and Mr. Burns and the Teller Program. Mr. Arbusto was unable to attend the July meeting because of prior commitments.

Mr. Fred Sylvia, President, Rose Morin Resident's Association

Mr. Sylvia was concerned about the use of 22 Rose Morin as a laundry room and specifically when the washers/dryers would be delivered. So far, the appliances have not arrived and there is no firm delivery date which Mr. Flynn questioned. Removal of the wall to enlarge the area for meetings of the tenants has been studied and is not recommended since it would weaken the structure. Mr. Sylvia also requested that the shrubbery at the end of Rose Morin (boundary between Bayberry and the new nursing home) be left as is and that there be a chain across the fire access road when construction begins. Mr. Sylvia was advised that it would be used by the Police and Fire Departments only in an emergency. Mr. Sylvia also requested that residents be notified of the construction.

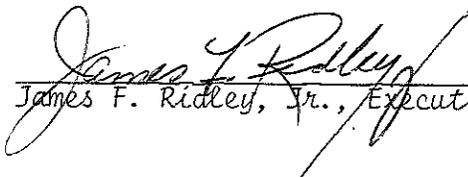
Mr. Chris Costa, All Cape Survey Consultants

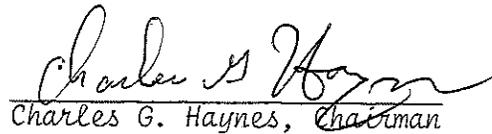
Mr. Costa was again before the Board with his plans for a sub-division. For the Authority he would have eleven units at \$94,500 and a day care center; or, twelve units at \$100,000. The other units in the sub-division would range in price from \$120,000 to \$140,000. All the houses would be located on 3/4 acre each. Mr. Costa came to the meeting looking for approval of the concept of his plan and also for a monetary commitment so that he could proceed with the bank business. Mr. Costa would like to have the Purchase and Sales Agreements drawn up in threes; three units to be completed at a time and EOC would pay it off in such increments. This should be worked out with Counsel, Mr. Frank Duffy. Mr. Glynn suggested this

be presented to the Board at the next meeting of the Commissioners. Mr. Ridley advised Mr. Costa that he must have a contract commitment from EOCD prior to going to the bank for money since no money will be forthcoming until the houses have been completed. Payment by EOCD will be made as units are completed. Mr. Costa will be amending his proposal to include the day care center and landscaping, submit it to Mr. Ridley, who will in turn submit it to EOCD. Mr. Duffy should have the Purchase & Sales Agreements ahead of time and further action will be taken at the next meeting, September 13, 1988. Mr. Lanoie questioned Mr. Costa about the cost for a handicapped unit.

At this point, as the meeting was about to adjourn, Mr. Ridley announced that the appliances for the Rose Morin laundry room had just been delivered.

Meeting adjourned at 11:45


James F. Ridley, Jr., Executive Director


Charles G. Haynes, Chairman

FALMOUTH HOUSING AUTHORITY

115 SCRANTON AVENUE

AUGUST 18, 1988

SPECIAL MEETING

MEMBERS PRESENT: Charles Haynes, Chairman
Arthur Doyle
L. Emmett Flynn
Paul Glynn
Matthew Walsh

STAFF PRESENT: James F. Ridley, Jr., Executive Director
Ronald M. Lanoie, Assistant Director

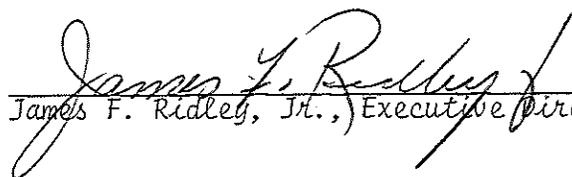
OTHERS PRESENT: Frank Arbusto, Developer, Cross Roads East
Charles Sabbatt, Attorney for Cross Roads East

The Special Meeting of the Board of Commissioners of Falmouth Housing Authority convened at 10:05 A.M. August 18, 1988. Roll Call was taken. Mr. Doyle, here; Mr. Flynn, here; Mr. Haynes, here; Mr. Glynn, here; Mr. Walsh, here.

Mr. Arbusto and Mr. Sabbatt came before the Board of Commissioners with a scaled down plan for their Cross Roads East Development. This development has been in the planning stage for some time and, as of this meeting, it appears there will be about 35 town-house type units on 6.7 acres of land of which 40% would be low-income housing. One of the other proposals for development located near Cross Roads East has been withdrawn. Mr. Sabbatt explained the pro-forma which would consist of an outline, or summary, of what the investment costs would be, the engineering costs, the costs of construction, the land acquisition and then the explanation of soft costs (legal fees; expert witnesses, etc.).

Mr. Glynn did not feel the Teller Program was favorable, since it would require the Housing Authority to play a more active role in the acquisition of property. Mr. Sabbatt stated that the statutes suggest need for housing being weighed against the reasonableness of local regulations. He believes the Appeals Committee will see that requirement for housing outweighs the need to adhere to that particular by-law.

Meeting adjourned at 11:15 A.M.


James F. Ridley, Jr., Executive Director


Charles Haynes, Chairman

FALMOUTH HOUSING AUTHORITY

115 SCRANTON AVENUE

SEPTEMBER 13, 1988

GENERAL SESSION

MEMBERS PRESENT: Charles Haynes, Chairman
Arthur Doyle
Paul Glynn
Matthew Walsh

MEMBERS ABSENT: L. Emmett Flynn

STAFF PRESENT: James F. Ridley, Jr., Executive Director
Ethel M. Falconieri, Clerk

STAFF ABSENT: Ronald M. Lanoie, Assistant Director

OTHERS PRESENT: Frank Duffy, Counsel
Julia St. George, Reporter, Cape Cod Times
Julie Nolan, Handicapped Resident of Tatakot
Sean Kelly & Christina Dunn, Intercontinental Developers
Mr. & Mrs. Chris Costa, All Cape Survey Consultants

The General Session of the Board of Commissioners of the Falmouth Housing Authority convened at 10.00 A.M. September 13, 1988. Roll call was taken. Mr. Doyle, here; Mr. Haynes, here; Mr. Glynn, here; Mr. Walsh, here. Mr. Flynn was absent.

Approval of the Agenda

The Agenda was approved as written with the addition of Ms. Julie Nolan who appeared before the Board at the request of Commissioner Walsh.

Approval of Minutes

Mr. Doyle moved that the minutes of the meeting of August 16, 1988 and the minutes of the Special Meeting of August 18, 1988 be approved. Mr. Glynn seconded the motion. 3 Ayes. 0 Nays. 1 Absent. MOTION CARRIED

Payment of Bills

Payment of the bills was approved after the explanation of the Alarm Systems Test and Sharp's TV bills for repairs to the antenna system at Salt Sea, Mayflower and Rose Morin. The system at Rose Morin had been struck by lightning and required repairs to the roof also. Mr. Doyle moved to approve payment of the bills and Mr. Glynn seconded the motion. 3 Ayes. 0 Nays. 1 Absent. MOTION CARRIED.

OLD BUSINESS

Status of 689 Project

Mr. Ridley stated there is nothing new to report on the 689 Project other than site approval. Nothing has been received in writing.

Status of 705 Modernization

The 705 Modernization is still pending.

47-4 Sewer Connection

The bids for the sewer connection (Harborview/Administrative Offices) will be opened September 30, 1988 at 12:00 noon. There will be a special meeting of the commissioners on that date.

Cable TV

There is nothing new to report on the status of Cable TV.

German's Fencing

Work will resume on the clearing of this property as soon as Allenby Tree Service completes work they are doing for the Town of Falmouth on Central Avenue.

Signs for Trucks

The Housing Authority vehicles now have signs on them.

Proposal for Audit Services

Mr. Ridley advised the Board that three agencies were asked to bid on the Federal requirement for an audit and there was no response. Therefore, the state auditors have been selected at a price of \$2900.00. Mr. Doyle moved to approve the

the proposal for audit services and Mr. Walsh seconded the motion. 3 Ayes.
0 Nays. 1 Absent. MOTION CARRIED

Closing of the Family Shelter

Many people have been working toward keeping the Family Shelter open, hopefully until June. Mr. Doyle moved that a letter be written to the state thanking them for their support in keeping it open until December and asking them to keep it open until June. Mr. Glynn seconded the motion. 3 Ayes. 0 Nays. 1 Absent. MOTION CARRIED

Hook-up of Washers and Dryers

The electrician who was to complete the hook-up of the washers and dryers which arrived several weeks ago (August 16, 1988) has been in the hospital and it may be necessary to locate another electrician to complete the work. Mr. Ridley will look into this to see if a replacement is required.

Ms. Julie Nolan, Handicapped Resident of Tatakot

At the request of Commissioners Walsh, Ms. Nolan came before the Board to mention items which she found were a problem at Tatakot Apartments; namely, the doors to the laundry room and mail boxes being so heavy and the very high thresholds which are difficult for wheelchairs. Also, the screen doors on the apartments close rapidly and with force. She would like to see those adjusted. In addition, there is a problem for wheelchairs getting from Tatakot to the Stop & Shop with the grading of the ramps. The Authority recognizes this problem and is trying to work with the VFW on improvements, Mr. Ridley advised Ms. Nolan. It was suggested a letter be sent to the VFW to see if some positive action could be taken in the near future on a situation which is their obligation. Mr. Ridley told Ms. Nolan the thresholds at Tatakot should be taken care of within a month.

Mr. Sean Kelly/Ms. Christine Dunn, Intercontinental Developers

Mr. Kelly introduced himself to the Board of Commissioners. There is a seven acre parcel of land located behind the Nimrod Club on the corner of Dillingham Avenue and Gifford Street which Intercontinental is interested in developing. Mr. Kelly thought it an ideal location for elderly housing because of its proximity to Falmouth Center. Mr. Glynn found this to be an interesting site and the discussion followed on which would be most desirable; low income, moderate income, elderly or the need for a congregate care facility. Mr. Glynn, along with other Board members, feels it would be an ideal location for low-income housing - one where residents could walk to work or shopping, etc. Mr. Kelly left with several proposals in mind and stated that he would be back to present them to the Board. It was suggested a special meeting be set up when the proposals are ready.

Chris Costa, All Cape Survey Consultants

Mr. Costa only recently received the complete information on the requirements for a Child Care center which he is proposing in his development. It does not appear to be too involved or difficult according to Mr. Costa. He also advised the Board of a delay in the Purchase and Sales Agreements; his attorney went on vacation before completing them, but everything should be ready by the next meeting.

Approval of the Operating Budget for Federally Assisted Projects 047-004/P047005/FY89

The Board of Commissioners at a Special Meeting held on June 17, 1988 approved the FY89 Federal Budget by Resolution No. 88-024 as follows:

1. That the proposed expenditures are necessary in the efficient and economical operation of the housing for the purpose of serving low-income families.
2. That the financial plan is reasonable in that:
 - a. It indicates a source of funding adequate to cover all proposed expenditures.
 - b. It does not provide for use of Federal funding in excess of that payable under the provisions of the Final Rule of the Performance Funding System.
3. That all proposed rental charges and expenditures will be consistent with the provisions of law and the Annual Contributions Contract.

NEW BUSINESS

E OCD Fall Conference

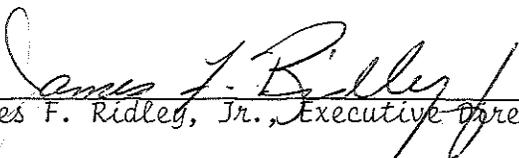
Mr. Ridley brought to the attention of the Commissioners the Fall Conference of E OCD which will be held on November 15-17, 1988 at the Sheraton Tara in Braintree.

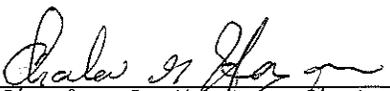
He has a requirement to know the number of people interested in attending.

Vehicle for Housing Inspector

Mr. Duffy stated that it would not be legal to lease a car and that it could not be done.

Meeting Adjourned at 11:15 A.M.


James F. Ridley, Jr., Executive Director


Charles G. Haynes, Chairman

FALMOUTH HOUSING AUTHORITY

115 SCRANTON AVENUE

SEPTEMBER 30, 1988

SPECIAL MEETING

MEMBERS PRESENT: Charles Haynes, Chairman
Arthur Doyle
Matthew Walsh

MEMBERS ABSENT: L. Emmett Flynn
Paul Glynn

STAFF PRESENT: James F. Ridley, Jr., Executive Director
Thomas Gorton, Maintenance Foreman
Ethel M. Falconieri, Clerk

STAFF ABSENT: Ronald M. Lanoie, Assistant Director

The Special Meeting of the Board of Commissioners of the Falmouth Housing Authority convened at 12:00 noon, September 30, 1988. Roll call was taken. Mr. Haynes, here; Mr. Doyle, here; Mr. Walsh, here. Members absent, L. Emmett Flynn and Paul Glynn.

OLD BUSINESS

Opening of Bids - 47-4 Sewer Connection

The bids for connection to the Municipal Sewer System will be prepared in accordance with HUD Regulation 7485.1, Revision 3.

Mr. Chris Costa, All Cape Survey Consultants

Mr. Costa was unable to attend the special meeting.

NEW BUSINESS

Proposal for Chain Link Fence

Mr. Ridley had several proposals for continuing the fence from DeAngelos to the area behind the A&P. It was thought that proposals would be under \$10,000 and therefore, unnecessary to go out for bid. The estimate from Walpole Fence was \$11,115.40 for a chain link fence with vinyl covering, including screening. Eagle Fence of Falmouth submitted a proposal for \$4,390 and Expert Fence of Hyannis submitted one for \$3,720. Mr. Haynes recommended checking with the Planning Board on the fencing plans to see if a permit is required. Mr. Doyle moved that Eagle Fence be selected and Mr. Walsh seconded the motion. 2 Ayes. 2 Absent. 0 Nays. MOTION CARRIED

Resolution No. 88-025, Amendment No. 2 to Engineers/Architects Contract

Mr. Doyle moved that Resolution No. 88-025, Amendment No. 2 to Engineers/Architects Contract, Project 667-1/3 for approval of payment for increase in the scope of work for Phase III, Boiler Room work be approved. Mr. Walsh seconded the motion. 2 Ayes. 2 Absent. 0 Nays. MOTION CARRIED

Comp Time for Tenant Selection Coordinator

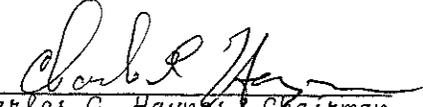
Mr. Doyle moved that payment to the Tenant Selection Coordinator for Compensatory Time be approved with the recommendation to monitor its use closely. Mr. Walsh seconded the motion. 2 Ayes. 2 Absent. 0 Nays. MOTION CARRIED

Doyle Engineering

Payment of \$8,800 to Doyle Engineering for plans and specs for the sewer connection was approved.

Meeting adjourned at 1:00 P.M.


James F. Ridley, Jr., Executive Director


Charles G. Haynes, Chairman

FALMOUTH HOUSING AUTHORITY

115 SCRANTON AVENUE

OCTOBER 5, 1988

SPECIAL MEETING

MEMBERS PRESENT: Charles Haynes, Chairman
Arthur Doyle

MEMBERS ABSNET: L. Emmett Flynn
Paul Glynn
Matthew Walsh

STAFF PRESENT: James F. Ridley, Jr., Executive Director
Ronald M. Lanoie, Assistant Director
Thomas J. Gorton, Maintenance Foreman
Ethel M. Falconieri, Clerk

While awaiting a quorum for this special meeting, several items were discussed informally.

Requirement for New Copying Machine

Mr. Ridley mentioned to members present the requirement for a new copier. The present machine is outdated and very slow. He has so far received one proposal for a Minolta copier, but will be looking into other companies for their prices.

Bids for the Sewer Contract

Approval of a contractor for this work will be in the form of a resolution to be voted on at the regular meeting of the commissioners on October 11, 1988. Hopefully Mr. Duffy will be available later this morning to review the contracts and make a determination. The low bidder on this work did not submit his bid on the required forms and the instructions were not followed. It is planned to hand-carry the necessary paper work to HUD Wednesday, October 12, 1988. Mr. Gorton also suggested that Mr. McHugh, registered engineer, be appointed clerk of the works when construction begins. Mr. McHugh previously worked for the Authority on the 667 Projects renovations.

Mr. Gorton went on to explain the problem of the clogged waste disposal lines at Salt Sea is being resolved. Cement used to hold the clay tile lines has cracked and shrub and tree roots have caused a serious problem, but the solution is in the offing.

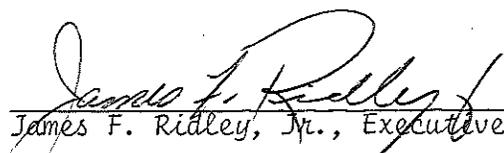
Dwight & Pamela Smith

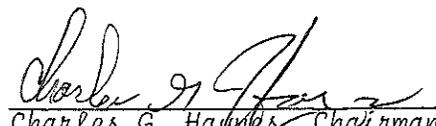
The Smiths formerly resided at 91 Fordham Road, and moved in early after agreeing to make a lot of the required repairs. It was suggested they be apid for materials only; labor is not to be included.

LaBeet/Landlord-Sandra Costa/Tenant

Mr. Lanoie was unable to contact Mr. LaBeet concerning the meeting today.

There being no quorum, meeting adjourned at 11:30


James F. Ridley, Jr., Executive Director


Charles G. Haynes, Chairman

FALMOUTH HOUSING AUTHORITY

115 SCRANTON AVENUE

OCTOBER 11, 1988

GENERAL SESSION

MEMBERS PRESENT: Charles Haynes, Chairman
Arthur Doyle
L. Emmett Flynn
Paul Glynn
Matthew Walsh

STAFF PRESENT: James F. Ridley, Jr., Executive Director
Ronald M. Lanoie, Assistant Director
Thomas Gorton, Maintenance Foreman
Ethel M. Falconieri, Clerk

OTHERS PRESENT: Julia St. George, Cape Cod Times
Valerie Cimino, Falmouth Enterprise
Mr. Sylvia, President, Rose Morin Resident's Association
Priscilla Backman, Resident of Rose Morin
Adeline Smith, Resident of Rose Morin

OTHERS ABSENT: Frank Duffy, Counsel

The General Session of the Board of Commissioners of the Falmouth Housing Authority convened at 10:00 A.M. October 11, 1988. Roll call was taken. Mr. Doyle, here; Mr. Flynn, here; Mr. Haynes, here; Mr. Glynn, here; Mr. Walsh, here.

Approval of Agenda

The agenda was approved as written with the addition of an item to be considered which Mr. Glynn will present.

Approval of Minutes

Mr. Doyle moved that the minutes of the September 13, 1988 and the Special Meeting of September 30, 1988 be approved. Mr. Flynn seconded the motion. 4 Ayes. 0 Nays. MOTION CARRIED

Payment of Bills

Mr. Doyle moved to approve payment of the bills after clarification of the bill from West Falmouth Electric for new lighting at Salt Sea. Mr. Flynn seconded the motion. 4 Ayes. 0 Nays. MOTION CARRIED

OLD BUSINESS

Status of 667 New Construction

There is nothing new to report on the status of 667 New Construction. It is possible there will be no word from EOCD until December.

Status of 689 New Construction

There is no further word on the status of 689 New Construction, other than the fact that the Authority has verbal approval.

Status of 705 Modernization

EOCD has the request for modernization money for the 705 houses, but, as of this, date, no money has been made available.

Resolution No. 88-026: 47-4 Sewer Connection

Mr. Gorton stated that bids for sewer connection of the Harborview Apartments/ Administrative Offices of the Housing Authority were opened at 12:00 noon on September 10, 1988. The bids were as follows: George Botelho of Falmouth, \$117,900; Brentwood Construction Corporation, \$110,498 and B&P General Construction Corporation, \$92,300. A determination was made by Counsel for the Authority, Mr. Frank Duffy, the contract would go to the second lowest bidder, Brentwood Construction of Hyannis. Mr. Gorton went on to explain the low bid of B&P Construction Corporation was not in accordance with Massachusetts General Laws, Chapter 149, Section 44A which is part of the bidding law. It was not on the proper bid form; they did not acknowledge the addendum. Mr. Gorton stated that B&P Construction was aware that they were lax in their submission and that their bid could not be considered in the format in which it was submitted. Mr. Glynn felt that the difference of \$18,000 was an item to be considered and wondered if the bid should go out again for the sewer connection. Mr. Walsh followed along this line. However, the other Board members cited the necessity for getting the work done since it has already been delayed over a year. The Town could levy a fine of \$50 a day - going back to the original date when connection to the Municipal Sewer Collection System should have been done. Mr. Doyle moved that the second lowest bidder, Brentwood Construction, be approved. Mr. Flynn seconded

the motion. Mr. Glynn abstained and Mr. Walsh opposed. Mr. Haynes announced a tie vote, and, as Chairman of the Board, voted "Aye" to break the tie. 2 Ayes. 1 Abstained. 2 Opposed. Chair - aye. MOTION CARRIED

German's Fencing

The lot area has been cleared and indications are that the fencing will be completed this month.

Status of Family Shelter

A letter was sent to the Barnstable County Commissioners in support of keeping the Barnstable County Hospital open for the elderly, chronically ill and the handicapped.

Cable TV

The Cable Company, Adelphia, has commenced work installing underground cable at Salt Sea and will continue, it is presumed, on the other projects as soon as they can schedule it. Mr. Haynes has not heard from Mr. Regis of Adelphia regarding a special price for the elderly projects. The Cable Company seems to be very lax in advising the Authority of their schedule.

Hook-up of Appliances: 667-1/3

Mr. Ridley explained to the Board that the hook-up positions for the plumbing and electrical work on the washers/dryers is all in place and the estimated completion date is October 22, 1988. The electric is all in at Mayflower and Salt Sea. The Authority is now waiting for all the work to be completed at one time. Mr. Sylvia, President of the Rose Morin Residents Association, expressed the appreciation of the tenants for the new railings and the installation of the bench. He then questioned the delay on the laundry room/meeting room which had been requested in June. It was explained to Mr. Sylvia, by Mr. Ridley, that the bottom line is money; there is no money to build a new meeting place for the tenants of Rose Morin, that there is a facility they could use within a short distance. The washer/dryer room cannot be restructured to accommodate a larger meeting place since it must, and will be, returned to a residential apartment. Ms. Priscilla Backman spoke up and said that, at the most, there would only be about ten people at a meeting, citing the fact that only two were present today with Mr. Sylvia.

Ms. Backman did have a request to have the housing area cleaned up. Grocery carriages are accumulating from the local market, and the yards really need to be cleaned up. She is aware that notices go out to the tenants, but the notices are generally disregarded. She feels a representative from the Housing Authority should speak firmly to the tenants about the appearance of the area, and stress the requirement for keeping their grounds and area neat. Mrs. Adeline Smith also had a request regarding the icy walks in the winter. Mr. Ridley told Mrs. Smith that a supply of sand could be left in certain areas for use by the tenants since it would be impossible to have a maintenance man on hand at all hours just to take care of icing conditions. The subject of the laundry room and the completion date came up again. Mr. Ridley stated the wood floor must be covered and a central drain installed in the event of a washer overflow and reiterated the completion date of October 22, 1988.

Family Shelter

Mr. Walsh brought up the subject of the Family Shelter indicating the plan to close it in December is still firm. Mr. Presbrey, Housing Assistance Corporation, Hyannis and Mr. Cannon Falmouth Human Services are looking for a place to transfer the Shelter. Mr. Walsh stated that Gosnold is the first ever to break a contract with the Shelter Program. He also mentioned a letter going forward thanking those involved in keeping the Shelter open until December. When a new location is found, Housing Assistance Corporation will run it, according to Mr. Walsh.

Requirement for a New Copying Machine

Mr. Ridley is awaiting further information on types of copying machines available from Xerox Corporation. He checked with Johnson & Peterson Office Machines and they do not have new machines available.

Mr. Glynn

Mr. Glynn was to introduce a Mr. Aufiero who would be representing him at the Falmouth Housing Trust meetings. Mr. Aufiero did not attend this meeting. The representative to the Housing Trust does not have to be a member of the Board of Commissioners.

Mr. Chris Costa, All Cape Survey Consultants

Mr. Costa had been delayed and while awaiting his arrival, Mr. Ridley mentioned the 705 complex at Walpole to which the Commissioners have been invited. A visit has been scheduled for October 20, 1988.

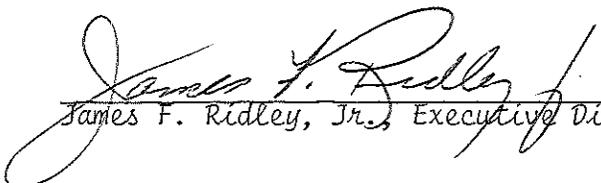
Mr. Haynes suggested the General Session be adjourned to be reconvened this date.

Meeting adjourned at 10:55 A.M. Reconvened at 11:40 A.M. October 11, 1988.

Mr. Chris Costa, All Cape Survey Consultants

Mr. Costa stated that he needed additional time to give a complete assessment of his proposal to the Board. If he finds that he does not want to proceed with the development of 12 houses for the Authority, he will advise the Board before the Special Meeting which is scheduled for October 25, 1988 at 10:30 A.M.

Meeting adjourned at 11:45 A.M.


James F. Ridley, Jr., Executive Director


Charles G. Haynes, Chairman

FALMOUTH HOUSING AUTHORITY

115 SCRANTON AVENUE

OCTOBER 25, 1988

SPECIAL MEETING

MEMBERS PRESENT: Charles Haynes, Chairman
Arthur Doyle
L. Emmett Flynn
Paul Glynn
Matthew Walsh

STAFF PRESENT: James F. Ridley, Jr., Executive Director
Thomas Gorton, Maintenance Foreman
Ethel M. Falconieri, Clerk

STAFF ABSENT: Ronald M. Lanoie, Assistant Director

OTHERS PRESENT: Mr. & Mrs. Chris Costa, All Cape Survey Consultants

The Special Session of the Board of Commissioners of Falmouth Housing Authority convened at 10:30 A.M. October 25, 1988. Roll call was taken. Mr. Doyle, here; Mr. Flynn, here; Mr. Haynes, here; Mr. Glynn, here; Mr. Walsh, here.

Approval of the Agenda

The agenda was approved as written.

Approval of Minutes, Meeting of October 11, 1988

Mr. Doyle moved that the minutes of the meeting of October 11, 1988 be approved. Mr. Flynn seconded the motion. 4 Ayes. 0 Nays. MOTION CARRIED

OLD BUSINESS

Project 667-1/3 Appliances

The appliances have been connected at the 667-1/3 Projects. The Meeting Room/Laundry Room at Rose Morin is open and requested supplies have been made available.

Mr. Costa, All Cape Survey Consultants

Mr. Thomas Gorton, Maintenance Foreman, attended this meeting expressing his interest in the acquisition of 705 houses as far as maintenance and what support would be provided in the future for the upkeep of the property.

Mr. Costa had the plans available for the Commissioners to review; plans showing the layout, engineering designs, septic systems, proposed location of the Day Care Center which would have a capacity for 20 children or less. Mr. Costa has

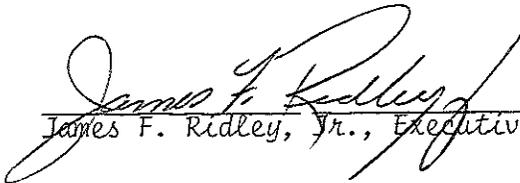
already had two meetings with the Planning Board and is to have another one tonight (October 25, 1988). He does not anticipate any delays in proceeding with this plan. Mr. Flynn questioned whether or not there was maintenance money for the new units. Mr. Ridley explained that the cost of maintenance would be affected by the guarantees that come with a new house. Preventive maintenance money would begin to build up during this period for approximately ten years in a Reserve Fund which would be available when required. The discussion followed on the type of heat, which will be forced hot air by natural gas, considered to be the most advantageous to the individual resident as far as reliability, cost and maintenance. The cellar ceilings must be insulated. Andersen high performance thermopane windows will be installed. Mr. Costa will provide ranges with hoods. The water heater will be installed in the basement as opposed to Mr. Costa's plan to have it in a closet in the living area. Also, there will be washer/dryer hookups in the basement. Mr. Costa also explained his plans to change the configuration/or modify the exteriors of the houses to reduce the appearance of "row-type" homes. Mr. Gorton brought up the subject of regulating the appearance of the area and to have the requirements in each deed so that this area would prove to be an example for the community and for other housing authorities. This subject will be addressed at a future meeting. Refrigerators and storm/screen doors will be an additional expense for the Authority. Mr. Costa stated that he must have a commitment by November 15, 1988. He would like to get the base roads in before Christmas.

Mr. Costa also expressed an interest in the requirements for a barrier-free house which Mr. Gorton was able to explain to him.

There will be a meeting of the Commissioners on November 3, 1988 to discuss the restrictions in the proposed development. Mr. Costa will be available, either in person, or by telephone, to answer any questions. Mr. Ridley will contact Mr. Costa to advise him if it is necessary for him to be present.

Mr. Costa said that he would be available for the next regular meeting of the Board of Commissioners.

Meeting adjourned at 11:30 A.M.


James F. Ridley, Jr., Executive Director


Charles G. Haynes, Chairman

FALMOUTH HOUSING AUTHORITY

115 SCRANTON AVENUE

NOVEMBER 8, 1988

GENERAL SESSION

MEMBERS PRESENT: Charles Haynes, Chairman
Arthur Doyle
L. Emmett Flynn
Paul Glynn
Matthew Walsh

STAFF PRESENT: James F. Ridley, Jr., Executive Director
Ronald M. Lanoie, Assistant Director
Ethel M. Falconieri, Clerk

OTHERS PRESENT: Frank Duffy, Counsel
Paul Ruchinskas, Coordinator, Falmouth Housing Trust
John A. Auferio, Attorney
Julia St. George, Cape Cod Times

The General Session of the Board of Commissioners of the Falmouth Housing Authority convened at 10:00 A.M. on November 8, 1988. Roll call was taken. Mr. Doyle, here; Mr. Flynn, here; Mr. Haynes, here; Mr. Glynn, here; Mr. Walsh, here.

Approval of Agenda

The agenda was approved with the addition of several items; the change in our ACC and the new Fair Market Rents; the introduction, by Mr. Glynn, of Attorney Auferio.

Approval of Minutes

Mr. Doyle moved that the minutes of the Special Meeting of October 25, be approved. Mr. Flynn seconded the motion. 4 Ayes. 0 Nays. MOTION CARRIED

Introduction of Mr. Auferio

Mr. Glynn requested that the order of business be changed to introduce Mr. Auferio.

Mr. Glynn stated his wish to resign from the Falmouth Housing Trust because of difficulties in attending the Monday night meetings. He also commended Mr. Lanoie on his commitment in attending those meetings. Mr. Glynn then introduced Mr. Aufiero to the Board, stating that he had previously explained the responsibilities of the position on the Housing Trust to him and that he felt he was well qualified. Mr. Aufiero then expressed his interest in the Housing, and as a resident of Falmouth since 1986, is interested in becoming more involved in town affairs. Mr. Doyle moved to accept Mr. Glynn's resignation and appoint Mr. Aufiero; Mr. Walsh seconded the motion. 4 Ayes. 0 Nays. MOTION CARRIED

OLD BUSINESS

Status of 667 New Construction

Status of 689 New Construction

Mr. Ridley has nothing new to report on either of these two programs, but he feels that some word may come out at the meeting to be held in Braintree next week. Although site approval has been obtained, the Authority must wait for the actual grant. Discussion followed on the services of an architect and the proper procedure for acquiring these services while at the same time precluding the possibility of past entanglements. Technically an architect should pose no problem.

Status of 705 Modernization

Mr. Ridley advised the Board that the Authority has been included in MOD monies for next year and that \$250,000 has been allocated for this modernization. This will be in the form of a grant and the Authority should be hearing something in January or February. One unit in particular has been authorized \$23-25,000 in advance to come from this \$250,00 with the possibility of recouping it at a later date to update the maintenance of the other 705 houses which require extensive maintenance.

Status of 47-4 Sewer Connection

Work on the connection of the Harborview Apartments/Administrative Offices to the municipal sewer collection system should start next week - possibly Monday or Tuesday. Water, gas and sewer lines have already been marked off and Doyle & Associates will be available in the event of any hidden lines which may surface; the area had been used as a Navy barracks during World War II so there may be other problems. There was also a fire inspector at the preconstruction briefing. Fire alarms will be disconnected during working hours and reconnected at the close of the working day. There will also be a clerk of the works observing work in progress all day.

Requirement for Copying Machine

Xerox has presented the best machine - the 1038 model. Mr. Ridley quoted the other prices for various makes and Xerox has the best offer. After a discussion by the Board, it was decided to buy Xerox 1038, hold onto the present machine since the Authority would only be allowed \$250 for it. Mr. Doyle moved to purchase the Xerox 1038 and keep the present machine, use it and then advertise it for sale for more than what Xerox would allow on the purchase of a new machine. Mr. Flynn seconded the motion. 4 Ayes. 0 Nays. MOTION CARRIED

State ACC

Mr. Lanoie told the Board that a letter had been received from EOCD increasing the number of 707 certificates from 82 to 189. That is the number of certificates we will be able to issue and we will be funded accordingly. At the present time, there are some 215 people housed under the 707 Program for various reasons and through programs such as the Homeless Program and the DPW. Under the new Homeless Program that went into effect October 1, 1988, the Authority housed six in October with eight pending. This is out of the 2000 certificates that were issued through the Commonwealth. The new certificates are maintained in Boston, and under the Homeless Program, everyone goes to Hyannis and then Hyannis calls Boston to draw down the certificate. EOCD verified, through SSANs that all these families are homeless and that they are not housed elsewhere. In this case, EOCD is exercising positive controls over the program. Mr. Lanoie considers the housing of six families already, with eight pending, a fair amount for the town. Mr. Glynn moved to amend the ACC and Mr. Walsh seconded the motion. 4 Ayes. 0 Nays. MOTION CARRIED

New Fair Market Rents

The Fair Market Rents were increased at both the state and federal level effective October 1, 1988. Congress determines the increase for the Federal FMR's and the state legislature for the state. The survey was conducted last year and that is what the rates are based on; next year there may be a decrease in the FMRS. It appears now that houses are more readily available for rental than in

the past. Mr. Lanoie also explained to the Board that the Authority is no longer asking landlords if they desire an increase as has been done in the past. Landlords are advised only that the due date of the lease is about to expire and asked if they wish to renew that lease. Mr. Ridley went on to explain the difference with the Voucher Program, which we do not now have, but which may be required in the future. Tenants would be cautioned on the fallacies of the Voucher Program.

Approval of Resolution No. 88-027

The Board of Commissioners reviewed the new Federal preferences and the new applications for the Section 8 and Elderly Housing Programs. Mr. Doyle moved to approve the new preferences and forms. Mr. Flynn seconded the motion. 4 Ayes. 0 Nays. MOTION CARRIED

Request to Close Authority Office

Mr. Ridley explained to the Board the request to close the Authority office the day after Thanksgiving, which is normally considered a minimum manning day. A maintenance person would be available for emergencies and, also, either the Executive Director or the Assistant Director would be available. It is also understood that both HUD and EOC, as well as town offices, are closed.

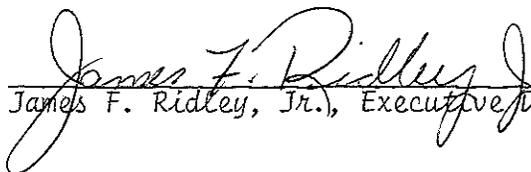
Other Items

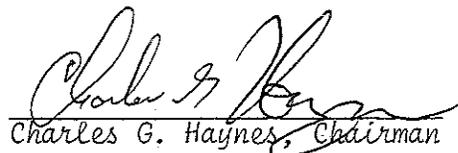
Mr. Haynes mentioned the annual dinner for the seniors which the Kiwanis would host at the Nutrition Center on December 10, 1988.

Mr. Chris Costa, All Cape Survey Consultants

Mr. Costa did not attend the meeting today. Mr. Flynn mentioned that Mr. Costa does not have Planning Board approval to develop his plan. The Housing Authority must have a commitment by December 15, 1988. Mr. Costa has another meeting with the Planning Board on November 22, 1988. The Board then decided to make public the plans for the new 705 units.

Meeting adjourned at 11:00 A.M.


James F. Ridley, Jr., Executive Director


Charles G. Haynes, Chairman

FALMOUTH HOUSING AUTHORITY

115 SCRANTON AVENUE

NOVEMBER 23, 1988

SPECIAL MEETING

MEMBERS PRESENT: Charles G. Haynes, Chairman
Arthur T. Doyle
L. Emmett Flynn

MEMBERS ABSENT: Paul Glynn
Matthew Walsh

STAFF PRESENT: James F. Ridley, Jr., Executive Director
Ronald M. Lanoie, Assistant Director

OTHERS PRESENT: Paul Ruchinskas, Falmouth Housing Trust Coordinator
Chris Costa, All Cape Survey Consultants

The Special Session of the Board of Commissioners of the Falmouth Housing Authority convened at 12:20 P.M. November 23, 1988. Roll call was taken. Mr. Doyle, here; Mr. Flynn, here; Mr. Haynes, here. Mr. Glynn was unable to be present (court case) and Mr. Walsh was on jury duty and not available.

Mr. Chris Costa, All Cape Survey Consultants

Mr. Costa came before the Board again to further explain his plans for development, comparing it with Valley Ridge on Gifford Street which is located on what was once a gravel pit and is now an attractive area.

Mr. Costa stated that he has contracted with Brievogel to remove the stumps from the area and have that material screened out. Mr. Marshall will remove his materials (vehicles, sheds and miscellaneous items) within 90 days. While that is going on, the roads will be staked out. The grade of the road will be dropped

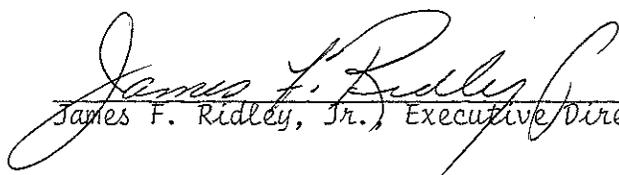
and that material will be used to fill in the pit. There will be a five foot change in the grade. All hazardous material (tanks, tires, asphalt, paints, etc.) will be disposed of in accordance with standard procedures at a cost of several thousand dollars.

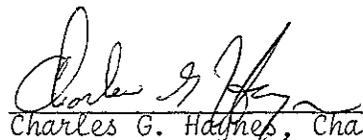
The topographical site plan shown by Mr. Costa was taken from an aerial photo taken by the town; out of 18 acres, the pit only takes 2 acres. Stringent drainage calculations have been considered and there will be 4 big catch basins at the entrance to his development.

Further items brought up for discussion included maintenance of the roads, the zoning by-laws on vehicles, TV Cable, concerns about lighting for security, deed restrictions and the 30-day Right to First Refusal.

The Commissioners will have a list of their questions prepared for discussion at the next special meeting to be held December 1, 1988 at 10:00 A.M. with Mr. Costa.

Meeting adjourned at 1:00 P.M.


James F. Ridley, Jr., Executive Director


Charles G. Haynes, Chairman

FALMOUTH HOUSING AUTHORITY

115 SCRANTON AVENUE

DECEMBER 1, 1988

SPECIAL MEETING

MEMBERS PRESENT: Charles G. Haynes
Arthur T. Doyle
L. Emmett Flynn

MEMBERS ABSENT: Paul C. Glynn
Matthew F. Walsh

STAFF PRESENT: James F. Ridley, Jr., Executive Director
Ethel M. Falconieri, Clerk

STAFF ABSENT: Ronald M. Lanoie, Assistant Director

OTHERS PRESENT: Mr. & Mrs. Chris Costa, All Cape Survey Consultants
Mr. Richard Lino, Prospective Purchaser

The Special Session of the Board of Commissioners of Falmouth Housing Authority convened at 10:15 A.M. December 1, 1988. Roll call was taken. Mr. Doyle, here; Mr. Flynn, here; Mr. Haynes, here. Mr. Glynn was unable to attend (court business) and Mr. Walsh was absent.

Mr. Chris Costa, All Cape Survey Consultants

When questioned by the Commissioners, Mr. Costa stated that he had official approval for his development from the Planning Board three weeks ago. The Planning Board then decided they wanted to look at the nitrate loading calculations which Mr. Costa supplied to them two weeks ago. The subject was never brought up at the meeting last Tuesday. Mr. Costa stated that he plans to pick up his plans from the Planning Board at the end of the week and will be filing same in Barnstable.

Mr. Costa had a list of the restrictive covenants which have been used in the past and which he presented to Board members for their review, mentioning that Section 2 should be deleted since it put the burden on the homeowner, which would be the Authority.

Mr. Flynn questioned who would be mowing the lawns. Mr. Ridley replied that it would be the responsibility of the individual tenant; hand mowers would be provided for them. Mr. Ridley went on to explain that certain other restrictions, such as no unregistered vehicles, are outlined in the leases the tenants sign.

Lighting arrangements could be contracted with ComElectric. Cable would be put in with the underground cable that is there now and there would be pole boxes every two or three lots around the subdivision.

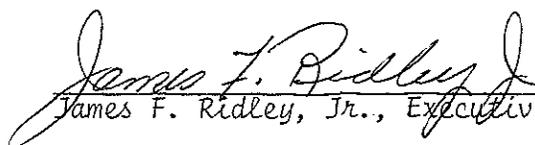
Mr. Costa will be providing ranges with hoods and the storm doors, front and back, probably anodized aluminum. The Housing Authority will furnish the refrigerators.

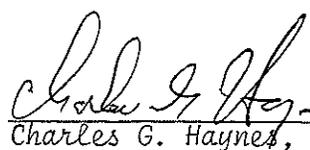
Discussion followed on crushed stone driveways vs. black-top. Black-top would run about \$500 - \$600 per unit and could be done at a later date.

Mr. Costa had prepared the Right to First Refusal which covers the Authority for a period of 30 days. No money is involved until the P&S is signed. The bond of \$12,000 was changed to \$1.00. This document will be hand-carried to EOCB. Mr. Doyle moved to exercise the right to first refusal. Mr. Flynn seconded the motion. 3 Ayes. 0 Nays. 2 Absent. MOTION CARRIED

The absence of two commissioners was noted.

Meeting adjourned at 10:50 A.M.


James F. Ridley, Jr., Executive Director


Charles G. Haynes, Chairman

FALMOUTH HOUSING AUTHORITY

115 SCRANTON AVENUE

DECEMBER 13, 1988

GENERAL SESSION

MEMBERS PRESENT: Charles Haynes, Chairman
Arthur Doyle
L. Emmett Flynn
Paul Glynn
Matthew Walsh

STAFF PRESENT: James F. Ridley, Jr., Executive Director
Ronald M. Lanoie, Assistant Director
Ethel M. Falconieri, Clerk

OTHERS PRESENT: Frank Duffy, Counsel

The General Session of the Board of Commissioners of the Falmouth Housing Authority convened at 10:00 A.M. December 13, 1988. Roll call was taken. Mr. Doyle, here; Mr. Flynn, here; Mr. Haynes, here; Mr. Glynn, here; Mr. Walsh, here.

Approval of the Agenda

The agenda was approved with several additions. Mr. Glynn wished to discuss more timely notices of special meetings. Mr. Flynn had a subject he wished to discuss and Mr. Ridley, the subject of position of Accounting Specialist.

Approval of Minutes - November 8, 1988 Meeting

The minutes of the meeting of November 8, 1988 were approved. Motion made by Mr. Doyle and seconded by Matthew Walsh. 4 Ayes. 0 Nays. MOTION CARRIED
The minutes of the Special Meeting of November 23, 1988 were approved. Motion made by Arthur Doyle and seconded by L. Emmett Flynn. 4 Ayes. 0 Nays. MOTION CARRIED. The minutes of the meeting of December 1, 1988 required correction of an omission by the recording clerk. At that meeting with Mr. Costa it was determined that the day care center would have a walk-out basement and hookups for washer and dryer. Mr. Doyle moved for approval and Mr. Flynn seconded the motion. 4 Ayes. 0 Nays. MOTION CARRIED

Payment of Bills

Mr. Doyle moved to approve payment of the bills. Mr. Flynn seconded the motion. 4 Ayes. 0 Nays. MOTION CARRIED

Mr. Glynn on Meeting Notices

Mr. Glynn requested more timely notification of special meetings so that he could adjust his schedule to attend those meetings. Mr. Ridley concurred and stated that cards would be mailed out and followed up with a telephone call. There was some confusion as to whether or not the meeting with Mr. Costa would actually take place on December 1, 1988.

OLD BUSINESS

Status of 667 New Construction

Mr. Ridley contacted EOCB and spoke to Mr. Joe Kelliher, Housing Specialist. Mr. Kelliher is checking into why this office has not received the grant procedures. It may be awaiting a decision from the Governor's office.

Status of 689 New Construction

The paper work for the 689 New Construction has been completed, certified and mailed. It must be approved by Ms. Amy Anthony, Secretary of EOCB and returned with instructions. From there it will be necessary to go out for bids on construction. Mr. Ridley does not see much happening before March. Brown and Lindquist have built this type of building, but Mr. Glynn suggested that perhaps another architect, a local one, would be a little more creative and would have something to offer that Brown & Lindquist would not.

Status of 705 Modernization

Mr. Ridley explained the two plans for the modernization of the house at 91 Fordham Road which is being remodeled to accommodate a quadriplegic. The estimate submitted by Brown & Lindquist was for a barrier free house at \$50,000 whereas the plans submitted by Lind, Co. were for renovations which would accommodate a wheel chair at \$27,500. Plans for a barrier free house are much more specific in design. The plans by Lind, Co. were well thought out; doors must be changed from 28" to 36", floors must be strengthened where they are sagging and new windows will be required. Much of the work required is cosmetic, as with many of the 705 houses.

705 New Construction

Mr. Ridley told the Board the package has been put together, all the signatures are there and Mr. Farrell has recorded the Right to First Refusal with the Barnstable Records Section. The Right to First Refusal holds until Mr. Costa builds his first house, then the Purchase and Sales Agreement can be signed. Mr. Costa has been advised of this and realizes that he is frozen into the \$1,200,000, that there will be no money forthcoming until the first house is completed. Mr. Glynn explained that if the Purchase & Sales Agreement were signed now, it would be necessary to go out for bids on the remaining houses.

47-4 Sewer Construction

The sewer construction is complete on the driveway entrance; the next step is to connect the Nutrition Center. The contractor is responsible for the black top which they are now putting on. The Authority has a contract for \$7,700 with Lawrence-Lynch to put on a finish coat in the spring.

ACC Contract Amendment

The ACC has three different amendments; changes from 83 to 119 to 174 to 189, which is where we stand now, according to Mr. Lanoie. It increases our funding from \$552,000 to \$1,228,000. There are no certificates available for issue until we reach 188 and then there will be one. Mr. Lanoie went on to explain that we are now at 232 due to the new homeless program, DPW, 707 Pool and Emergency Access Certificates. Mr. Glynn moved to approve this resolution and Mr. Walsh seconded the motion. 4 Ayes. 0 Nays. MOTION CARRIED

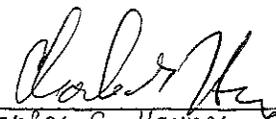
Mr. Flynn on 705 Houses

Mr. Flynn stated that he had written a letter to the newspaper about eight years ago objecting to the condition of the Chapter 705 houses, suggesting the government should not be in the business of buying houses if they can't maintain them. Since becoming a Commissioner, he feels they have no power; a fact he has learned since becoming a member of the Board. Mr. Flynn went on to say that he is against the government making any purchases or construction of new houses. He is against the current proposed acquisition of twelve new 705 houses to be built by Mr. Costa and had considered voting against this proposal but did not, feeling we were going to get it anyway. He would prefer seeing more Section 8 or private rentals; however, it was explained to him the Federal government does not get into the private housing business. Chapters 705 and 707 are strictly state.

Mr. Ridley explained to Mr. Flynn that EOCB is better staffed now and the need for preventive maintenance money is recognized. The reason we are going into new construction now is to preclude the repetition of past errors in acquiring housing that is over 3 to 5 years old. Mr. Ridley referred to two houses specifically (located on Fordham Road) which were acquired for \$46,500 and the upstairs was not even finished off. After the sale of these houses, the contractor went broke. Various other projects, such as the HUD 235 were discussed and they were unsuccessful. However, Mr. Ridley pointed out, if we get the maintenance money, it will eliminate the problem with maintenance of 705 houses. The Federal Projects are programmed for maintenance money which builds up over a period of years to help when major renovations may be required.

Meeting adjourned at 10:55 A.M.


James F. Ridley, Jr., Executive Director


Charles G. Haynes, Chairman

FALMOUTH HOUSING AUTHORITY

115 SCRANTON AVENUE

JANUARY 5, 1989

SPECIAL MEETING

GENERAL SESSION

MEMBERS PRESENT: Charles G. Haynes, Chairman
Arthur T. Doyle
L. Emmett Flynn
Matthew F. Walsh

MEMBERS ABSENT: Paul C. Glynn

STAFF PRESENT: James F. Ridley, Jr., Executive Director
Ethel M. Falconieri, Clerk
Thomas Gorton, Maintenance Foreman

STAFF ABSENT: Ronald M. Lanoie, Assistant Director

OTHERS PRESENT: Frank K. Duffy, Counsel
Julia St. George, Cape Cod Times

The General Session of the Special Meeting of the Board of Commissioners of the Falmouth Housing Authority convened at 10:00 A.M. January 5, 1989. Roll call was taken. Mr. Doyle, here; Mr. Flynn, here; Mr. Haynes; here; Mr. Walsh, here. Mr. Glynn was absent.

Approval of Agenda

The agenda was approved with no changes/additions.

Chapter 705 New Construction

A letter from Mr. Kimber, Director of the Bureau of Project Management, EOCB was read to the Board by Mr. Doyle. This letter clarified the limitations of the Authority and EOCB in the purchase of the 12 new units of housing from Mr. Costa. The word "turn-key" must be deleted from the Right of First Refusal before it will be considered by EOCB. Mr. Costa will appear before the Board at next Tuesday's meeting with another presentation.

Meeting adjourned at 10:07 A.M.


James F. Ridley, Jr., Executive Director


Charles G. Haynes, Chairman

FALMOUTH HOUSING AUTHORITY

115 SCRANTON AVENUE

JANUARY 10, 1989

GENERAL SESSION

MEMBERS PRESENT: Charles Haynes, Chairman
Arthur Doyle
L. Emmett Flynn
Paul Glynn
Matthew Walsh

STAFF PRESENT: James F. Ridley, Jr., Executive Director
Thomas Gorton, Maintenance Foreman
Ethel M. Falconieri, Clerk

STAFF ABSENT: Ronald M. Lanoie, Assistant Director

OTHERS PRESENT: Mr. Chris Costa, All Cape Survey Consultants
Julia St. George, Cape Cod Times

OTHERS ABSENT: Frank Duffy, Counsel

The General Session of the Board of Commissioners of the Falmouth Housing Authority convened at 10:00 A.M. January 10, 1989. Roll call was taken. Arthur Doyle, here; Mr. Flynn, here; Mr. Haynes, here; Mr. Glynn, here; Mr. Walsh, here.

Approval of Agenda

The agenda was approved with two additions: Mr. Lanoie/Housing Management Certificate and Mr. Glynn's request to attend a conference.

Approval of Minutes, Meeting of December 13, 1988

Mr. Doyle moved to approve the minutes of the meeting of December 13, 1988. Mr. Flynn seconded the motion. 4 Ayes. 0 Nays. MOTION CARRIED

Payment of Bills

There were no bills to pay as of this date. Carried over to next month.

667 New Construction689 New Construction705 Modernization

All of these projects, though approved, are in a hold status until the Massachusetts budget has been established. In regard to the 705 Modernization, in particular the funding for the renovation of a house to accommodate a quadriplegic, although in a hold status, is being kept to the forefront. Mr. Cahir is making every effort to locate funds for the project which is deemed of critical importance to the safety and well-being of the family. In connection with the 689 New Construction, the house on the corner of Homestead Lane was mentioned. However, it may have to be torn down since it is not in compliance with building codes.

47-4 Sewer Project

The sewer project is now complete except for the landscaping and repaving which will be done by the contractor in the spring. Mr. Gorton told the Board that 10% will be held back on payment to the contractor until he completes his portion of the contract. Once that is complete, there will be an overlay of the area by Lawrence-Lynch. It is estimated that the water bill will be doubled because of the increase in water rates, plus the sewerage being added to the water consumption.

Mr. Lanoie

Mr. Lanoie recently completed the Public Housing Management Training Certification Examination and will be receiving his Certificate in a few weeks. According to HUD guidelines there must be one PMH aboard.

Mr. Glynn

Mr. Glynn feels it would be of benefit to the Authority if, as an advocate of low income housing, he attended the Massachusetts Land Use Conference to be held on January 27, 1989 in Boston. The fee would be \$150.00. Mr. Doyle moved to approve his attendance and Mr. Flynn seconded the motion. 4 Ayes. 0 Nays. MOTION CARRIED

Mr. Costa, All Cape Survey Consultants

Mr. Costa had been talking to Mr. Kelliher, Project Manager at EOCB, asking if they would consider paying more for the houses which he is planning to build and was advised they would go as high as \$110,000. According to the letter Mr. Ridley received from Mr. Kimber, Director of Bureau of Project Management (with a copy to Mr. Costa) the word turn-key must be deleted from the Right of First Refusal. Mr. Flynn then stated that he had talked to Mr. Kelliher of whom he was most critical for having talked to Mr. Costa while the Board was negotiating with

Mr. Costa. Mr. Ridley pointed out to Mr. Flynn that Mr. Kimber had directed questions to Mr. Kelliher and Mr. Costa had received a copy of that letter. In asking for the increase in monies, Mr. Costa cited the increased costs of carrying the land and homes until they are sold to the Authority. Mr. Doyle moved that the word "turn-key" be deleted and that we take the Right of First Refusal on the units at \$110,000. Mr. Glynn seconded the motion, Mr. Walsh stated that he understood the Planning Board was about to make a change in Mr. Costa's plans; Mr. Costa did not agree to that. In addition, Mr. Walsh stated he felt that there should have been a variety of locations (throughout the town of Falmouth) instead of just one area. The vote was 3 Ayes. 1 Nay. MOTION CARRIED

A discussion followed in which Mr. Glynn stated that overall he didn't think the Authority would get a better deal. Mr. Costa said he would like to see that so recorded. Mr. Gorton, who had listened to the proceedings, agreed to the density, the type of construction (lending itself to be maintenance free) and the insulated doors and windows adding to their being energy conserving. Also the area is close to our base of operations. Mr. Gorton also knows Mr. Costa and some of the people who will be working on the project. He stated they are honest and will do a creditable job. He went on to say the Housing Authority would be remiss if they passed up this opportunity. Mr. Ridley added that the Right of First Refusal Agreement will go to Barnstable through Mr. Duffy.

Surplus Computers

Permission was granted to sell to the highest bidder, two complete Apple II Computer Systems to be sold separately. Minimum bid for each system is \$400. One system comprised Apple II CRT #160 with keyboard #154 plus two each 5½" disk drives #155 & #156 and a 15" Apple Printer #160; second system, Apple II #152 (monitor) with key board #153 plus 2 each 5½" disk drives #157 & #158 and a 10" Apple Printer #159 and related equipment S/A Microfazer #162, Electronics #163 and a check printer #161. This equipment was purchased in 1984 and is surplus to the need of the Falmouth Housing Authority. Motion to approve by A. Doyle and seconded by L. Emmett Flynn. 4Ayes. 0 Nays. MOTION CARRIED

Adelphia Cable - Ms. Trish Hastings

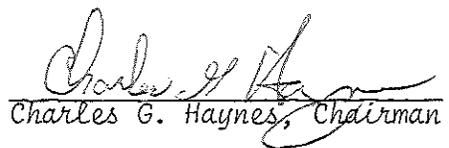
Ms. Hastings was not present for the meeting.

New Organizational Chart

Mr. Ridley explained the changes in the Organizational Chart which indicated a change in job titles; Leasing Coordinator is now the Federal Housing Coordinator, the Senior Clerk is now the State Housing Coordinator and the addition of a full time Certification Clerk. Positions in the Maintenance Department are being studied and will come before the Board again.

Meeting adjourned at 10:55 A.M.


James F. Ridley, Jr., Executive Director


Charles G. Haynes, Chairman

FALMOUTH HOUSING AUTHORITY

115 SCRANTON AVENUE

FEBRUARY 14, 1989

GENERAL SESSION

MEMBERS PRESENT: Charles Haynes, Chairman
Arthur Doyle
L. Emmett Flynn
Paul Glynn
Matthew Walsh

STAFF PRESENT: James F. Ridley, Jr., Executive Director
Ronald M. Lanoie, Assistant Director
Ethel M. Falconieri, Clerk

OTHERS PRESENT: Frank Duffy, Counsel
Julia St. George, Cape Cod Times

The General Session of the Board of Commissioners of Falmouth Housing Authority convened at 10:00 A.M. February 14, 1989. Roll Call was taken. Mr. Doyle, here; Mr. Flynn, here; Charles Haynes, here; Mr. Glynn, here; Mr. Walsh, here.

Approval of Agenda

The agenda was approved with the addition of Resolution No. 89-001 and the request for support of the Maravista Avenue Extension Development.

Approval of Minutes

Mr. Doyle moved to approve the minutes of the Special Meeting of January 5, 1989 and the regular meeting of January 10, 1989. Motion seconded by Mr. Flynn.
4 Ayes. 0 Nays. MOTION CARRIED

Payment of Bills

Mr. Ridley advised the Board that the bills were paid a week ago with the exception of two checks, plus a landlord check to be discussed in Executive Session.

OLD BUSINESS

Approval of Resolution No. 89-001

Mr. Ridley explained to the Board the on-going maintenance problems at the Tatak Apartments which will require extensive renovation/modification to meet security and safety requirements. The present decking has proved unsatisfactory after exposure to the elements year after year; it cracks and must be patched constantly. Last year one of the doorways was enclosed with anodized aluminum and thermopane glass at a cost of \$5,300. However, there are other openings and doorways that must be done. Mr. Ridley distributed drawings to the commissioners which were made up by Brown & Lindquist; their cost estimate of the project would be between \$300-350,000. The modifications money and the services of the architect will have to go out for bid. The fee for an architect would be in the vicinity of \$25,000 which would be included in the request for \$300-350,000 under CIAP. There is still about \$8-9,000 in the fund that was not used for the sewer project. Mr. Glynn questioned Mr. Duffy as to what an alternative would be since such a large sum of money is involved for the modification. Mr. Duffy stated the contract and various design approvals would have to be reviewed; there was no criticism or problems with the design of the building until after it was occupied. To date a review of the architectural design has not been sought according to Mr. Duffy. Originally the building was designed the same as Harborview, but because of its location, many changes had to be made to the original design. The floors where the problems are now, lay half-finished for over a year; that is when water got in and started problems. There were no registered architects working for HUD at the time the building plans were approved; the work was reviewed and approved by consultants. Mr. Duffy suggested that Mr. Ridley pull the file on the architect's contract for review to see if there were any directives from HUD or the Board, on changes that would have contributed to the problem. Mr. Doyle moved that Mr. Ridley be authorized to go forward with the request for CIAP money. Mr. Flynn seconded the motion. 4 Ayes. 0 Nays. MOTION CARRIED

Mr. Glynn moved that Mr. Duffy investigate possible liability of the architect in this regard. Mr. Walsh seconded. 4 Ayes. 0 Nays. MOTION CARRIED

Support for Maravista Extension Development

There is a development on Maravista Avenue Extension proposed by Mr. Joseph Polcaro for 22 units of housing, two of which would be made available to the Authority. One would be a 3-bedroom handicapped unit with direct access to Maravista Avenue; the other unit would be a 3-bedroom in amongst the others in the development. Mr. Lanoie suggested a letter be presented to the Board of Appeals public hearing February 16, 1989 endorsing the concept of affordable housing and the recognition for the need of such housing. This letter would not necessarily endorse the site of the development. Mr. Doyle moved to approve the concept and recognition of need for affordable housing (not necessarily the site). Mr. Flynn seconded the motion. 4 Ayes. 0 Nays. MOTION CARRIED

An in depth discussion followed on environmental issues of the various proposed building sites because of the fact that the environment in the Maravista development has become a major issue whereas there has been little dispute in other proposed developments.

689 Project

Although this item was not on the agenda, Mr. Ridley requested permission to bring the commissioners up to date on recent developments. At a recent meeting in Plymouth with the Department of Mental Health, it was determined they are now

ready to go out for bids for an architect for the proposed 10-bed unit. Once the bids are in, we will then sit with EOCD, the Department of Mental Health and the Board and select an architect to draw up the facility. It will then be discussed with the Rose Morin Tenant's Association in consideration for their concerns about the proposal. This is the only 689 Project in the State House right now that has received money. Mr. Ridley has not seen any specific plans for the building, but understands it will be a two-story duplex unit. It will be about 3 months before we see anything on this.

NEW BUSINESS

Lead Paint - Mr. Lanoie

Mr. Lanoie recently attended a meeting on the problems of lead paint. Representatives from the Department of Public Health, Labor & Industries and EOCD attended this workshop. There is no training or licensing required at the present time for lead paint inspectors, but they must be licensed by July 1, 1990. Deleading contractors must be certified, but Labor & Industries is not sure who is going to do it. Mr. Paul Hunter of the Department of Public Health will assist the Authority in working with the Town, or the Town in working with the Authority. The Board of Health does not do any lead paint testing nor do they look for it. It has been suggested to Mr. Lanoie that the issue of lead paint inspections/enforcement be taken up with local officials. EOCD has established a fund for the testing and deleading of the 705 units, but there is a question whether or not the money would actually be in there. As owner of 25 units of 705 housing the Authority is responsible for an inspection for lead paint in those houses. Mr. Lanoie is requesting permission for the Board to write to the Selectmen and the Board of Health to arrange a meeting with them to discuss the problem of lead paint, how to approach it and how the regulations can be enforced. The Department of Public Health would have someone with some expertise in this area to provide assistance. Mr. Doyle moved that action be taken on lead paint testing immediately. Mr. Walsh seconded the motion. 4 Ayes. 0 Nays. MOTION CARRIED

Meeting adjourned at 11:05 A.M.


James F. Ridley, Jr., Executive Director


Charles Haynes, Chairman

FALMOUTH HOUSING AUTHORITY

115 SCRANTON AVENUE

MARCH 14, 1989

GENERAL SESSION

MEMBERS PRESENT: Charles Haynes, Chairman
Arthur Doyle
L. Emmett Flynn
Paul Glynn
Matthew Walsh

STAFF PRESENT: James F. Ridley, Jr., Executive Director
Ethel M. Falconieri, Clerk

STAFF ABSENT: Ronald M. Lanoie, Assistant Director

OTHERS PRESENT: Frank Duffy, Counsel
Julia St. George, Cape Cod Times

The General Session of the Board of Commissioners of Falmouth Housing Authority convened at 10:00 A.M. March 14, 1989. Roll call was taken. Arthur Doyle, here; Mr. Flynn, here; Mr. Haynes, here; Mr. Glynn, here; Matthew Walsh, here.

Approval of Agenda

The Agenda was approved with the addition of Cablevision, Lead Paint and an update on the Chapter 689 Project.

Approval of Minutes

Mr. Doyle, moved to approve the minutes of the February 14, 1989 meeting. Mr. Flynn seconded the motion. 4 Ayes. 0 Nays. MOTION CARRIED

Payment of Bills

Mr. Ridley advised Board members that the bills had been paid. Mr. Haynes requested a printout be furnished the members.

OLD BUSINESS

Chapter 705 New Construction

Mr. Costa, All Cape Survey Consultants, has received approval to commence building five units of housing which he will rent to the Housing Authority with an option to buy. Mr. Ridley has had word from HUD that Section 8 Certificates can be assigned to a rental project of that type. Mr. Ridley proposed to assign certificates to those houses; if the residents that are in those units move out, they will have to get another Section 8 Certificate. The assigned certificate will stay with that house. At the present time, Mr. Costa is restricted mainly by finances in his plans for the development.

Cablevision

Mr. Ridley and Mr. Haynes met with Mr. Sweeney, manager of Cablevision. He will give the Authority blanket coverage for all the tenants at a basic charge of \$3.00 per month for the regular 12-14 channels. This basic charge will be billed to the Authority in one bill - the Authority will pay this one bill and in turn collect from the tenants. If the tenant wants additional channels, they will be billed directly. This should be going into effect in 90 days provided the company gets the required equipment. Once the old antenna system no longer functions, tenants who have not subscribed to cable will have to use rabbit ears on their TV sets. If there are tenants who have a financial hardship and cannot afford the \$3.00 per month, they will be considered for cable if they contact the Housing Authority.

Lead Paint Testing

Mr. Doyle requested a report on the lead paint issue which was discussed at the last meeting. The Housing Authority has been in touch with the Barnstable County Health Officer, Mr. Sean O'Brien. They have the equipment to test for lead paint and can do it; it will be much less expensive than going to anyone on the outside. Mr. O'Brien should be getting back to the Authority in a week or so. Units to be tested will be the Chapter 705's owned by the Authority. There is another means of testing for lead paint involving the use of sodium sulphite. This is a quick test and is not certified. It would also involve some risk for the person doing the testing. All of the units will be done eventually, including the elderly projects. A full report should be available soon.

Home Care Bill - Mr. Walsh

Mr. Walsh said he would like to have a letter written to the Representatives Cahir, Turkington and Senator Rauschenbach requesting they give a positive vote on the Home Care Bill which is coming up for vote soon. Mr. Walsh would like to see the money put back into the State Budget for this. A motion was made by Mr. Walsh to write this letter and Mr. Doyle seconded the motion. 4 Ayes. 0 Nays. MOTION CARRIED

NEW BUSINESS

Proposed Budget Cuts

Mr. Doyle made a motion that we send a letter to the Ways and Means Committee endorsing the Governor's request for \$5,530,514 for the rental assistance program. Mr. Walsh seconded the motion. 4 Ayes. 0 Nays. MOTION CARRIED

Liability Insurance

There is a new proposal for Liability Insurance from Arcadia. The company that had it was not interested in continuing with it; they felt they were losing money. This insurance is strictly for the commissioners and the employees. Mr. Duffy will review the policy and get back to Mr. Ridley.

Mr. Bruno, Director of Emergency Services, Department of Mental Health

Mr. Bruno was unable to attend the meeting today. He will be available for the meeting April 11, 1989.

Tenant Organizations Memorandum of Understanding

Mr. Ridley presented the draft of the Mutual Agreement between the Housing Authority and the Tenant Organizations to the members of the Board for their review. There will be some changes made on items that do not apply to the Housing Authority and once that is done, it will be discussed by the Tenant Organizations and the Board of Commissioners. Mr. Duffy will also have a copy for review.

Chapter 689 Project

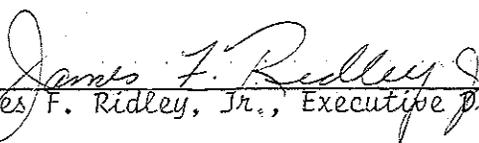
Although not on the agenda, Mr. Ridley just had word yesterday on the 689 Project. He received a check for \$25,000 to start the process for obtaining the services of an architect to design the facility. It will not be the 10-bed proposed, but an 8-bed unit. Mr. Doyle questioned why we were awarded this money and not the \$25,000 we requested for modifications to a 705 house to accommodate a handicapped person. Originally the request for modifications had been approved; he feels that the other \$25,000 could be withdrawn at any time. Mr. Doyle moved that a letter be written to the Governor, with copies to the representatives and the senator, requesting restoration of the \$25,000 for the handicapped unit. Mr. Flynn seconded the motion. 4 Ayes. 0 Nays.
MOTION CARRIED

Meanwhile, Mrs. Dupre (mother of the handicapped/quadruplegic), approached Mr. Ridley with another idea: if the organizations on the Cape such as the KofC, the Elks, etc. were willing to furnish or donate monies for the alterations to the 705 house, would EOCD approve such services? Mr. Ridley will be looking into it.

Computer Bids Opened

Computer bids were opened on February 3, 1989. Both systems were purchased by Mr. Bill Armond, 18 Black Tack Drive, Harwich, MA for a total cost of \$1,472.00.

Meeting adjourned at 1045


James F. Ridley, Jr., Executive Director


Charles G. Haynes, Chairman

FALMOUTH HOUSING AUTHORITY

115 SCRANTON AVENUE

APRIL 11, 1989

GENERAL SESSION

MEMBERS PRESENT: Charles Haynes, Chairman
Arthur Doyle
L. Emmett Flynn
Paul Glynn
Matthew Walsh

STAFF PRESENT: James F. Ridley, Jr., Executive Director
Ronald M. Lanoie, Assistant Director
Ethel M. Falconieri, Clerk

OTHERS PRESENT: Mr. Ed Ropulewis, Department of Mental Health
Ms. Gen Abbott, Harborview Resident
Ms. Harriet Longley, League of Women Voters
Mr. Harvey Clauson, Developer
Mr. Bob Ament, Attorney for Mr. Clausen

The General Session of the Board of Commissioners of Falmouth Housing Authority convened at 10:15 AM April 11, 1989. Roll call was taken. Arthur Doyle, here; Emmett Flynn, here; Charles Haynes, here; Paul Glynn, here; Matthew Walsh, here.

Approval of Agenda

The agenda was approved with the addition of Ms. Gen Abbott and her request to relocate within Harborview, and registration of members for two conferences (NAHRO and Tri-State). Mr. Doyle moved to approve the agenda and Mr. Flynn seconded the motion. 4 Ayes. 0 Nays. MOTION CARRIED

Approval of Minutes

Mr. Doyle moved to approve the minutes of the meeting of March 14, 1989. Mr. Flynn seconded the motion. 4 Ayes. 0 Nays. MOTION CARRIED

Payment of Bills

Mr. Doyle moved to approve payment of the bills. Mr. Flynn seconded the motion. 4 Ayes. 0 Nays. MOTION CARRIED

OLD BUSINESS

Mr. Ed Ropulewis, Department of Mental Health

Mr. Ropulewis represented the Department of Mental Health in the absence of Mr. Bruno who was unable to attend the meeting today. Mr. Ropulewis explained in depth the mission of the Mental Health Program, its goals and services which are available for eprons with substance abuse problems, as well as those elderly who may be ill/mentally ill. Those persons with the various problems could be evaluated and assessed as to their capability to continue to live independently when brought to the attention of the Department of Mental Health. The Department of Mental Health has their own psychologist and psychiatrist. They have a Crisis Team which is available on a round the clock basis, is mobile and able to respond to calls at the hospital, police station, in the home, etc.

Lead Paint Testing

Mr. Lanoie stated that lead paint testing is an on-going program. It has already been found on one 705 house (a gutter) which is being replaced with aluminum. Also, one of the landlords is testing his houses and in one instance is replacing old doors with steel doors.

Tenant Organization Memorandum of Agreement

Discussion of this item will be brought up at the next meeting after further review by Board Members.

Request to Relocate Within Harborview

Ms. Abbott elected to take this opportunity in General Session to appeal the decision on her request to relocate within Harborview because of the fact that her apartment gets no sun and she finds it most stressful to her living environment (being from southern Arizona she is accustomed to sunshine in addition to being an outside devotee). She feels she has a valid medical reason. She is willing to clean and apint the apartment she is in, and the one she would be moving into thus precluding additional work for the maintenance people. A policy is required for intra-house moves. Ms. Abbott was advised that her request would be considered and acted on in Executive Session.

Mr. Clauson/Mr. Ament

Mr. Clauson owns, in the name of a trust, about 16 acres of land on the corner of Route 151 and Sandwich Road in an area zoned for business. Mr. Clauson's plans are going to the Planning Board tonight and to the Appeals Board tomorrow night; they have already been to the Conservation Commission. There will be 19 one-bedroom apartments, five of which will be designated low-income. Two apartments will be handicapped accessible. One of these would be designated for the Authority. Garages would be on the lower level with elevator service to the upper floors. Mr. Doyle made a motion to provide a letter to them to take to the Planning Board indicating that Falmouth Housing Authority is in favor of low-income housing and recognizes the need for same. Motion seconded by Mr. Walsh. 4 Ayes. 0 Nays. MOTION CARRIED

A discussion followed on the requirement for a 2-bedroom handicapped as suggested by Mr. Glynn and bringing it to the attention of the developers.

689 New Construction

The applications and brochures submitted by architects for the 689 Project were reviewed at a meeting last week. Of the 27 submitted, 6 were selected. Mr. Ridley had a call from EOCB requesting a review of all applicants to determine if they had had any experience with Public Housing Chapter 689 - if not, don't worry. There will be a meeting at EOCB on Thursday, April 20, 1989 fur further review of the architect's submissions.

NAHRO Conference

All five commissioners, the Executive Director and the Assistant Director have been registered for the meeting. If at any time one of the commissioners is not available to attend the meeting, then someone from the staff would be able to attend. Dates for the conference are May 21-24, 1989 at the Sea Crest Hotel and Resort. The schedule for the conference has not been printed as yet.

Tri-State Conference

Mr. Gorton submitted a request to attend the Tri-State Conference in New Hampshire. After discussion the Board decided against this because of being out-of-state. There will be one held, probably in Worcester, on a different date. Mr. Gorton

can attend the Sea Crest Conference. Attending the Tri-State Conference would be an expenditure of about \$400 plus the use of the vehicle; EOCB does not go along with this and the expenditure would come out of HUD's money.

Garbage Contract

Mr. Haynes mentioned the new fee schedule for Falmouth. The Housing Authority does not go through the Town of Falmouth, we contract with BFI.

General Session Adjourned at 11:30 AM


James F. Ridley, Jr., Executive Director


Charles G. Haynes, Chairman

FALMOUTH HOUSING AUTHORITY

115 SCRANTON AVENUE

MAY 9, 1989

GENERAL SESSION

MEMBERS PRESENT: Charles Haynes, Chairman
Arthur Doyle
L. Emmett Flynn
Paul Glynn
Matthew Walsh

STAFF PRESENT: James F. Ridley, Jr., Executive Director
Ronald M. Lanoie, Assistant Director
Ethel M. Falconieri, Clerk

OTHERS PRESENT: Frank Duffy, Counsel
Julia St. George, Cape Cod Times
Diane Herbst, Falmouth Enterprise
Jack Burke, Owner of Gateway Apartments
Richard Landry, Developer
Vernon Strieber, with Mr. Landry
Mildred Garvin, League of Women Voters
Claire Maguire, Harborview Tenant's Association
Carolyn Page, Secretary, Bayberry Tenant's Association

The General Session of the Board of Commissioners of Falmouth Housing Authority convened at 10:00 A.M. May 9, 1989. Roll call was taken. Mr. Doyle, here; Mr. Haynes, here; Mr. Walsh, here. Mr. Glynn and Mr. Flynn arrived shortly after roll call.

Approval of Agenda

The agenda was approved with one addition; update on Cable TV.

Approval of Minutes

The minutes of the meeting of April 11, 1989 were approved with one correction to be made on page 3, 689 New Construction clarifying "the applications and brochures received from architects bidding on the project". Mr. Doyle moved to approve the minutes. Mr. Walsh seconded the motion. 4 Ayes. 0 Nays. MOTION CARRIED

Payment of Bills

Mr. Doyle moved that the bills be paid. Mr. Walsh seconded the motion. 4 Ayes. 0 Nays. MOTION CARRIED

OLD BUSINESS

Tenant Organization Memorandum of Agreement

This item tabled. No representatives present to discuss the Memorandum. Mr. Ridley explained to Ms. Maguire, President of the Harborview Tenant's Association, that the Tenant Associations must appear on the Agenda for each meeting.

Cable TV

Mr. Haynes stated the target date for Cable TV is now 1 August 1989 when Adelphia hopes that all the necessary equipment will have arrived. For those wishing to subscribe, Cable will be \$3.00 per month and will be included in the amount of rent paid. For other special channels, the fee will be an additional \$2.00 per month and subscribers will be billed directly by Adelphia.

Mr. Jack Burke, Owner of Gateway Apartments

Mr. Jack Burke, owner of Gateway Apartments located on Palmer Avenue, West Falmouth, has ten units there and from the front they appear to be one story; to the rear, they become two stories. He has 7800 square feet and for some time has thought about adding more units. When Mr. Burke had an accident which incapacitated him for some time, he became interested in units for the handicapped. He is going before the Board of Appeals tomorrow night with his proposal for five handicapped units, all at ground level (for the town). He would like to have a letter from the Housing Authority to take to this meeting with him. The units will all be one-bedroom apartments, designated parking spaces out back; there is also a park area in the back for cook-outs, etc. Apartments will meet all standards required for handicapped persons and rents through the Housing Authority will be at Fair Market value. Mr. Doyle moved that Mr. Burke be given a letter of endorsement and Mr. Walsh seconded the motion. 4 Ayes. 0 Nays. MOTION CARRIED.

AKRO Associates

On April 20, 1989 members went to Boston to meet with EOCB's Selection Committee to discuss with them the selection of an architect for the 689 Project. EOCB had reviewed the letter from the Housing Authority which indicated the selection of Brown & Lindquist as architects. After further review, EOCB determined that AKRO would be the architect. It is now up to the Board to set up a meeting with AKRO to discuss the plans with them. The meeting was established for May 18, 1989 at 10:00 A.M.

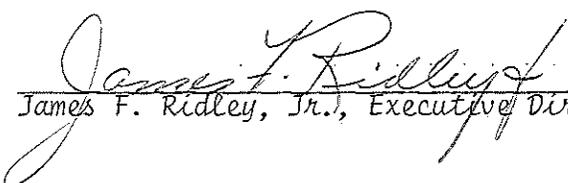
Mr. Landry and a 705 Project

Mr. Landry has 9.8 acres of land which he would like to develop on Carriage Shop Road and presented a scale model for the Board to review and discuss. The group of homes would also have a day care center. Houses would be \$85,000 to \$90,000. The area taken over by the houses would comprise 7% of the land which is located near the Hayway Junction and Fresh Pond Ball Park. There would be 12 separate 3-bedroom houses and rentals would be 2-bedroom in the 6 and 6 as he pointed out on the model. Access roads and sewer system are all defined. Topography is perfect, perk tests are perfect. Mr. Glynn explained the advantage/disadvantage of the HOP/TELLER Programs to Mr. Landry; as for the 705 monies, Mr. Ridley explained that it is being held in escrow and will be given out on a first come, first serve basis. Members of the Board will walk the property to review the site. Mr. Landry will also have more definite plans available for the next meeting June 13, 1989. He would also like all the guidance the Housing Authority can give.

Homeless Program

Mr. Lanoie explained the standing of the number of homeless families (46) housed since RAHPP went into effect in October 1988. There has been an increase in the number of units authorized under the 707 Program from 74 in June of 1986 to 248 in May 1989. Beginning in June the State hopes to move into the Preventive Program. Mr. Lanoie is not sure how this will work, but recognizes there have been budget cuts. EOCB has called the 46 families housed a high number compared to other housing authorities throughout the state. Mr. Walsh commended the Housing Authority staff in their efforts to house the homeless and with the success attained.

Meeting adjourned at 11:00 A.M.


James F. Ridley, Jr., Executive Director


Charles G. Haynes, Chairman

FALMOUTH HOUSING AUTHORITY

115 SCRANTON AVENUE

18 MAY 1989

SPECIAL MEETING

MEMBERS PRESENT: Charles Haynes, Chairman
Arthur Doyle
Matthew Walsh

MEMBERS ABSENT: L. Emmett Flynn
Paul Glynn

STAFF PRESENT: James F. Ridley, Jr., Executive Director
Ethel M. Falconieri, Clerk

STAFF ABSENT: Ronald M. Lanoie, Assistant Director

OTHERS PRESENT: Steven Shuman and Alice Oberdorf, AKRO Associates, Architects

OTHERS ABSENT: Frank Duffy Counsel

The Special Meeting of the Board of Commissioners of Falmouth Housing Authority convened at 10:15 A.M. May 18, 1989. Roll call was taken. Mr. Doyle, here; Mr. Haynes, here; Mr. Walsh here. Mr. Flynn and Mr. Glynn were absent.

Architects for 689 Project

The Board of Commissioners met with representatives of AKRO Associates of Hyannis, MA who have been selected as architects by EOCB for the design of the 689 Project. The site for the new Project is 33,000 square feet; the top soil stored there is for future use by the Authority. Mr. Ridley went on to explain the nursing home which is being built behind Bayberry and the restricted use of the road which is expressly for a fire lane and not for general use. There will be a chain across the road. The tenants of Bayberry have no objection to the 689 facility, but are interested in having some sort of barrier in the form of trees, hedges, shrubbery, etc. separating the two projects. The architects have not yet received parameters from EOCB but, Mr. Ridley suggested, they may be waiting to hear from the Board of Commissioners on their opinion of the architect's proposal. AKRO is now in the process of completing a 705 Project in Sandwich for the Housing Authority there. Other problems discussed were the sewerage, utilities, the water table in the area, the time table for the facility, the special problems of the people who would be assigned to this type of housing, parking requirements, and the request of the Bayberry Tenant's Association for a flag pole.

Mr. Ridley described the role of the Housing Authority as being that of maintenance; management being the responsibility of the Department of Mental Health. Plans which EOCB uses for these projects were shown to Mr. Shuman and Ms. Oberdorf. Mr. Shuman said they would be meeting with EOCB concerning the standards for design and also that they would be bringing a schematic of their design to the Authority which will cover what is required within the budget. This will be the first one of this type which AKRO has attempted.

It was also requested by Mr. Ridley that the possibility of some sort of storage facility for use by maintenance to store such things as lawn mowers, cleaning supplies, etc. be considered.

Mr. Ridley also referred the architects to Mr. Peter Folejewski of the Department of Mental Health as a contact.

Mr. Doyle moved to recommend AKRO Associates and Mr. Walsh seconded the motion. 3 Ayes. 0 Nays. MOTION CARRIED

May Institute, Chatham

Discussion of this item concerned the housing of five people currently living in East Falmouth on property that is not considered rental property. May Institute is currently seeking Permanent Mortgage Financing to expand facilities by constructing a new home for eight individuals. The Director of Administrative Services is looking to the Falmouth Housing Authority to serve as the fiscal intermediary for the Housing Innovations Fund (HIF). They are making preliminary application for \$75,000 for units at \$15,000. Mr. Doyle moved to approve acting as intermediary. Mr. Walsh seconded the motion. 3 Ayes. 0 Nays. MOTION CARRIED

Union Contract

Mr. Doyle requested a change on Page 9, Probationary Period: "Any new employee serving a 30-day Probationary Period may be relieved of duties at the discretion of the Executive Director without recourse to the Grievance Procedure." Under sick leave: omit the 120 days accrual and insert "upon retirement all accrued sick leave can be used to extend time in service." On Page 7, Personal Leave - "will be approved/denied by the Executive Director."

NAHRO Conference

The NAHRO Conference to be held in Orlando, Florida was mentioned briefly and will be continued at the next regular meeting.

Meeting adjourned at 12:00


James F. Ridley, Jr., Executive Director


Charles G. Haynes, Chairman

FALMOUTH HOUSING AUTHORITY

115 SCRANTON AVENUE

JUNE 13, 1989

GENERAL SESSION

MEMBERS PRESENT: Charles G. Haynes, Chairman
Arthur T. Doyle
L. Emmett Flynn
Paul Glynn
Matthew Walsh

STAFF PRESENT: James F. Ridley, Jr., Executive Director
Ronald M. Lanoie, Assistant Director
Ethel M. Falconieri, Clerk

OTHERS PRESENT: Claire Maguire, Harborview Tenant's Association
Julia St. George, Cape Cod Times
Paul Ruchinskis, Falmouth Housing Trust
Richard Landry, Developer
Vernon Strieber, With Mr. Landry

OTHERS ABSENT: Frank Duffy, Counsel

The General Session of the Board of Commissioners of the Falmouth Housing Authority convened at 10:00 A.M. June 13, 1989. Roll call was taken. Mr. Doyle, here; Mr. Flynn, here; Mr. Haynes, here; Mr. Glynn, here; Mr. Walsh, here.

Approval of Agenda

The agenda was approved with the addition of Mr. Jack Burke, the Modernization of 91 Fordham Road and a policy discussion.

Approval of Minutes - Meeting of May 9, 1989

Mr. Flynn moved that the minutes of the May 9, 1989 meeting be approved. Mr. Walsh seconded the motion. 4 Ayes. 0 Nays. MOTION CARRIED

Payment of Bills

Tabled until later in meeting, pending arrival of printout.

OLD BUSINESS

Mr. Landry and Possible 705 Project

The Commissioners were unable to view the general location of this proposed development. Mr. Landry again explained the location relative to the ball park, the church and the pasture. Mr. Landry was also curious as to the status of the funding for the 705 Project. Mr. Ridley explained that we would probably not know until September when the budgets and allocations should have been approved. Various other programs were suggested to Mr. Landry, programs such as HOP. Mr. Landry has already looked into the Falmouth Housing Trust; he knows and understands more about the HOP Program. Mr. Flynn suggested the Farmer's Home Loan as a possibility. Mr. Landry then went on to say that he had heard about the \$1,300,000 and that it had been lost. He decided to come to the Authority to find out more about the program and the status of the \$1,300,000. Mr. Flynn again suggested the Farmer's Home Loan rather than a government agency. However, it seems the FHA is not able to fund for the rest of the year. Mr. Landry is investigating all possibilities for his location and stated he has no engineering problems that cannot be met. Mr. Ridley explained to Mr. Landry that EQCD would not purchase any units until they were completed and inspected. Mr. Ridley mentioned the possibility of duplexes which the Authority had discussed about two years ago, but which it appears the town is not in favor of. At this point, the discussion was tabled until later in the meeting.

Payment of Bills

After questions were answered on NewworldBank, insurance and Mr. Johnston's fee, Mr. Doyle moved that the bills be paid. Mr. Walsh seconded the motion. 4 Ayes. 0 Nays. MOTION CARRIED

John Marotto, Fee Accountant

Mr. Marotto explained in depth the Federal Budget. The status of the 707 Program is most favorable and supportive, an estimated possible increase of 5% could be made in administrative salaries; maintenance salaries are in accordance with Labor and Industry rates which come out April 1 each year. The interchange of funds was explained by Mr. Marotto. The receivables and the payables and the

transfer of monies from one account to the other in which the cash situation is very tight at the time. No money is owed to contractors, but the reserve is low. The 705 Project is not in very good shape money-wise with a reserve of only \$2,700. There are three 705 houses that are below standard and may have to be closed down because there is no money to repair them. Mr. Ridley also explained the PILOT payment to the Town which amounts to approximately \$8,600 per annum. There is no requirement for this type of payment to the Federal government.

Claire Maguire, Harborview Tenant's Association

Mrs. Maguire had a few questions relative to cable, excessive speeding, parking problems and problems with the doors at Harborview. It does appear that there may be some extended parking in the parking lot and late at night hurried departures by visitors/Island Queen passengers. Mr. Ridley stated that resident/visitor stickers are available for tenants and their visitors. Other vehicles will be ticketed by police if they are called. The problem with the doors is in the budget process.

NAHRO Conference

The NAHRO Conference held at the Sea Crest Hotel and Resort in May proved beneficial in the proposed new programs, state programs and the conference on legal aspects. Maintenance was not covered in this particular conference.

Mr. Landry, Possible 705 Project

The discussion continued with Mr. Glynn advising Mr. Landry not to wait for the \$1,300,000 but to go ahead and look into other avenues for his project. Mr. Glynn said the money may be there, but the houses would be accepted only one at a time. He again suggested HOP as his primary contact for developing low income housing. It was also explained to Mr. Landry that the Board members are not in favor of 24 units of low income housing in one area such as the 12 proposed (to own) and the 12 (to rent) by the Authority. Mr. Glynn also suggested that he look into the SHARP Program and explained the procedures to him. Mr. Landry was also referred to John Klimm for further guidance in his venture.

Policy Discussion

The Board agreed to rescind both the Merit Promotion Policy and the division of the Harborview/Tataket waiting lists. Motion made by Mr. Glynn and seconded by Mr. Walsh. 4 Ayes. 0 Nays. MOTION CARRIED

Mr. Jack Lord

Mr. Lord was not present.

Modernization Program

Mr. Ridley explained that there is \$135,000 of MOD Money remaining to be expended on the Mayflower and Salt Sea complexes: \$30,000 is allocated for the heating plant at Choate Lane and \$100,000 for the electrical systems at Choate Lane and Salt Sea. The house at 91 Fordham Road, to be modified to accommodate a quadri-plex, will be funded from this 667 Mod Money. In order to withdraw this \$25,000 Mr. Ridley must also have Board approval. The architect's fee will be about \$2,500, the interior will run about \$20,000 and there will be a \$2,500 contingency fund. Mr. Doyle moved to approve and Mr. Walsh seconded the motion. 4 Ayes. 0 Nays. MOTION CARRIED

The Board again voted to accept the transfer of the \$25,000 from the 667 MOD Account to the 705 Account to be used as stated above. Mr. Doyle moved to approve and Mr. Glynn seconded the motion. 4 Ayes. 0 Nays. MOTION CARRIED

Policy Decisions

Mr. Doyle had several suggestions in the way of policy changes: (1) in the case of discharging, suspending or hiring an employee, it come before the Board first and (2) that the Board be advised of tenant evictions since tenants are prone to contact Board members regarding their eviction notice. Mr. Flynn wished to add to this in regard to employees disciplinary action that (1) a verbal warning be given first by the supervisor and copy of this warning placed in the employees personnel file, (2) a written warning to the employee and, in that warning, it shall state that on the third such occasion the employee will be discharged and (3) the discharge of the employee. It was agreed that this should be a personnel policy and not to be in the Union Contract. It is subject to the appeals process. This item can be written up as a policy and come before the Board at the next meeting.

Slate of Officers

As proposed by Mr. Haynes, the new slate of officers will be as follows:

Arthur T. Doyle, Chairman
 Paul C. Glynn, Vice Chairman
 Matthew F. Walsh, Treasurer, Equal Opportunity Officer
 Charles G. Haynes, Assistant Treasurer
 L. Emmett Flynn, Assistant Secretary

Mr. Glynn moved to approve the slate of officers. Mr. Flynn seconded the motion.
 4 Ayes. 0 Nays. MOTION CARRIED

The meeting resumed with Mr. Doyle as Chairman of the Board. He deemed it appropriate at this time for the record to show appreciation for the past two years of excellent performance by Mr. Haynes as Chairman of the Board. Motion may be Mr. Glynn and seconded by Mr. Walsh. 4 Ayes. 0 Nays. MOTION CARRIED

Mr. Ruchinskas, Falmouth Housing Trust

Mr. Ruchinskas came before the Board with his concerns about the gaps in the Town's building permit by-laws and the limitations. Further clarification is required on the length of time units would remain affordable, income ranges for affordable rentals and the issue of compliance. Mr. Glynn suggested that guidance in this area could be obtained from Mr. Auffiero so that it could be presented to the town. Mr. Ruchinskas stated that the development of Route 151 is still in the beginning stages - looking at whether the Trust can act as a non-profit developer. They are waiting for the bank foreclosure on the project on Gifford Street and there will probably be an auction of the two units. The status and the plight of other projects was discussed.

MOD Money

Mr. Ridley reported to the Board that the \$79,082 of MOD Money left over from the Sewer Project cannot be used for refrigerators and painting, but can be used for any items which might constitute an emergency according to HUD. Mr. Ridley has two items which may be considered as emergencies (1) a resident (Mr. Schofield) has requested that a path be made from his handicapped apartment to the sidewalk. It is suggested this be done in concrete; the wooden addition proved unsatisfactory for the type of vehicle which Mr. Schofield uses. Estimated cost \$400 to \$500. CORD has provided layouts of walks and overpasses: (2) the possibility of an electric door since the present one is so heavy it takes two people to let him in or out of the building. Mr. Ridley believes these will be met with HUD approval. Mr. Haynes moved to approve this item. Mr. Walsh seconded the motion. 4 Ayes. 0 Nays. MOTION CARRIED

Approval of Budget

Mr. Doyle moved to approve the Annual Operating Budget for Fiscal Year ending June 30, 1990. Mr. Glynn seconded the motion. 4 Ayes. 0 Nays. MOTION CARRIED

Meeting adjourned at 12:30 P.M.


 James F. Ridley, Executive Director


 Charles G. Haynes, Chairman

FALMOUTH HOUSING AUTHORITY

115 SCRANTON AVENUE

JULY 11, 1989

GENERAL SESSION

MEMBERS PRESENT: Arthur Doyle, Chairman
 Charles Haynes
 L. Emmett Flynn
 Matthew Walsh

MEMBERS ABSENT: Paul Glynn

STAFF PRESENT: James F. Ridley, Jr., Executive Director
 Ronald M. Lanoie, Deputy Executive Director
 Ethel M. Falconieri, Clerk

OTHERS PRESENT: Frederick Sylvia, President, Bayberry Tenants Association
 Mary Shattuck, Resident of Rose Morin Drive

OTHERS ABSENT: Frank Duffy, Counsel

The General Session of the Board of Commissioners of the Falmouth Housing Authority convened at 10:00 A.M. July 11, 1989. Roll call was taken. Mr. Haynes, here. Mr. Doyle, here; Mr. Walsh, here. Mr. Flynn arrived shortly after the meeting started. Mr. Glynn was absent.

Approval of Agenda

Mr. Haynes moved that the agenda be approved. Mr. Walsh seconded the motion. 3 Ayes. 0 Nays. 1 Absent. MOTION CARRIED

Approval of Minutes

Mr. Haynes moved that the minutes of the June 13, 1989 meeting be approved. Mr. Walsh seconded the motion. 3 Ayes. 0 Nays. 1 Absent. MOTION CARRIED

Payment of Bills

Mr. Haynes moved that payment of bills be approved. Mr. Walsh seconded the motion. 3 Ayes. 0 Nays. 1 Absent. MOTION CARRIED

OLD BUSINESS

Mrs. Armstrong, Substance Abuse Commission

Mrs. Armstrong was not present for the meeting.

Invitation to Bid, Architect Services

Bids for architectural services for the house at 91 Fordham Road have been advertised in the Cape Cod Times, The Enterprise and the Dodge Report. The bids will be opened on August 19, 1989 at 1:00 P.M. Once an architect has been approved, the Housing Authority can go out for a general contractor.

Tenants Memorandum of Understanding

Mr. Sylvia, President of the Bayberry Tenants Association was present with Mary Shattuck, a resident of Rose Morin Drive. Purpose was to discuss the changes requested by Ms. Anne Slepian of the Mass. Union of Public Housing Tenants. It was determined, and agreed to, that Item 4 "Employment Priorities" should be changed. The item "(Qualified shall not mean 'the most qualified' but shall mean 'possessing the qualifications for the job'.)" be deleted. The Housing Authority needs the most qualified individuals in their employ. Mr. Sylvia was advised that all other changes requested by Ms. Slepian would be incorporated into the agreement. Effective date of the agreement will be July 11, 1989.

NAHRO Conference, Orlando, Florida

Mr. Ridley outlined subjects to be discussed at the upcoming NAHRO Conference in Orlando, Florida July 20-23, 1989. Subjects covered will be Setting Performance Standards, Lead Paint Responsibilities, Changes and Challenges of the Section 8 Program, HUD's Desegregation Efforts, Helping the Frail and Elderly and New Rental Programs. Mr. Haynes moved to approve the Hotel and Conference Entry Fee and mileage from New Orleans. Mr. Walsh seconded the motion with the provision that information on the conference be provided on Mr. Ridley's return. 3 Ayes. 0 Nays. 1 Absent. MOTION CARRIED

Personnel Policy Decision

The position description for the Assistant Director has been amended to show a more comprehensive surveillance of the maintenance program. Under Principal Duties, Item 18 "Acts for the Executive Director in his/her absence" Mr. Doyle suggested this item be shown under the Job Summary since it is one of the principle duties. The title of this position will also be Deputy Executive Director.

Mr. Torres and Vehicle Use Policy

Mr. Torres appeared before the Commissioners to express his concern for the vehicles which will now be parked behind the Authority offices and which may be subject to vandalism. It was explained to Mr. Torres that Authority vehicles are not covered by insurance for vandalism, or an accident, if the vehicle is not on specific business for the Authority. If there is vandalism to a vehicle while it is parked on Authority property, it is covered. Should there be a tort claim, EDCD would not support the Authority unless the vehicle is on authorized business for the Authority. On-call persons would take the van home with the, and then use it only for Authority business. When not in use, the van could be parked in the garage.

Position Description Title

The position description title of Maintenance Foreman can, and will be, changed to Maintenance Lead Man. This is a supervisory position and the position description

itself will not be changed. Wages will not change since they are established by Labor and Industries (L&I).

NEW BUSINESS

Bond Monies

Mr. Lanoie attended a Falmouth Housing Trust meeting at which the bond sinking fund monies were discussed. The Housing Trust has agreed to endorse our letter to the Falmouth Selectmen in which the Authority requested a portion of the money to upgrade some of our worst 705 houses. The Housing Trust would like to have the remainder of the money to go towards the Longshank Parcel or some other future affordable housing. Mr. Duffy has confirmed that use of the money must go to Town Meeting and be voted on at Town Meeting. The Barnstable County Health Officer has been engaged to do the Lead paint testing which may add considerable expense to the list of repairs on the 705 units. Several of the 705 houses are about to be condemned as soon as they are vacated because they are in such poor condition.

Amendment to Resolution No. 86-003, Travel Policy

The request to raise the prevailing mileage rate to .25 per mile was tabled pending further information.

Closeout of the RAHPP Program

Falmouth Housing Authority leased up 53 families under the RAHPP before the end of the program June 30, 1989. There are no more certificates to be hand on the Cape. The Preventive Program is not in effect as was expected due to budget constraints.

RAHPP Bonus Program

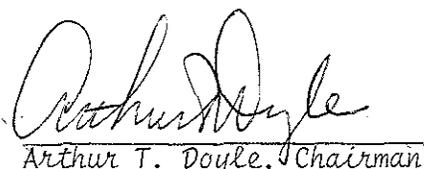
Mr. Lanoie explained to the Commissioners the extra \$2,650 per month which the Authority receives because of having leased up 53 units under RAHPP. Personnel who worked so hard on the program could be awarded a bonus not to exceed one month's admin fees. This bonus is a special from EOCB that may be awarded to people involved with RAHPP. Mr. Lanoie is recommending \$1,000 each for the two housing coordinators and \$300 for the housing inspector. Mr. Walsh moved to approve payment of the bonus. Mr. Haynes seconded the motion but amended it to \$500, \$500 and \$200. Mr. Flynn seconded the motion. A vote was taken on the first motion. 1 Aye. 2 Nay. 1 Absent. MOTION NOT CARRIED A vote was taken on the second motion. 2 Ayes. 1 Nay. 1 Absent. MOTION CARRIED

Adoption of a Single Community Wide Waiting List

In accordance with 24CFR and HUD Handbook 7461-1 approval was granted to adopt and maintain a single community-wide waiting list. Mr. Haynes Moved to approve and Mr. Flynn seconded the motion. 3 Ayes. 0 Nays. 1 Absent. MOTION CARRIED

Meeting adjourned at 11:20 A.M.


James F. Ridley, Jr., Executive Director


Arthur T. Doyle, Chairman

FALMOUTH HOUSING AUTHORITY

115 SCRANTON AVENUE

AUGUST 8, 1989

GENERAL SESSION

MEMBERS PRESENT: Arthur T. Doyle, Chairman
Charles Haynes
L. Emmett Flynn
Matthew Walsh

MEMBERS ABSENT: Paul Glynn

STAFF PRESENT: James F. Ridley, Jr., Executive Director
Ronald M. Lanoie, Deputy Executive Director
Ethel M. Falconieri, Clerk

OTHERS PRESENT: Pat Armstrong, Substance Abuse Commission
Donna Buchanan, Substance Abuse Commission
Mr. Noonan, Cape Council on Alcoholism
Trish Hastings, Adelpia Cable TV
John Nicholson, The Enterprise
Rick Miller, Cape Cod Times

OTHERS PRESENT: Fred Sylvia, President, Rsoe Morin Tenants Ass'n
Joseph Moore, Vice President, Rose Morin Tenants Ass'n
Mae Hennebry, President, Salt Sea-Choate Lane, Tenants Ass'n
Anne Nicholls, President, Tatakot, Tenants Ass'n

Tenants: Tiny Catrambone, Julie Nolan and friend, Alberta Huntley, Sunny Roderick, Rachel Harmon, Frank Zarycki, Katherine Volton, Alberta Rogers, Beatrice Ingham, William Miller, Milton Servis, and others who came in/left after the start of the meeting.

OTHERS ABSENT: Frank Duffy, Counsel

The General Session of the Board of Commissioners of the Falmouth Housing Authority convened at 10:00 A.M. August 8, 1989 at the Tatakot Apartments Community Room. Roll call was taken. Mr. Haynes, here; Mr. Flynn, here; Mr. Doyle, here; Mr. Walsh, here; Mr. Glynn, absent.

Approval of Agenda

The agenda was approved as written.

Approval of Minutes - Meeting of July 11, 1989

Mr. Haynes moved that the minutes of the July 11, 1989 be approved. Mr. Flynn seconded the motion. 3 Ayes. 0 Nays. 1 Absent. MOTION CARRIED

Payment of Bills

Mr. Haynes moved to approve payment of the bills. Mr. Flynn seconded the motion. 3 Ayes. 0 Nays. 1 Absent. MOTION CARRIED

OLD BUSINESS

Pat Armstrong, Chairman, Substance Abuse Commission

Mrs. Armstrong explained the mission of the Substance Abuse Commission in working with other agencies and town departments in reviewing/making recommendation in the areas of substance abuse. Of particular concern, are the elderly and handicapped and training people to recognize the drug/alcohol problem. Mr. Sylvia and Ms. Donna Buchanan were also present as members of the commission. Mrs. Armstrong mentioned the possibility of having a full time social worker who would have the credentials in this area. She suggested the possibility of the two agencies, Human Services and the Falmouth Housing Authority pooling their resources to hire a full time social worker. Mr. Kirwin explained the position of the Falmouth Human Services, the time that has been spent assisting the Housing Authority, and their limited resources. Mr. Ridley stated that he would like to get together with Mr. Kirwin and Mrs. Armstrong to discuss further the way and means of acquiring a social worker. Mr. Walsh responded to inquiries from the tenants by stating that he intends to see a change in the living conditions of the residents of Tatakot who have long been plagued by persons with substance abuse problems. Residents suggested AA as a possible source of assistance. Mr. Ridley also explained to the tenants the difficulty in removing problem residents. Mr. Haynes suggested another meeting be held; one which would address specifically the problems of substance abuse. He also stated that until we do get a social worker, our hands are tied.

Trish Hastings, Adelphia Cable

Ms. Hastings advised the residents, and others present, that Cable TV installation will commence August 15, 1989. She also explained the basic \$3.00 fee for Channels 3-13; the additional fee of \$2.00 will be for the satellite channels such as ESPN, Lifetime, CNN, etc. TV service would also pick up Channels 38-56-25. Mr. Walsh moved that if the Falmouth Housing Authority can pay the basic service charge of \$3.00, they will. That motion was seconded by Mr. Haynes. However, until such time as funds are available, residents will pay the \$3.00 fee for regular cable. Vote was 3 Ayes. 0 Nays. 1 Absent. MOTION CARRIED Residents will be responsible for the \$2.00 fee for satellite channels.

Tenants Association, Mr. Sylvia of Bayberry

Mr. Sylvia, President of the Bayberry Tenants Association, introduced Mr. Joseph Moore, new Vice President of the Association. The agreement has been signed with the Massachusetts Union of Public Housing Tenants. Mr. Walsh stated he would like to see a more active Tenants Association at Tatakot. Mr. Ridley offered his assistance in this area and cited what could be accomplished by having a more active organization with some unity among tenants, noting Mr. Sylvia's accomplishments in this area. Mr. Julie Nolan brought up the subject of the handicapped and possible building violations. Mr. Ridley advised her that was not on the agenda, but that it would be for the September meeting.

Status of 689 Project

Mr. Lanoie advised the Commissioners that we have received the executed copies from E OCD for AKRO Associates, and also the property valuation report from AKRO for review by the Authority prior to a concept meeting, as well as the architectural program for the design of the 689 Project. The next step will be to contract it out. The purpose of the 689 Program was outlined for those present who were not familiar with it.

Status of 705 Rehab Project

Falmouth Housing Authority received four bids for the rehab of the house at 91 Fordham Road for Jason Dupre, the young quadraplegic. The bids have been sent to E OCD with the Authority's first choice indicated. The bids will be reviewed by E OCD and the Authority expects to be advised shortly of their decision.

"Bond Sinking Fund" Monies

A copy of our letter to Selectman Labossiere has been sent to Representative Cahir along with the letters from Amy Anthony, Secretary of E OCD and Deborah De Witt, Director of Office of Housing Finance at E OCD.

Unobligated FY88 CIAP Funds

The Authority's letter to HUD requesting use of unobligated FY88 CIAP funds has been approved. This money will be used for electric door openers, an exit ramp to accommodate a handicap vehicle, etc. These monies must be obligated prior to 30 September which the Executive Director is sure can be accomplished. Mr. Haynes moved to approve Resolution No. 89-015 and Mr. Walsh seconded the motion. 3 Ayes. 0 Nays. 1 Absent. MOTION CARRIED

Amendment to Building Permit Bylaws

Mr. Lanoie had presented to the Commissioners a draft of recommended amendments to the Building Permit Bylaw for their consideration. The purpose was to clarify the definition of affordable housing and affordable dwelling, both sale and rental property.

Union Contract

There will be an arbitration meeting Monday, August 14, 1989. Mr. Lanoie suggested to the Board that a meeting be held prior to the meeting with the Union to discuss changes he would like to make to the Union Contract.

Report on NAHRO Conference

The NAHRO Conference report on the meeting recently held in Orlando was tabled until the next meeting in September.

NEW BUSINESS

Section 8 ACC, Resolution No. 89-013

Mr. Haynes moved to approve Resolution No. 89-013, the new Section 8 Existing ACC (B-1253E) Unit Redistribution. Motion seconded by Mr. Flynn. 3 Ayes. 0 Nays. 1 Absent. MOTION CARRIED

CIAP FY89 Application

The CIAP FY89 application was turned down as a relatively low priority; therefore, the Authority is not authorized to submit a final application for funds. This money would have been used to enclose walkways at Tatakot which are exposed to the elements and offer very little security for the residents. Mr. Haynes moved that a letter be sent to the Massachusetts Society of Architecture protesting the design of the Tatakot Complex and the award which was given to Mr. Axelrod. Mr. Walsh seconded the motion. 3 Ayes. 0 Nays. 1 Absent. MOTION CARRIED

Asbestos

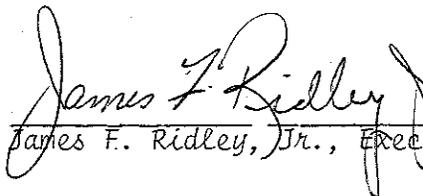
Mr. Lanoie has sent a letter to Mr. Mervis, Chief Counsel at E OCD designating them as the authorized representative of the Falmouth Housing Authority in the asbestos removal abatement process with Mansfield Trust.

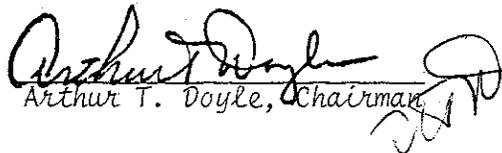
Nutrition Center

Falmouth Housing Authority's agreement with the Nutrition Center is no longer in effect and technically has not been since February 14, 1986. It was agreed by the Board that the Executive Director and Deputy Executive Director draw up a new contract with the Center and take action on a letter written to them without the

knowledge or consent of either the Executive Director or the Deputy Executive Director. Mr. Haynes moved that this action be taken. Motion seconded by Mr. Walsh. 3 Ayes. 0 Nays. 1 Absent. MOTION CARRIED

Meeting adjourned at 11:30 A.M.


James F. Ridley, Jr., Executive Director


Arthur T. Doyle, Chairman

FALMOUTH HOUSING AUTHORITY

115 SCRANTON AVENUE

SEPTEMBER 12, 1989

GENERAL SESSION

MEMBERS PRESENT: Arthur T. Doyle, Chairman
Charles Haynes
L. Emmett Flynn
Paul Glynn
Matthew Walsh

STAFF PRESENT: James F. Ridley, Jr., Executive Director
Ronald M. Lanoie, Deputy Executive Director
Ethel M. Falconieri, Clerk

OTHERS PRESENT: Frank Duffy, Counsel
Paul Ruchinskas, Falmouth Housing Trust
Peter Kirwin, Human Services and Housing Trust
John Nicholson, The Enterprise
Ray Laliberte, Real Estate Agent
Mildred Garvin, League of Women Voters
Fred Sylvia, President, Bayberry Tenants Association
Mae Hennebry, President, Salt Sea/Choate Lane Tenants Ass'n
Claire Maguire, President, Harborview Tenants Association
Julie Nolan, Tatakot Resident (Handicapped)
Harborview Residents: Agnes Ventura, Evelyn Thompson,
Martha Scharff, Don Marshall

The General Session of the Board of Commissioners of Falmouth Housing Authority convened at 10:00 A.M. in the Community Room of the Harborview Apartments. Roll call was taken: Mr. Flynn, here; Mr. Haynes, here; Mr. Doyle, here; Mr. Glynn, here; Mr. Walsh, here.

Approval of Agenda

Mr. Haynes moved that the Agenda be approved. Mr. Walsh seconded the motion. 4 Ayes. 0 Nays. MOTION CARRIED

Approval of Minutes

Mr. Haynes moved to approve the minutes of the meeting of August 9, 1989 with a correction in spelling to made under Adelpia Cable. Mr. Flynn seconded the motion. 4 Ayes. 0 Nays. MOTION CARRIED

Payment of Bills

Mr. Haynes moved the bills be paid. Mr. Glynn seconded the motion. 4 Ayes. 0 Nays. MOTION CARRIED

OLD BUSINESS

"Bond Sinking Fund Monies"

Peter Kirwin submitted a draft of a proposal for the Commissioners to review concerning an article to be submitted at the Special Town Meeting in October. The Housing Trust will support the Authority in their request for \$146,000 for repairs/renovations to the 705 houses and, in turn, are asking support from the Housing Authority in their request for funds to pay the salary of the Housing Trust Manager as well as their scattered site acquisition program. This draft still has to be cleared with the Town Moderator as to exactly how it should be worded. Basically they are asking that these funds be set aside and used for housing. EOCD has offered the Housing Trust a \$15,000 grant which is half of what is needed for the Housing Manager's salary. A \$15,000 match is needed. The Bond Sinking Fund Monies arrived in Falmouth September 2, 1989. Mr. Haynes moved that a

resolution be brought to the Special Town Meeting asking that the \$228,000 coming from EOCD be used as outlined in the Memo submitted. Mr. Glynn seconded the motion. 4 Ayes. 0 Nays. MOTION CARRIED

Mr. Ridley explained to those present that this money came from a Project 200 Series that was built after World War II. It was bonded and those bonds have matured and half the money came into the Town of Falmouth. This is state money and must be used for state projects. There is a requirement for new appliances and repairs to 10 of the 705 houses currently in substandard condition. Two are already closed down because they are not up to required standards for occupancy.

Mr. Ruchinkas is also requesting changes in the number of representatives attending the Housing Trust Meetings; he is suggesting there be one member from each Board with a designated alternate.

Mr. Walsh asked Mr. Kirwin about the progress in obtaining a social worker. Mr. Kirwin said it would be about three months before they heard anything on their grant submission.

Tenant Association Representatives

Mrs. Mae Hennebry, President of the Salt Sea/Choate Lane Tenants Association, is requesting further police patrols to cope with the increased vandalism. Mr. Sylvia, President of the Bayberry Association, requested new appliances and also the speed limit signs. Mr. Ridley advised Mr. Sylvia that the signs are in but posts are now needed. Ms. Maguire, President of the Harborview Association, brought up the problem of the Trash Room; tenants are not putting their trash down the chute. She also cited a requirement for better cleaning of the hallways and stairwells and requested additional trash barrels with liners on each floor. She also inquired as to whether an exterminator had been contacted. Mr. Ridley suggested that work orders be initiated for the problems so that there would be a record. Mis-use of the fire doors was also discussed. Security for the building is also a problem; Detective Nolan of the Police Department will be meeting with the tenants on this problem.

689 Project

AKRO Architects have been meeting with EOCD architects and they have recommended a two story complex to save money on heating, air conditioning, etc. Suggested parking will be in the rear of the building instead of the front, a garage will be built for storage, and shrubs/evergreens will be provided to separate the 689 Project from the Rose Morin residents.

705 Rehab

EOCD recommended bids for the architect be readvertised because, although four bids were received, two of the agencies failed to submit applications with it. EOCD wants more specifics on the bids.

Cable TV

Mr. Ridley stated that the first bill for Cable has been paid (\$393.00); this includes all facilities except Tatakset. Progress is being made at Tatakset; underground lines have been laid; hookup from the pole is the next step.

NAHRO Conference in Florida

Mr. Ridley attended the NAHRO Conference in Florida recently and informed the Board of subjects covered which included Performance Standards, the lead base paint problem in older houses, the war on drugs and Secretary Kemp's initiatives and goals. Also discussed at the meeting was the desegregation issue and helping the frail, elderly with such Projects as the 689 which would cover a live-in type aide. Right now the Federal government does not have such a program.

Julie Nolan, Handicap Requirements

Ms. Nolan came before the Board of Commissioners with a written list of seven major violations in the construction of the Tatakset building which she gave to the commissioners. She has given notice of these violations before and stated that nothing had been done. If there is no work done, or started, in correcting these violations, Ms. Nolan stated that CORD will send the original to the Architectural Access Board in Boston and there will be a fine. Mr. Glynn asked Ms. Nolan which of the violations were the most serious and she said all of them were; they interfered with her life on a daily basis. She had stressed the doorways to the apartments, the mail and trash rooms, etc. Mr. Haynes moved that this matter be referred to the Executive Director for investigation and action within two weeks. Mr. Walsh seconded the motion. 4 Ayes. 0 Nays. MOTION CARRIED

Mr. Ridley went on to cite what is being done with Harborview with the left-over FY88 CIAP monies (concrete walkways, electric door openers) and suggested that perhaps the same thing could be done at Tatakset.

Letter to the Architectural Society

The letter to the Architectural Society regarding the Tatakot building has been delayed. Mr. Ridley, in talking with HUD, stated that they do not agree with the criticism of the Tatakot building since the architect did get an award for the design.

Nutrition Center Agreement

Mr. Lanoie advised the Board that the agreement with the Nutrition Center has been signed. All parties are in agreement.

Position Description, Deputy Director

Mr. Haynes moved that the position description of the Deputy Executive Director be approved as written. Mr. Glynn seconded the motion. 4 Ayes. 0 Nays. MOTION CARRIED

NEW BUSINESS

Housing Voucher Program

Mr. Ridley recommended the Housing Authority stay away from the Housing Voucher Program. It has become an area of concern wherein tenants encounter problems by entering into rentals which they cannot afford and, in a few months, face eviction. Under the present system, there is a firm commitment and the rent paid by the tenant is a percentage of his income. Anything other than Fair Market Rent payments would constitute fraud. HUD will be coming out with a new and improved program in the near future. Mr. Haynes moved that we hold off on this program. Mr. Glynn seconded the motion. 4 Ayes. 0 Nays. MOTION CARRIED

Proposal for Certificate Pool Agreement

Mr. Lanoie explained to the Board the proposal of the Barnstable Housing Authority which is meeting this morning. The majority of the housing authorities on the Cape are against the Voucher Program: they want to compromise with HUD to see if the vouchers can be amended so that they are workable for the tenant. (There is or would be some control over the tenant in a financial commitment with the landlord). This is pending on the results of the meeting in Barnstable this morning.

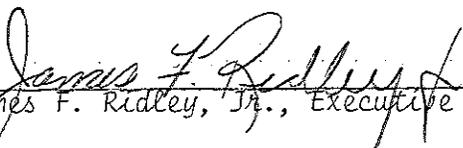
Mr. Ray Laliberte, 667 Proposal

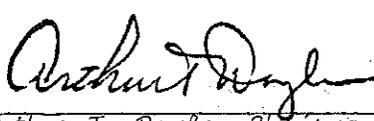
Mr. Laliberte presented a proposal for 12 one-bedroom apartments for the elderly at the former Ox-Bow Motel which have been converted to condominiums (although not presently registered as such); these could be used under the 667 Elderly Housing Program. They are located within walking distance of the stores and the Post Office. Each unit is approximately 750 square feet. There is a 27X12 meeting room. The living room is 12X18, the kitchen/dining area is 9X12, the bedroom is 11X12 and the bathroom (full) is 5X11. There is also space for a stack washer/dryer. The asking price is \$895,000. Mr. Ridley suggested the request could be submitted to EOC. Mr. Haynes moved that the application be submitted. Mr. Glynn seconded the motion. Mr. Walsh opposed; he wanted more information. The vote was 3 Ayes. 1 Nay. MOTION CARRIED

Audit Proposal

Mr. Haynes requested the Audit Proposal be moved to Executive Session.

Meeting adjourned at 11:15 A.M.


James F. Ridley, Jr., Executive Director


Arthur T. Doyle, Chairman

FALMOUTH HOUSING AUTHORITY

115 SCRANTON AVENUE

OCTOBER 10, 1989

GENERAL SESSION

MEMBERS PRESENT: Arthur T. Doyle, Chairman
Charles Haynes
L. Emmett Flynn
Paul Glynn
Matthew Walsh

STAFF PRESENT: James F. Ridley, Jr., Executive Director
Ronald M. Lanoie, Deputy Director

STAFF ABSENT: Ethel M. Falconieri, Clerk

OTHERS PRESENT: Mildred Garvin, League of Women Voters
 Mae Hennebry, President, Salt Sea/Choate Lane Tenants Assoc.
 Claire Maguire, President, Harborview Tenants
 Julie Nolan, Tatakot Resident (Handicapped)

OTHERS ABSENT: Frank Duffy, Counsel

The General Session of the Board of Commissioners of Falmouth Housing Authority convened at 10:00 a.m. in the Community Room of the Harborview Apartments. Roll call was taken. Mr. Haynes, here; Mr. Doyle, here; Mr. Glynn, here; Mr. Flynn, here; Mr. Walsh, here.

Approval of Agenda

There were several items to be added to the agenda. This included Bank Authorization, Part-time custodian, Approval of CPA Contract, Tenant Complaint, Policy File, Memorandum of Understanding with Tatakot and a Fire Department Claim. Mr. Haynes moved to approve the agenda with the additions. Mr. Flynn seconded the motion. 4 Ayes. 0 Nays. MOTION CARRIED

Approval of Minutes

Mr. Haynes moved to approve the minutes of the meeting of September 12, 1989. Mr. Flynn seconded the motion. 4 Ayes. 0 Nays. MOTION CARRIED

Payment of Bills

Tabled until later in the meeting.

OLD BUSINESS

Tenants Association Representatives

Mrs. Claire Maguire, President of the Harborview Tenants Association inquired about the contract for lawn maintenance and whether or not it would include trees and shrubs. She was advised that this is under consideration. Mrs. Maguire also mentioned that the security in the Harview Building seemed to be better than it was when discussed at a previous meeting. Mrs. Hennebry, President of the Salt Sea Association, inquired about the increase in rents in the state projects and was advised that it is a possibility due to financial problems of the state. It may be increased to 30% of net income which HUD did about six years ago.

Access for the Handicapped

Mr. Ridley advised the Board that the door control units have been installed. However, the concrete walkways for the handicapped will be delayed because of certain error in procedures; some on the part of the contractor and also the failure to announce bid bonds in the advertisements. It was recommended by HUD that this project be delayed since they were not receptive to last minute expenditures at this time. Mr. Glynn inquired about the status of Julie Nolan and was advised that this would be coming up later in the meeting.

689 Project

A second set of plans for this project has been submitted to EOCD for this project. However, they have been given an order to slow down because of funding; the money is not yet available because the Governor's budget has not been approved. AKRO Associates, architects for the project, have been paid about \$7,500 for their work thus far.

705 Rehab - 91 Fordham Road

The bids for the architect for this project are in the process of being submitted to EOCD where they will be reviewed by the Architectural Board of on November 16, 1989. EOCD will advise this Authority when an architect has been selected. The Authority can then go out for contractor bids.

Cable TV

Mr. Haynes has been talking to Mr. McNamara of Adelpia Cable, but there is no firm commitment yet as to when Tatakot will be connected. They will complete it as soon as they can.

667 Proposal

That program has been turned down and Mr. Laliberte has been so advised. EOCD will not consider any submissions until 1992. There may be a possibility of the Authority renting some of the units if certificates are made available.

Union Contract

Mr. Haynes explained the changes in the Union Contract. Union employees will receive a 3% increase retroactive to July 1, 1989, in June 1990 they will receive another 3% increase, and in January 1991, another 3% increase. Evacuation Day has been eliminated as a paid Holiday, but the day after Thanksgiving has been gained as a paid Holiday. The contract has not, as yet, been ratified. Mr. Haynes made a motion that the Union Contract be ratified once it has been ratified by the Union. Mr. Glynn seconded the motion. 4 Ayes. 0 Nays. MOTION CARRIED No special meeting will be called for the signing. It can be done on an individual basis.

Employment of Part-time Custodian

The bids for the services of a part-time custodian will be discussed in Executive Session.

Bank Authorization

HUD failed to transmit \$194,000 which was requisitioned on August 14, 1989 and not processed until September 14, 1989. By the time it got to finance, it was September 25, 1989 and Mr. Finkelstein refuses to process anything that does not come in by the 15th of the month. Payment of landlord checks was not covered, but arrangements can be made with the bank for a 30-day note, with the permission of the commissioners, that would cover payment of these checks. Mr. Haynes moved, that under extreme conditions, the Chairman and the Treasurer be authorized to take out a note. Mr. Glynn, Vice Chairman, stated that he would not be in a hurry to do so. After a short discussion, it was decided to table this item. Mr. Lance stated that according to the contract with the landlords, the Authority is obligated to pay monies due them on the first of the month and that if it is not paid, it is a breach of our contract with the landlord.

Concrete Bids for Handicapped Walkways

The bid opening for this project was delayed for a short time because the Central Register wanted more time to advertise the bid in their publication. When the bids were opened on September 22, 1989, submissions were as follows: B.I.D. -\$14,230; Bob Pettengill, \$11,660; Atlantic Concrete Construction, \$9,448; and Upper Cape Ready Mix - \$7,040. The two highest bidders were disqualified, as was Upper Cape Ready Mix (not on the required format and failed to show any current or prior projects) and references could not be checked. HUD reviewed the contract bid opening and since there were no bid bonds - all bids were rejected. Mr. Haynes questioned whether this type of work could be done by our maintenance people, but Mr. Ridley pointed out, that it took specific qualifications for concrete walkways. The invitation for bids will be resumed in January since time ran out for this fiscal year.

Approval of CPA Contract

It was unanimously agreed to renew the contract with the present fee accountant. Mr. John Marotto, as presented. Mr. Haynes moved to approve Resolution No. 89-018. Mr. Walsh seconded the motion. 4 Ayes. 0 Nays. MOTION CARRIED

Complaints of Ms. Julie Nolan, Tatakot

Mr. Gorton of the Maintenance Department went over each of the complaints submitted by Ms. Nolan and is sure that the Tatakot Apartments met all building requirements at the time it was completed although he does not remember seeing anything in writing. Mr. Ridley stated that steps are being taken for electric door openers for the main doors, the height of thresholds, the carpeting, etc. Mr. Flynn requested that all this be put in writing for the discussion at the next meeting.

Dispute of Architect's Award

The worthiness of the award to the architect for the design of Tatakot is still in dispute and the letter is still in the process of preparation for submission to the Architectural Board.

Policy File

The Policy File will be updated as requested by Mr. Haynes. It was determined that the amount of money that can be spend without the approval of the Board is \$1,000.

Memorandum of Understanding - Tatakot

All presidents of the tenants associations have signed the Memorandum of Understanding except for Tatakot. Mr. Ridley will be in touch with Mrs. Nicholls shortly. Mrs. Nicholls is President of the Tatakot Tenants Association.

Fire Department Claim
 There is a bill for \$675 from the Fire Department for responding to false alarms at \$75.00 a call. The system at Harborview is being evaluated in regard to the malfunctions. Mr. Gorton feels that it is the age and number of the detectors which make this an inherent problem. Problems with detectors in both Federal Developments was discussed. Mr. Glyn questioned whether or not the town should be providing this service instead of billing us for something over which we have no control. It was decided to refer this question and the bill to Mr. Dugby regarding the legality of it.

Meeting adjourned at 10:45 A.M.

James F. Ridley, Jr., Executive Director

Arthur T. Doyle, Chairman

FALMOUTH HOUSING AUTHORITY SPECIAL SESSION OCTOBER 13, 1989

MEMBERS PRESENT: Arthur T. Doyle, Chairman
 Charles Haynes
 Matthew Walsh

MEMBERS ABSENT: Paul Glyn
 L. Emmett Flynn

STAFF PRESENT: James F. Ridley, Jr., Executive Director
 Ronald M. Lanole, Deputy Director

The Special Meeting of the Board of Commissioners of the Falmouth Housing Authority convened at 11:00 a.m. in the Administrative Offices of the Authority. Roll call was taken. Mr. Doyle, here; Mr. Haynes, here; Mr. Walsh, here. Mr. Flynn and Mr. Glyn were absent.

1. The first item on the agenda was to vote on the Union Contract. It was approved as amended this date - added Appendix A.

2. The commissioners voted on a pay increase for administrative non-union employees. No monetary increase; however, the Board authorized five (5) each Holiday: New Years, Fourth of July, Labor Day, Thanksgiving and Christmas; two (2) each personal days and four (4) sick days. This contract will be retroactive to July 1, 1989 through June 30, 1990 for one (1) year only.

3. The Commissioners authorized a pay increase for the Executive Director and the Deputy Executive Director retroactive to July 1, 1989. Good for one year only.

4. The Commissioners authorized an expenditure of \$610.71 for lumber and materials for the purpose of allowing a Boy Scout to build 15 picnic tables for the elderly projects. Mr. B. Eaton will be earning his Eagle Scout rank by completing this project.

5. Mr. Arthur Doyle requested that we reactivate the Merit Promotion Policy as the step increase indicated in Appendix A will not be automatic. A recommendation for Merit Promotion must be approved by the Director, then to the Commissioners and then to EOC for approval.

6. Confirming the Budget approval resolution of June 13, 1989, Mr. Haynes moved to approve the EOC budget as presented. Seconded by Matthew Walsh. 3 Ayes. 0 Nays. 2 Absent. MOTION CARRIED

Meeting adjourned at 11:55 a.m.

James F. Ridley, Jr., Executive Director

Arthur T. Doyle, Chairman

GENERAL SESSION

MEMBERS PRESENT: Arthur T. Doyle, Chairman
Charles Haynes
Paul Glynn
Matthew Walsh

MEMBERS ABSENT: L. Emmett Flynn

STAFF PRESENT: James F. Ridley, Jr., Executive Director
Ronald M. Lanoie, Deputy Director
Ethel M. Falconieri, Clerk
Thomas Gorton, Maintenance Foreman

OTHERS PRESENT: Fred Sylvia, President, Bayberry Tenants Association
Claire Maguire, President, Harborview Tenants Association
Jan Moore, Treasurer, Bayberry Tenants Association
M. Garvin, League of Women Voters
Paul Bannick, X-Term
Vito Marotta, Alarm Systems

OTHERS ABSENT: Frank Duffy, Counsel

The General Session of the Board of Commissioners of the Falmouth Housing Authority convened at 10:00 a.m. in the Community Room of the Harborview Apartments. Roll call was taken: Mr. Haynes, here; Mr. Doyle, here; Mr. Glynn, here; Mr. Walsh, here; Mr. Flynn was absent.

Approval of Agenda

The agenda was approved with the addition of one item under Old Business (Exterminator Contract and two items under New Business (Housing Plan Task Force and Electric Door for Tatakot). Mr. Haynes moved to approve the agenda. Mr. Glynn seconded the motion. 3 Ayes. 0 Nays. 1 Absent. MOTION CARRIED

Approval of Minutes

Mr. Haynes moved to approve the minutes of the meetings of October 10 and October 13, 1989. Mr. Walsh seconded the motion. 3 Ayes. 0 Nays. 1 Absent. MOTION CARRIED

Payment of Bills

The payment of bills was tabled temporarily.

OLD BUSINESS

Representatives of Tenants Associations

Mrs. Maguire, President of the Harborview Tenants Association questioned the availability of a washer to replace one that is inoperable in the washer/dryer room. Mr. Ridley assured Mrs. Maguire that it would be replaced and the other would be repaired and used as a spare. As for new refrigerators, he advised Mrs. Maguire that the HUD budget had not yet been approved. Mr. Doyle questioned where the money went that is collected from the coin operated washers and dryers and was advised that it goes into a General Account per HUD's financial department.

Mr. Sylvia, President of the Bayberry Tenants Association, complained about the refrigerator in his apartment. He stated that there is an opening in the molding about 5" to 6" long which allows dust and dirt into the refrigerator and he feels this is a health hazard. It is also rusty on the exterior. The refrigerators in this development are all approximately 18-20 years old and have been budgeted for replacement. Appliances are replaced as they break down, but there has been no money as yet for general replacement of appliances.

Mr. Sylvia quoted EOC'D's regulation regarding maintenance and replacement of refrigerators. Mr. Doyle requested that Mr. Sylvia's refrigerator be looked at to see what could be done to correct the problem.

Mrs. Moore, Treasurer of the Bayberry Tenants Association, also had complaints relative to the exterior paint and shutters which were on the ground. Mr. Ridley stated that he recognized the need for the maintenance she mentioned and also the requirement for new roofs and told Mrs. Moore the Authority has gone forward each

year requesting funds for these projects, but no money has been forthcoming. He also stated that the Authority has been working on modernization money for the Bayberry Project for some time, but it does not appear there will be any before 1992. Mr. Ridley went on to say, there is a possibility of going to HUD to ask for release of some of the Section 8 money for these projects for which the Authority would explain the use and repayment of. He is also hopeful the Authority will receive some of the fall-out money from the Bonds which are on deposit in Falmouth; that money could be put to use in the Bayberry Project.

Mr. Gorton also recognizes the dire need for paint and the requirement for new roofs which are rapidly deteriorating in large part due to the gull and pigeon population as well as the elements. Mr. Gorton also went on to explain that windows, storm doors, etc. had all been requested and denied. Salt Sea was brought up to standard at a cost of \$410,000, Choate Lane at a cost of \$380,000 and, he stated, \$500,000 could easily be spent on the Bayberry Project. The widening and paving of Rose Morin was also discussed, but again it is an issue of money. Figures for this work are not available at this time.

Mr. Doyle requested a report, to be available at the next meeting, on the status of the Section 8 money.

Status of 689 Project

There will be very little action on this until after the first of the year.

Status of 705 Project (91 Fordham Road)

There will be a meeting of the Architectural Review Board at EOCB November 16, 1989 on the plans for the house at 91 Fordham Road. It will be up to the architect selected to draw up the required designs, and when approved by EOCB, the Authority can then go out for bids.

Status of Cable TV

Tatakot has still not been connected but there appears to have been some work done there. Mr. Ridley brought up the possible problem of the new tax of \$20 that the State is considering levying Cable customers and the possibility that the Authority could not absorb this increase. Mr. Doyle mentioned contacting Representative Cahir indicating our interest and the inability of low-income residents and elderly to pay this additional tax.

Union Contract

The Union Contract has been approved and signed by all parties. Copies are available for commissioners on request.

Bank Authorization

Mr. Ridley will look into procedures for a short-term loan to cover payment of landlord checks should HUD ever be late again in forwarding the funds to cover rent checks. The commissioners were advised that the Executive Director cannot negotiate with the banks, but he can provide the information for them. The loan would be in the form of a 30-day note. Interest on the note would be paid from Admin fees and collectible from HUD through a budget revision.

Handicap Access/Complaints

The Assistant Building Inspector of Falmouth, Mr. Gore, looked at the list of handicapped complaints and the response made to each complaint to satisfy the situation with CORD. Mr. Gorton stated that the two ramps do not meet the requirements of the Architectural Access Board, and which are in violation of state law, will have to be changed. The lighting problem can be taken care of with no problem.

Fire Department Claim

The Fire Department Claim for charges for responding to false alarms was referred to Mr. Duffy. To date there has been no reply and Mr. Duffy was unable to be present today.

Architect's Letter

A response has been received from the Architectural Society in Boston in reply to a letter from the Authority critical of the award given to the architect of Tatakot. There will be no further correspondence on this.

Work Assignment Program

This item dropped from discussion at this meeting since Mr. Lanoie is not scheduled to report on the status of the program until the December meeting.

Exterminator Contract

A little over two years ago the Housing Authority hired Mr. Bannick of X-Term to service Harborview and Tatakot. It is now time to look at another contract and Mr. Gorton feels this one is too expensive for the Authority and recommends looking into another contractor. Mr. Bannick is recommending no contract at this time in view of the money situation. Mr. Bannick then went on to explain the procedure for pest control, problems and results of chemical use, immunity which pests build up to chemicals and the changes in types of chemicals used over a period of time.

Mr. Bannick appeared before the Board because of a letter which he had received from Mr. Gorton which indicated that X-Term would no longer be accepted even though the term of the contract had not been completed. In that letter it appeared there were allegations which caused Mr. Bannick to turn the letter over to his attorney because of the possibility of a libel suit (misrepresentation). At this point it was considered necessary to transfer this discussion to the Executive Session.

NEW BUSINESS

New Pet Regulation

EÖCD has a new Pet Regulation which is very similar to the guidelines furnished by HUD. The only difference is the damage fee which is \$160. The commissioners recommended following the same guidelines as those established by HUD. Mr. Haynes moved approval and Mr. Walsh seconded the motion. 3 Ayes. 0 Nays. 1 Absent MOTION CARRIED

Mr. Vito Marotta/Smoke Detectors

Mr. Marotta came before the Board to explain the problems of smoke detectors and reasons why they have been the cause of false alarms. There are 63 smoke detectors at Harborview, 51 of which have not been replaced; 12 smoke detectors have been replaced. At the end of five years, problems begin to appear and this is the point at which we are. Mr. Marotta realizes that money is tight but also the fee for Fire Department response to false alarms which he understands will be up to \$100 per call. Smoke detectors, in addition to being sensitive to smoke, are also sensitive to dust, insects, fibers from paper products, rugs, etc. Mr. Marotta is not making any recommendations but pointed out how the cost for replacement could be spread out, by doing them in sections. Cost would vary from \$78.50, \$82.50 or, individually \$94.50 each for replacement. It was decided to table this until the next meeting to see what Mr. Duffy has to contribute on the issue of the fine for false alarms.

Bids for Lawn Maintenance

The lawn maintenance bids were opened on October 27, 1989 with Mr. Ridley, Mr. Gorton, and Mr. Haynes present. Qualifications, references and the variations in bids (\$39,468 - \$9,360) were discussed. Mr. Gorton could find no reason why the low bidder, Infinite Designs, should not be accepted although he estimates it cost the Authority approximately \$16,500 in maintenance department manpower to do the job. Mr. Haynes moved to accept the low bidder. Mr. Glynn seconded the motion. 3 Ayes. 0 Nays. 1 Absent. MOTION CARRIED

Housing Plan Task Force

A letter had been passed out to Board members regarding a meeting to be held at the Gus Canty Recreational Center on November 15, 1989. The meeting is open to everyone and it will be decided after the meeting whether or not the Authority would participate and send representation and who that person would be.

Electric Doors at Tatakot

Mr. Ridley recommends the purchase of two sets of double doors (\$4,800 for four sets) assuming it would be about \$2,400 for Tatakot. The Horton representative lives in the local area and 24-hour service is available. Mr. Haynes moved that up to \$2,500 be spent for this project. Mr. Glynn seconded the motion. 3 Ayes. 0 Nays. 1 Absent. MOTION CARRIED

M. Garvin, League of Women Voters

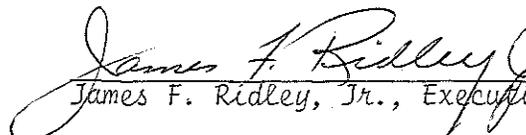
Ms. Garvin expressed her concern over the budget problems of the Authority and suggested there be more publicity on the efforts of the Authority, particularly in view of the fact that the disposition of the Bond Sinking Fund Monies will be brought to Town Meeting for the townspeople to vote on. She sees a requirement for more press coverage and political support to remedy this situation. She suggested the tenants be mobilized to express their concern. Mr. Ridley indicated there would be an effort to draw them out for the next

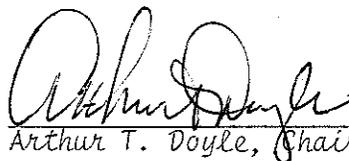
meeting to discuss questions which might be brought to representatives and then arrange a meeting with the representatives of the people.

Resolution No. 89-021

Mr. Haynes moved that Resolution No. 89-021 covering the modernization of the heating plant at Choate Lane be approved. Mr. Walsh seconded the motion. 3 Ayes. 0 Nays. 1 Absent. MOTION CARRIED

Meeting adjourned at 11:25 A.M.


James F. Ridley, Jr., Executive Director


Arthur T. Doyle, Chairman

FALMOUTH HOUSING AUTHORITY

115 SCRANTON AVENUE

DECEMBER 12, 1989

GENERAL SESSION

MEMBERS PRESENT: Arthur T. Doyle, Chairman
Charles Haynes
Pual Glynn
L. Emmett Flynn
Matthew Walsh

STAFF PRESENT: James F. Ridley, Jr.; Executive Director
Ethel M. Falconieri, Clerk

STAFF ABSENT: Ronald M. Lanoie, Deputy Director

OTHERS PRESENT: Claire Maguire, President, Harborview Tenants Association
Mae Hennebry, President, Salt Sea/Choate Lane Tenants Association
Fred Sylvia, President, Bayberry Tenants Association
Jan Moore, Bayberry Tenants Association
Don Marshall, Tenant, Harborview
John Nicholson, The Enterprise
Lee Parpart, Cape Cod Times
M. Garvin, League of Women Voters
Mr. Giampietro, Architect, 705 Rehab

OTHERS ABSENT: Frank Duffy, Counsel

The General Session of the Board of Commissioners of the Falmouth Housing Authority convened at 10:00 a.m. in the Community of the Harborview Apartments. Roll call was taken. Mr. Haynes, here; Mr. Doyle, here; Mr. Flynn, here; Mr. Glynn, here; Mr. Walsh, here.

Approval of Agenda

The Agenda was approved with the addition of one item - smoke alarms. Mr. Haynes moved to approve the agenda. Mr. Flynn seconded the motion. 4 Ayes. 0 Nays. MOTION CARRIED

Approval of Minutes

Mr. Haynes moved to approve the minutes of the November 14, 1989 meeting. Mr. Flynn seconded the motion. 4 Ayes. 0 Nays. MOTION CARRIED

Payment of Bills

Payment of the bills was approved after clarification of the item on work shoes. Mr. Haynes made the motion. Mr. Walsh seconded. 4 Ayes. 0 Nays. MOTION CARRIED

OLD BUSINESS

Tenants Association Representatives

Mrs. Maguire, President of the Harborview Tenants Association, wished one and all Happy Holidays. She also queried the status of the extermination program. Mrs. Hennebry, President of the Salt Sea/Choate Lane Tenants Association also had a question on the same subject. Mr. Ridley assured them both that it is scheduled to be done.

Cable TV

Mr. Haynes will have more information on the status of Cable TV after a meeting scheduled for this evening. There is some question on payments for Cable which the residents are paying and which the Authority is also paying. Basic cable is paid for by the Authority (\$3.00) but residents are also paying an additional \$2.00. Mr. Ridley and Mr. Haynes will be looking into this.

Authorization for Bank Loan

The request for authorization for a bank loan to cover rent payments to landlords was tabled until such time as approval is received from either HUD or EOCB. Interest on the loan, if it is the fault of the funding agency, would be paid by the agency. Meanwhile, the bank has been furnished with information on the last two audits as well as the list of commissioners.

Status of Fire Department Claim

Mr. Duffy has contacted the Selectmen regarding the charges being assessed for false alarms and requesting the Authority be relieved of those charges. Mr. Duffy was unable to be at the meeting today.

Work Assignment Program

The Work Assignment Program is working out well since the part-time custodian was hired. Mrs. Maguire indicated that Harborview is most satisfactory custodial wise. This item will appear on the Agenda again in March.

Status of Section 8 Reserve Money

Mr. Ridley advised the Board that HUD still owes the Authority \$300,000 and that we are still short \$30,000. Mr. Marotto, the Fee Accountant, will be in Thursday to review our accounts and put in the year ending budget revisions required. He will also provide HUD with a letter indicating the bind the Authority is in. This is one of the reasons why we are asking the establishment of a \$200,000 line of credit from the bank. Last June the Authority received approximately \$79,000, and the payout was \$157,000 which the Authority had to cover. Mr. Ridley feels this is not good financial practice.

Status of Electric Doors/Ramps

The Horton Company is reviewing the door problem at Tatakot which does not now have an electric door system. This may have to be installed which would make the project that much more costly. Hopefully it will be under \$3,000 with the engineering changes.

The Housing Authority did get a report from the Commonwealth citing the eight (8) violations which must be corrected or there would be fine of \$1,000 per day for each violation. Mr. Ridley has replied to the Access Board indicating the problems of funding and the non-availability of CIAP monies until January 1991. Submissions for CIAP money are made in January 1990, perhaps resolved by September and then the money would be available in 1991. Mr. Ridley is hoping that the fine could be waived until such time as a submission for CIAP funds can be made, approved and become available. The only alternative would be to close the apartments until such time as the problems can be corrected. Ms. Nolan, who has been the most active in the complaint procedure, was furnished a copy of the letter that went to the Access Board.

Closing the handicapped apartments would mean relocation of the occupants. It is possible that a unit would be available at Harborview for Ms. Nolan if it has not already been designated.

Housing Plan Task Force

There was a meeting and a discussion on November 15, 1989 at the Gus Canty Rec Center, but no conclusions. Someone from the Authority would participate. Mr. Glynn requested that he be called when there is knowledge of another such meeting.

Smoke Alarms

It has been determined that it would cost \$4,003 to replace 51 smoke detectors, but Mr. Ridley has information on another alarm system which seems to be working out very well in Scituate. Mr. Haynes withdrew his motion to spend under \$5,000 until we have that information. Tabled until next meeting.

NEW BUSINESS

Mr. Giampietro, Architect

Mr. Giampietro is the architect selected for the renovations to the house at 91 Fordham Road to accommodate a handicapped person. Mr. Giampietro stated that the drawings could be ready in two or three weeks; he has visited the site

and has a good sense of what is required. He feels the bidding process will take most of the time. Mr. Giampietro estimates a contractor with the right crew could complete the renovations in a month and a half to two months. He also has other thoughts which may expedite the process. Mr. Haynes moved that Mr. Giampietro be selected as architect. Mr. Glynn seconded the motion. 4 ayes. 0 nays. MOTION CARRIED

Real Property

A resolution made by Mr. Haynes and seconded by Mr. Glynn confirmed that the Harborview and Tatakot properties would not be sold, terminated or otherwise disposed of. 4 Ayes. 0 Nays. MOTION CARRIED

Elder Services Crisis

Mr. Walsh brought to the attention of the Board the cutbacks in services to the elderly. He would like to have a letter written to the Cape Legislators to have the money put back into the budget. Mr. Walsh made a motion to have the letter written. Motion seconded by Mr. Haynes. 4 Ayes. 0 Nays. MOTION CARRIED

Don Marshall, Volunteer for Counseling Services

Mr. Marshall has a background in counseling and stated that he is aware of the magnitude of the alcohol problem with the elderly. He is volunteering his services as a counselor. Mr. Haynes moved that we accept his proposal. Mr. Glynn proposed that counseling be limited to residents as opposed to counseling applicants prior to their moving into subsidized housing. The responsibility for tenant assignments is made only by the Authority. The motion was made that counseling be limited to existing housing residents by Mr. Haynes and seconded by Mr. Flynn. 4 Ayes. 0 Nays. MOTION CARRIED

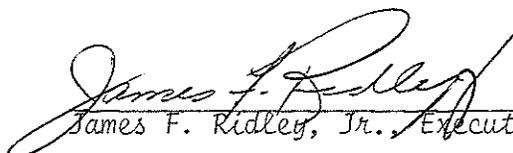
Mr. Sylvia, President, Bayberry Tenants Association

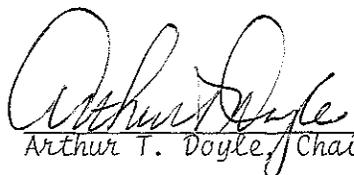
Mr. Sylvia had not previously spoken up in the early part of the meeting but elected to speak at this point. He told the Board that he had another refrigerator and that his old one had been taken to the dump. However, this refrigerator came from the Tenants Association meeting room and the door opens the wrong way. That now leaves the meeting room without a stove or refrigerator which is most inconvenient when they have their meetings, but in view of the money situation, he will by-pass that item for the time being. He also mentioned Mrs. Moore's stove was not up to expectations.

Mr. Sylvia had a second complaint regarding the snow removal Thanksgiving Day. One side of the street was shoveled well; however, his side of the street was only partially shoveled. He expressed his concern for the elderly and then showed pictures of the work that was done. He complained to the maintenance foreman and said he felt they could do a better job. He suggested Mr. Ridley speak to the foreman and express his dissatisfaction. He also stated that he had no complaints about the snow removal of the last eleven years.

Mr. Ridley did point out to Mr. Sylvia that the maintenance men had several other areas to clear out and had been working since 7:00 a.m. Thanksgiving Day and continued to work the day after.

Meeting adjourned at 11:00 a.m.


James F. Ridley, Jr. Executive Director


Arthur T. Doyle Chairman

FALMOUTH HOUSING AUTHORITY

115 SCRANTON AVENUE

JANUARY 11, 1990

GENERAL SESSION

MEMBERS PRESENT: Arthur T. Doyle, Chairman
Charles Haynes
L. Emmett Flynn
Matthew Walsh

MEMBERS ABSENT: Paul Glynn

STAFF PRESENT: James F. Ridley, Jr., Executive Director
Ethel M. Falconieri, Clerk

STAFF ABSENT: Ronald M. Lanoie, Deputy Director

OTHERS PRESENT: Joseph Moore, Vice President, Bayberry Tenants Association
Mae Hennebry, President, Salt Sea/Choate Lane Tenants Association
Don Marshall, Harborview Tenant
Phyllis Flynn
John Nicholson, The Enterprise
Lee Parpart, Cape Cod Times

OTHERS ABSENT: Frank Duffy, Counsel

The General Session of the Board of Commissioners of the Falmouth Housing Authority convened at 10:00 A.M. in the Community Room of the Harborview Apartments. Roll Call was taken. Mr. Haynes, here; Mr. Flynn, here; Mr. Doyle, here; Mr. Walsh, here. Mr. Glynn was due to arrive a little later in the meeting.

Approval of the Agenda

The agenda was approved with the addition of one item under Old Business; the Bond Sinking Fund Monies and one item under New Business; Rental Policy. Mr. Haynes moved to approve the agenda, Mr. Walsh seconded the motion. 3 Ayes. 0 Nays. 1 Absent. MOTION CARRIED

Approval of Minutes

Mr. Haynes moved to approve the minutes of the December 12, 1989 meeting. Mr. Walsh seconded the motion. 3 Ayes. 0 Nays. 1 Absent. MOTION CARRIED

Payment of Bills

Mr. Haynes moved that the bills be paid. Mr. Flynn seconded the motion. 3 Ayes. 0 Nays. 1 Absent. MOTION CARRIED

OLD BUSINESS

Tenants Association Representatives

Mr. Moore, Vice President of the Bayberry Tenants Association and Mrs. Mae Hennebry, President of the Salt Sea/Choate Lane Tenants Association had nothing for discussion.

Status of 705 Rehab

Mr. Ridley has received a copy of the requirements for materials and the scope of the work involved at 91 Fordham Road. It was thought that Mr. Giampetro, the architect, would be present with the drawings. As soon as the drawings are available, the Authority can then go to EOCB for approval from their architect. Once that approval is obtained, the Authority can then start the bidding process. Mr. Ridley has requested that most of the money be spent on the interior and what is left would go into cosmetic work on the exterior. If necessary, work on the exterior could be done in-house or through other agencies that may be willing to assist in this project.

Status of Cable TV

Mr. Haynes clarified the charges for Cable TV. He stated that if residents are receiving Channels 2 - 14, they should not be paying for that service. If they are receiving Channels 15 - 32, there is a \$2.00 charge. The Authority pays for Channels 2 - 14. If the tenant is receiving a bill for these channels, they are to bring the bills to the Housing Authority. If a bill is received for the extended basic (15 - 32) and the tenant is not receiving these channels, the bills are to be brought to the Housing Authority. Mr. Haynes could not quote a price at this time for other channels such as HBO, etc. Mr. Haynes was questioned why the town signed an agreement with the Cable Company for ten years. Mr. Haynes replied that this was the national standard for cable companies in view of the time and expense involved.

Authorization for Bank Loan

The request for authorization for a bank loan to cover rent payments to landlords was tabled until such time as approval is received from either HUD or EOCB. To date there has been no word.

Status of Fire Department Claim

Mr. Duffy had not arrived to clarify the status of this claim.

Electric Doors/Ramps at Tatakot

The Horton Company is working on an electric door lock system for the Tatakot Apartments which will be effective while keeping the cost down. They have not yet submitted their proposal.

Smoke Alarms

The smoke alarms are gradually being replaced throughout the Harborview Complex, about 25 to date. The normal life span of a smoke detector is about 7 - 10 years maximum. Mr. Ridley has not heard from the Scituate people on their system. Mr. Haynes moved the sum, not to exceed \$5,000, be spent to replace smoke detectors. Mr. Walsh seconded the motion. 3 Ayes. 0 Nays. 1 Absent. MOTION CARRIED

Elder Services Crisis

Mr. Ridley advised the Board that Representatives Turkington and Cahir as well as Senator Rauschenbach are working toward getting the money back into the Social Services Agencies. On January 31, 1990, there is a Legislative Conference at the Parker House in Boston which will be open for questions and discussion. NAHRO will be participating. Mr. Walsh stated that 30% of the Cape population is elderly and that a 3.5% cut has been recommended in the budget. According to one director, she does not feel that it will hurt them too badly. However, they do not have approval for two case managers as yet. They do have a grant for a position on the Elder Risk Program which would be available to all Housing Authorities on the Cape for any elderly person deemed at risk.

Bond Sinking Fund Monies

A letter has been provided to the Selectmen of the Town of Falmouth concerning the use of the Bond Sinking Fund Monies which must be approved at Town Meeting. The Housing Authority has a requirement for \$146,000, the Falmouth Housing Trust for about \$74,000 and the Fair Housing Committee would like about \$8,000 which would use up the \$228,000 from the Bond Sinking Fund Monies. Mr. Ridley is sure the expenses submitted by the Housing Authority can be justified. There will be notification from the Finance Committee when a meeting is scheduled. Mr. Haynes recommended that Precinct meetings be attended.

NEW BUSINESS

Rental Policy

Mr. Flynn had a subject which he wished to bring to the attention of the Board regarding the rental of a house by a mother, to her daughter, through the Authority. Mr. Haynes felt this should be brought up in Executive Session but Mr. Flynn objected. The daughter did extensive damage to this house; the mother had her "thrown out" and then submitted a claim for damages to the Housing Authority which was paid. Mr. Flynn feels that rentals should not be made to members of the immediate family. Mr. Ridley advised Mr. Flynn that this procedure is perfectly legal. Mr. Doyle suggested that, as a matter of policy, rentals be made through other landlords rather than through an immediate family member. Mr. Flynn made a motion to approve this policy and Mr. Haynes seconded the motion. Mr. Walsh opposed. 2 Ayes. 1 Opposed. 1 Absent. MOTION CARRIED

Mr. Marshall, Request to Counsel on a Volunteer Basis

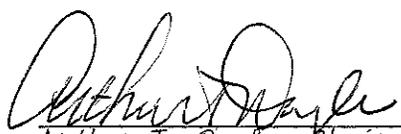
Mr. Marshall came before the Board to clarify some of the recent newspaper articles. Mr. Marshall referred to six calls he had had - none of which concerned substance abuse. One call concerned the medication the person was taking, a woman who had no heat and didn't want to complain, another who was taking her checks back to Social Security. In each instance, Mr. Marshall was able to assist. Mr. Ridley explained to Mr. Marshall that unless he was employed by an agency and licensed to do counseling, he could not act on behalf of the Authority because of the liability involved (this according to work from Mr. Duffy, Counsel for the Authority). Mr. Flynn objected strongly to having read of Mr. Duffy's decision in the paper, he felt the Commissioners should have been notified first. Mr. Marshall was not notified because of failure to keep scheduled appointments with Mr. Ridley. Mr. Duffy's decision came after the meeting of December 12, 1989 and therefore were not recorded in the minutes of that meeting.

Mr. Giampietro

The architect, Mr. Giampietro, arrived late into the meeting to explain in more detail the scope of the work and some minor dimensional changes to conform to the Handicap Code. In reference to Tatakot and the changes there, he had spoken to the local building inspector and found that the building was builet in 1982 and violations in the Handicap Code were never enforced although they had been on the books since 1975. However, the state will insist the corrections be made. He suggested going back to the original architect and perhaps he would do the drawings at no cost. Motion was made by Mr. Haynes to have legal counsel write to Mr. Axelrod in reference to these violations. Motion seconded by Mr. Walsh. 3 Ayes. 0 Nays. 1 Absent. MOTION CARRIED

Meeting adjourned at 10:35 a.m.


James F. Ridley, Jr., Executive Director


Arthur T. Doyle, Chairman

FALMOUTH HOUSING AUTHORITY

115 SCRANTON AVENUE

FEBRUARY 13, 1990

GENERAL SESSION

MEMBERS PRESENT: Arthur T. Doyle, Chairman
Paul Glynn
L. Emmett Flynn
Matthew Walsh

MEMBERS ABSENT: Charles Haynes

STAFF PRESENT: James F. Ridley, Jr., Executive Director
Ethel M. Falconieri, Clerk

STAFF ABSENT: Ronald M. Lanoie, Deputy Director

OTHERS PRESENT: Joseph Moore, VP, Bayberry Tenants Association
Mrs. Moore, Secretary, Bayberry Tenants Association
Mae Hennebry, President, Salt Sea/Choate Lane Tenants Association
Claire Maguire, President, Harborview Tenants Association
M. Garvin, League of Women Voters
Mr. Giampietro, Architect

OTHERS ABSENT: Frank Duffy, Counsel

The General Session of the Board of Commissioners of the Falmouth Housing Authority convened at 10:00 a.m. in the Community Room of the Harborview Apartments. Roll call was taken. Mr. Flynn, here; Mr. Glynn, here; Mr. Walsh, here; Mr. Doyle, here. Mr. Haynes was absent due to illness.

Approval of Agenda

Mr. Flynn moved to approve the agenda as written. Mr. Walsh seconded the motion. 3 Ayes. 0 Nays. 1 Absent. MOTION CARRIED

Approval of Minutes - Meeting of January 11, 1990

Mr. Flynn moved to approve the minutes of the January 11, 1990 meeting. Mr. Walsh seconded the motion. 3 Ayes. 0 Nays. 1 Absent. MOTION CARRIED

Payment of Bills

Payment of the bills was approved.

OLD BUSINESS

Tenants Association Representatives

Mrs. Maguire, President of the Harborview Tenants Association was first to speak. She has been questioned by the residents of Harborview as to why the outside lights are on 24-hours a day. Mr. Ridley explained that the manufacturers of the present globes cannot be located. Every effort has been made to find replacements but the original manufacturer is out of business. Meanwhile, it is best to leave the lights on. Mrs. Maguire also mentioned the problem with pigeons and gulls and the ensuing mess they create. She suggested that a reminder be sent to all residents notifying them of the nuisance created by feeding them.

Mr. Moore, Vice President of the Bayberry Tenants Association mentioned that the washer/dryer facility is down to one washer only. Mr. Ridley said the washer is still under warranty but Sears only comes out one day a week but it will be taken care of.

705 Rehab, 91 Fordham Road

Mr. Giampietro has completed the plans and specs for the rehab of the house at 91 Fordham Road and forwarded same to EOCB for their review. A meeting, to be held in Falmouth, should be set up in a week or so. It will probably be April before work can commence but, in the interim, bids for a contractor will be sought.

Cable TV

There was no new information on the status of Cable TV. The Housing Authority is paying for the 13 basic channels and there is a \$2.00 fee for the additional channels which is paid by the resident.

Fire Department Claim

The Fire Department Claim has been paid. Meanwhile, at a recent meeting, the Fire Chief recommended that smoke detectors be cleaned out about every three weeks. Mr. Gorton has been made aware of the requirement for cleaning.

Doors and Ramps at Tataket

The Horton Company has recommended changing the present double door entrance to a 42" single door. The double doors that are there now can be used in another area of Tataket. The ramp is within requirements; all that remains to be done is to paint the curb cuts yellow and that will be done on the first day of good weather. Mr. Ridley did not have access to the apartment requiring a 36" door instead of the 32" opening that is there now.

Mr. Giampietro, Architect for Rehab - 91 Fordham Road

Although not on the agenda, Mr. Giampietro came in with the plans and specs for the house at 91 Fordham Road. The house will be going over-budget because of certain construction deficiencies which must be corrected that were not a requirement at the time the house was built. (Single skin construction, no flashing around windows which leaked, only one layer of ½" subfloor upstairs, etc.). Mr. Glynn inquired if this was a violation of the building code. Mr. Giampietro stated that it was not at the time the house was built.

Smoke Detectors

The Housing Authority has been notified of the new rates for false alarms - \$100 for the second alarm malfunction and each subsequent alarm. The Housing Authority will be going out for a contract for an alarm system check and replacement 1 July 1990.

Bond Sinking Fund Monies

Mr. Ridley told the Board there had been a preliminary meeting with the finance sub-committee regarding the Bond Monies. They had no questions, but said they would call him back again.

Letter to Architect (Tataket)

Mr. Ridley had a meeting with Mr. Duffy, regarding a letter going to the architect of the Tataket complex. Mr. Duffy is writing a letter to indicate concern over failure of the architect to meet the state handicapped requirements. At the time Tataket was built there was not the depth of concern that there is now, and if the Planning Board approved the plans, the inspectors went along with them.

Don Marshall

Mr. Marshall called Mr. Ridley to tell him he was not aware that his picture was going to be published in the Enterprise with the caption stating that he was representing the Housing Authority. Mr. Ridley has sent a letter to the Enterprise requesting a correction, with a copy of the letter going to Mr. Marshall.

NEW BUSINESS

First Amendment to ACC

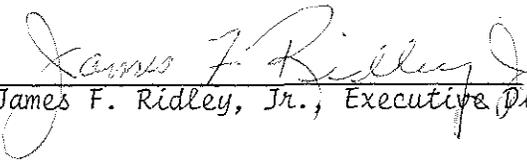
Mr. Glynn requested further clarification of the amendment to the ACC. Mr. Ridley explained that the Certificate Program increases the amount of funding for the Authority. At one time we had some 58 Certificates from the Department of Public Welfare and when an individual moved out, the certificate had to be returned to Welfare. There were also some homeless certificates that had to be returned that were not charged to us. At the present time, we have 258. The Governor has

recently given out 350 Certificates to non-profit agencies such as the Housing Assistance Corporation (HAC) who will work with other authorities on the Cape. HAC received 30 of the certificates. Once those are used, they will be turned over to the Authority, whichever one it may be. As we receive them, we will also get the funding. In the town of Falmouth there are 28 Section 8 certificates issued by HAC and we have no idea who is living in those 28 houses and have no control over them. HAC also comes under the Fair Market Rent (FMR) structure of Boston, which commands a higher rent than the Falmouth area. Other towns which now have housing authorities are fighting against this system. HAC also has search workers that locate housing for the homeless, whereas the Authorities do not. Applicants going through the Authority must go out and locate a rental on their own.

Personnel Policy

There will be a special meeting of the Board to review the Union Contract and to discuss the items which should be included in the Personnel Policy. Procedures for step increases and tardiness are two subjects that will be discussed. Mr. Doyle stressed that consistency be established and maintained.

Meeting adjourned at 10:30 A.M.


James F. Ridley, Jr., Executive Director


Arthur T. Doyle, Chairman

FALMOUTH HOUSING AUTHORITY

115 SCRANTON AVENUE

MARCH 13, 1990

GENERAL SESSION

MEMBERS PRESENT: Arthur T. Doyle, Chairman
Paul Glynn
Charles Haynes
Matthew Walsh

MEMBERS ABSENT: L. Emmett Flynn

STAFF PRESENT: Ronald M. Lanoie, Deputy Director
Ethel M. Falconieri, Clerk

STAFF ABSENT: James F. Ridley, Jr., Executive Director

OTHERS PRESENT: Frank Duffy, Counsel
Peter Sullivan, Assistant Director, ROI
Debbie Dougherty, ROI
John Nicholson, The Enterprise
Lee Parpart, Cape Cod Times
Peter Kerwin, Falmouth Human Services
Paul Noonan, Council on Alcoholism

The General Session of the Board of Commissioners of the Falmouth Housing Authority convened at 10:00 A.M. in the Community Room of the Harborview Apartments. Roll call was taken. Mr. Haynes, here; Mr. Doyle, here, Mr. Glynn, here; Mr. Walsh, here. Mr. Flynn was absent.

Approval of Agenda

Mr. Haynes moved to approve the agenda as written. Mr. Glynn seconded the motion. 3 Ayes. 0 Nays. 1 Absent. MOTION CARRIED

Approval of Minutes

Mr. Glynn moved to approve the minutes of the February 13, 1990 meeting. Mr. Walsh seconded the motion. 3 Ayes. 0 Nays. 1 Absent. MOTION CARRIED

Payment of Bills

Mr. Haynes moved to pay the bills. Mr. Walsh seconded the motion. 3 Ayes. 0 Nays. 1 Absent. MOTION CARRIED

OLD BUSINESS

Tenants Association Representatives

Representatives of the Tenants Associations were not in attendance.

Status of 705 Rehab, 91 Fordham Road

The original cost of the 705 Rehab was estimated at \$25,000. However, when the

house was examined by the architect, serious deficiencies were found which will add substantially to the cost of the rehab. It now appears that it will cost about \$44,000 to bring it up to standard. Recently it was found that EOCB owes the Housing Authority approximately \$30,000 for the purchase of appliances for the 667 remodeling. It is felt that \$28,000 of this money should be coming back to the Authority. This would cover the remainder of what the architect estimates the contractor will require for the remodeling. The architect estimates that his phase of the work will be completed within a week; then it will be a case of time consumed in the bidding process for a general contractor so it will still be some time before the house will be ready. Many of the problems encountered in the remodeling of this house will also be found in the house at 95 Fordham Road, built at the same time by the same builder.

Electric Doors at Tatakot

A bid on the glass doors for the Tatakot Apartments has been received from the Falmouth Glass and the Authority is now awaiting a bid from Settles Glass Corp. The Horton Company is read to go once the decision is made on the bids.

Smoke Detectors

Mr. Lanoie and Mr. Ridley have been discussing other means of checking the smoke detectors. There is a spray that can be used to tell if they are working, a case of which costs about \$8.00. The present contract runs out in June and Mr. Lanoie feels that we can check the smoke detectors. The decision was made a short time ago to spend the money to replace the old smoke detectors and the Board voted a particular sum of money for this purpose.

Bond Sinking Fund Monies

The Finance Committee has recommended the Authority receive these monies. It will now go to Town Meeting to be voted on.

Letter to Architect (Tatakot)

Mr. Duffy stated that he would be meeting with Mr. Ridley concerning a letter going to Mr. Axelrod regarding the deficiencies in the construction of Tatakot, particularly in the handicapped units. Mr. Duffy will require an itemized list of the deficiencies; there is such a list from CORB and also a letter of non-compliance from the Architectural Review Board. A report will be ready for the meeting April 10, 1990.

Work Assignment Plan

The Work Assignment Plan is running smoothly with no complaints and no requests for any changes.

NEW BUSINESS

ROI Associates

The purpose of the ROI (Return on Investment) Associates is to offer assistance in certain social problem areas such as substance abuse, family matters, mental health and legal and financial issues. They also offer an employee assistance program which has been adopted by other agencies and businesses on the Cape. Ms. Dougherty passed out the list of the employers participating in this assistance program. They are also involved with the student assistance program in the Falmouth School System. Mr. Peter Sullivan then explained the program which was found to be a requirement for the older population and their particular problems. He helped develop the program in Dorchester and South Boston. ROI can help in many areas but he found the major problem was with substance abuse. Mr. Sullivan feels that his assistance will help housing authorities reduce costs in property damage, evictions and attorney fees. This program would include management, tenant orientation, administrative training and promotional material. Families with other than substance abuse problems would be offered assistance and referral to agencies designed for their particular needs. Mr. Sullivan said that confidentiality was a cornerstone of the program, but that the Authority would be given a Utilization Report on a yearly basis indicating how many had taken advantage of the program. Numbers but not names would be given. Mr. Haynes questioned how they get people to respond. Ms. Dougherty explained that it is not just a substance abuse program, therefore it does not have a label (such as AA). It is possible to offer Wellness Workshops on various subjects of interest, subjects tailored to fit the needs of a particular group. Mr. Walsh again stressed the need for such a program for residents. Mr. Lanoie pointed out the difficulty in reaching the people that really need help. One of the solutions that was offered was that perhaps another family member would intervene and see that the party needing assistance was contacted through them. Mr. Doyle suggested they might come to a Tenants Assistance Program where they might not come to another program with a label of substance abuse. Mr. Kerwin cited the lack of success in obtaining money from EOCB. Mr. Kerwin considers ROI an important first step for a very small dollar amount for benefits to be derived over the long term. Mr. Lanoie also favored the training of the work force. Mr. Glynn did question whether or not the family would drop their responsibility to the individual and allow the state to take over the care of the problem. Mr. Sullivan replied that in a case such as that, they would try to get the family

more involved. A small group of employees (5) could be included in the basic fee. Mr. Haynes moved that sources of money be investigated to support this program. Motion seconded by Mr. Glynn. 3 Ayes. 0 Nays. 1 Absent. MOTION CARRIED

Possible Teller Project

Mr. Arbusto has a new staff of attorney for his development at Brick Kiln Road and Sandwich Road and is going to the state to appeal the decision of the town when they reduced the density of his project. Mr. Arbusto is still very much interested in building, has his pro forma and is going for his comprehensive permit. A percentage of the two and three-bedroom units would be set aside for the Authority. Mr. Arbusto did receive a letter of endorsement from the Authority for the project some time ago, but would like to have another one with the current date indicating approval of the concept.

Alarm System

This is a contract which the Authority is looking into and which was discussed in the smoke detector paragraph. More information will follow.

Status of Personnel Policy

Mr. Lanoie requested the commissioners review the Merit Pay Policy and offer their input at the next meeting. This Merit Pay Program would not go back over a period of time, but would be based on standards and achievements as of the writing and acceptance of the Policy. This Policy is not a part of the Union Contract, but will be a part of the Personnel Policy. Also discussed at an earlier Work Shop was the fact that the Executive Director and the Deputy Director would not be traveling together; also, approval of any purchases of \$300 or more would come to the Board in advance. Mr. Lanoie added that there was an internal purchasing policy being established and plans to review the budget on a more frequent basis. Mr. Duffy advised the Board that he has received information on the Uniform Procurement Act passed by the Massachusetts Legislature in January 1990 which changes the way municipal agencies can purchase supplies. It authorizes agencies to form regional purchasing groups with one contractor for certain supplies. The Inspector General of the Commonwealth will initiate a program for regionalization of purchasing which would no doubt save duplication and money. Mr. Lanoie cited recent savings on paper products which saved a substantial amount of money and suggested that perhaps this could be combined with the Bourne Housing Authority.

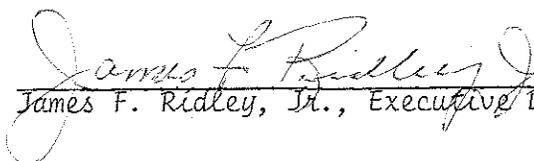
Annual Tri-State Maintenance Conference

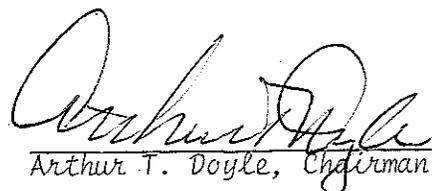
Mr. Gorton's attendance to the Tri-State Maintenance Conference to be held in Hampton, NH April 17-18, 1990 was discussed. Mr. Haynes moved approval of the expenditure and Mr. Walsh seconded the motion. 3 Ayes. 0 Nays. 1 Absent. MOTION CARRIED

Workshop on Legal Issues

EOCD is planning a series of workshops pertaining to legal issues which will cover CORI, sharing applicant/tenant information between housing authorities and elderly/handicap issues. Mr. Glynn moved the Deputy Director and the Executive Director be allowed to use their discretion to bring up to three people to the Workshop. Mr. Haynes seconded the motion. 3 Ayes. 0 Nays. 1 Absent. MOTION CARRIED

Meeting adjourned at 11:30


James F. Ridley, Jr., Executive Director


Arthur T. Doyle, Chairman

FALMOUTH HOUSING AUTHORITY

115 SCRANTON AVENUE

APRIL 10, 1990

GENERAL SESSION

MEMBERS PRESENT: Arthur T. Doyle
Charles Haynes
Matthew Walsh
L. Emmett Flynn

MEMBERS ABSENT: Paul Glynn

STAFF PRESENT: James F. Ridley, Jr., Executive Director
Ronald M. Lancoie, Deputy Director
Ethel M. Falconieri, Clerk

OTHERS PRESENT: Mr. Sylvia, President, Bayberry Tenants Association
Mrs. Moore, Secretary, Bayberry Tenants Association
Mae Hennebry, President, Salt Sea/Choate Lane Tenants Association
Debbie Dougherty, ROI
Pat Armstrong, Falmouth Substance Abuse
John Nicholson, The Enterprise
Tataket Residents: Shirley Telfer, Sunny Rodericks, Mary Densmore,
Louis Lenos, Katherine Volton, and Barbara
Jackson (w/Mrs. Telfer)

OTHERS ABSENT: Frank Duffy, Counsel

The General Session of the Board of Commissioners of the Falmouth Housing Authority convened at 10:00 A.M. in the Community Room of the Tataket Apartments. Roll Call was taken. Mr. Haynes, here; Mr. Doyle, here; Mr. Flynn, here; Mr. Glynn was absent.

Approval of Agenda

There were two additions to the Agenda under New Business: funding for lead paint testing and Mr. Flynn with an announcement. Mr. Haynes moved to approve the agenda with the additions and Mr. Flynn seconded the motion. 3 Ayes. 0 Nays. 1 Absent. MOTION CARRIED

Approval of Minutes - Meeting of March 13, 1990

Mr. Haynes moved to approve the minutes of the March 13, 1990 meeting. Mr. Flynn seconded the motion. 3 Ayes. 0 Nays. 1 Absent. MOTION CARRIED

Payment of Bills

Tabled until later in the meeting.

OLD BUSINESSTenants Association Representatives

Mr. Sylvia, President of the Bayberry Tenants Association wanted to know when the Association would get the new chairs they had requested. Mr. Ridley explained that no money could be spent at this time due to the financial situation. However, the Tenants Association is allocated the sum of \$240 each year for expenses and the chairs would cost about \$56. Mr. Walsh moved the sum of \$56 be approved for eight new chairs. Mr. Haynes seconded the motion. 3 Ayes. 0 Nays. 1 Absent. MOTION CARRIED

Mr. Sylvia also wanted to know when the tenants might expect the new refrigerators they had been anticipating. Mr. Ridley said that it would be in July when the Authority received a check from the Town of Falmouth for \$146,000.

Status of 705 Rehab, 91 Fordham Road

Board members were advised that the request for a general contractor has been advertised in the Cental Register and in the newspapers. Bids will be opened on May 4, 1990 at 2 p.m.

Tataket, Electric Doors and Ramps

The Authority is awaiting proposals which must be in writing according to new State and HUD regulations. There has been no response from a firm in Sandwich, so a proposal has been requested from a New Bedford firm. Falmouth Glass and Settles Glass have both responded. Security of the building came up for discussion, but it was explained to the residents, it would be taken up in the next session with an in depth discussion.

Smoke Detectors, Contract

The Authority now has a new contractor, FBN Services. They will be taking over in April to test and recommend replacement of aging smoke detectors. Of the 53, there are approximately 41 to be replaced, the money for which has already been voted on.

Bond Sinking Fund Monies

The Authority will receive \$146,000 of the Bond Sinking Fund Monies as voted on April 5, 1990 at the Falmouth Town Meeting. The money will not be available until probably July 1, 1990 and is allocated for new refrigerators and the remaining stoves to be replaced at the Bayberry Apartments as well as repairs to the Chapter 705 housing units.

Status of Letter to Architect

Mr. Ridley had a meeting with Mr. Duffy Counsel and Mr. Giampietro, Architect and was able to point out some of the requirements for the building. Mr. Duffy was not present to provide any further information.

Funds for ROI

Money is not available at the present time for support of the ROI Program. Certain monies covering the \$2,400 needed were expected but have not come in. A Tenants Meeting with ROI has been scheduled for May 2, 1990 at noon at Harborview, and also the last Wednesday of April at 7:30 p.m. It may be possible to have the money available July 1, 1990, the beginning of the new fiscal year. Mr. Walsh recommended a commitment be made to ROI. Other Board Members wanted to get the tenants response to the program first and this would be determined at the upcoming meetings. Ms. Dougherty then went on to explain the program to the tenants present, the purpose of ROI and how they could assist with problems, such as the situation at Tatakot, and what referral could be provided for their support. ROI will also assist in forming a more active Tenants Association at Tatakot.

Payment of Bills

Mr. Haynes moved the bills be paid with further clarification of "Joanna - \$408". Mr. Walsh seconded the motion. 3 Ayes. 0 Nays. 1 Absent. MOTION CARRIED

NEW BUSINESS

Status of Personnel Policy

Mr. Haynes moved the Personnel Policy/Merit Pay Policy be approved as written. Mr. Walsh seconded the motion. 3 Ayes. 0 Nays. 1 Absent. MOTION CARRIED

Revised Income Limits (Resolution No. 90-005)

Mr. Haynes moved the Revised Income Limits as provided by EOCB be approved. Mr. Flynn seconded the motion. 3 Ayes. 0 Nays. 1 Absent. MOTION CARRIED

Letter to Board of Health

It is now an EOCB requirement that the Housing Inspector be designated as agent for sanitary inspections which would cover septic systems, etc. A letter was sent to the Selectmen requesting their sanction allowing our inspector to act as agent which he has been doing for a long time. Mr. Haynes moved approval. Mr. Flynn seconded the motion. 3 Ayes. 0 Nays. 1 Absent. MOTION CARRIED

State Auditor's Report

This report was a good one with one recommendation, that the Authority reduce the accounts receivable. Action is being taken on this according to Mr. Ridley.

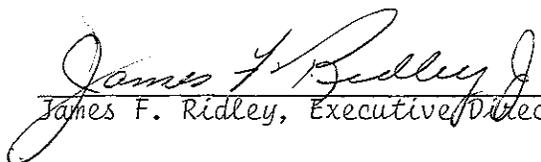
Funding for Lead Paint Testing

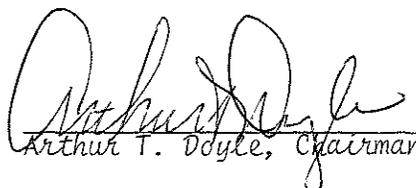
A letter has been received from HUD dated April 1, 1990 identifying the regulations for lead paint testing. The Authority has been testing for some time now, under the new regulations, testing must be certified by the State. This is on houses built prior to 1978 and would involve families with children 7 years of age and under. Mr. Lanoie is requesting the sum of \$1,000 to get the program started. The cost would be about \$100 per house and would be done in depth by a fluoroscope. A computer printout would be provided that would be a part of the record of a particular house. Mr. Haynes moved the sum of \$1,000 be taken from the Bond Sinking Fund Monies. Mr. Flynn seconded the motion. 3 Ayes. 0 Nays. 1 Absent. MOTION CARRIED

L. Emmett Flynn Announcement

Mr. Flynn announced his resignation from the Board of Commissioners effective April 30, 1990. His resignation was accepted with regret.

Meeting adjourned at 10:30 A.M.


James F. Ridley, Executive Director


Arthur T. Doyle, Chairman

FALMOUTH HOUSING AUTHORITY, 115 SCRANTON AVENUE, FALMOUTH, MA

GENERAL SESSION

MAY 10, 1990

MEMBERS PRESENT: Arthur Doyle, Chairman
Charles Haynes
Matthew Walsh
Paul Glynn

STAFF ABSENT: Ronald M. Lanoie, Deputy Director

STAFF PRESENT: James F. Ridley, Jr., Executive Director
Ethel M. Falconieri, Clerk

OTHERS PRESENT: Arline Travis, Tenants Association, Harborview
M. Garvin, League of Women Voters
John Nicholson, The Enterprise

OTHERS ABSENT: Frank Duffy, Counsel

The General Session of the Board of Commissioners of the Falmouth Housing Authority convened at 10:00 a.m. in the Community Room of the Harborview Apartments. Roll call was taken. Mr. Haynes, here; Mr. Doyle, here; Mr. Glynn, here; Mr. Walsh, here.

Approval of Agenda

There was one addition under New Business to be added to the Agenda; the Sea Crest Convention. Mr. Haynes moved approval of the Agenda, Mr. Walsh seconded the motion. 3 Ayes. 0 Nays. 1 Vacancy. MOTION CARRIED

Approval of Minutes - Meeting of April 10, 1990.

Mr. Haynes moved approval of the minutes of the meeting of April 10, 1990. Mr. Walsh seconded the motion. 3 Ayes. 0 Nays. 1 Vacancy. MOTION CARRIED

Payment of Bills

Mr. Glynn moved to approve payment of the bills. Mr. Haynes seconded the motion. 3 Ayes. 0 Nays. 1 Vacancy. MOTION CARRIED

OLD BUSINESS

Tenants Association Representatives

The President of the Harborview Tenants Association, Mrs. Claire Maguire, was unable to attend this meeting. Mrs. Travis represented the Association and the complaints of the tenants regarding the condition of the rugs in the elevators. They are badly stained and have a very offensive odor which will only get worse with the warm weather to come. Also, the shopping carts are once again a problem; residents are not returning them to the local market. Mr. Ridley stated that the carpet problem would be resolved by removing it and cleaning the elevator floors. It was suggested that sterner measures be taken on the issue of shopping carts; possibly identifying the individuals followed by threats of eviction if requests to return them are ignored.

Status of 705 Rehab, 91 Fordham Road

The bids for the rehab of 91 Fordham Road were opened on May 4, 1990 and Burke Builders of Roslindale was the low bidder at \$44,389. The other bids were:

DMR Construction, Falmouth	\$46,795 (disqualified, no certificate of eligibility, no bid bond)
Mello Construction, Taunton	\$53,360
Bay State Contracting, No. Pembroke	\$54,700
Lewis Benn Construction, Sandwich	\$56,699
J.K. Scanlon, Co., Bridgewater	\$77,000

The references of Burke Builders were in order. Mr. Haynes moved that Burke Builders be accepted subject to approval by EOCD. Mr. Walsh seconded the motion. 3 Ayes. 0 Nays. 1 Vacancy. MOTION CARRIED
It is anticipated this approval will be expedited by EOCD since they recognize the need for prompt action. The contractor has an aggregate of 90 days to complete the work.

Status of Electric Doors and Ramp, Tataket

Mr. Ridley contacted five glass companies for the work to be completed at Tataket. Falmouth Glass bid approximately \$7,900 and Settles Glass, also of Falmouth, was \$8,300. A New Bedford firm indicated they were interested but did not respond. Mr. Ridley recommended going with Falmouth Glass. Mr. Haynes moved that Falmouth Glass be selected. Mr. Walsh seconded the motion. 3 Ayes. 0 Nays. 1 Vacancy. MOTION CARRIED

Another problem at Tataket is presented by the handicapped in that they require front-loading washers as opposed to the top-loading machines. Mr. Ridley has had difficulty finding a firm that makes a front-loading washing machine. None of the larger companies such as Maytag, Sears, etc. manufacture them. However, there is a firm in Ohio that makes a commercial front-loading machine at a price of \$1,300. The money that is collected from the washers and dryers goes into the General Account. It was agreed by the Board that these monies be identified and used for maintenance and replacement of appliances. Mr. Haynes moved that two front-loading machines be purchased for the Tataket Apartments. Mr. Glynn seconded the motion. 3 Ayes. 0 Nays. 1 Vacancy. MOTION CARRIED

Status of Smoke Detectors/Contract

The new contract began in April and DCV has completed the inspections for the month of April. They have completed all the even numbers and in June will begin with the odd numbers. The contractor recommends replacing the oldest smoke and heat detectors in the zoned areas. Under the new procurement laws, replacements must go out for bid. The money has already been approved by the Board for an expenditure up to \$5,000.

Status of Letter to Architect

Mr. Duffy was unable to be present for this meeting. However, he has had a meeting with Mr. Ridley and the architect, Mr. Giampietro and feels he now has enough information to go forward with a letter. It is anticipated a report will be available at the next meeting.

Letter to Board of Health

Mr. Lanoie, Deputy Director and Mr. Horick, Housing Inspector have both been approved by the Selectmen of the Town of Falmouth, and sworn in, as special health agents. In connection with that, Mr. Ridley would also like to have Mr. Horick designated a special constable to deliver the certified mail that tenants fail to pick up. Mr. Ridley is trying to get a reading on the legality of this from Mr. Duffy.

NEW BUSINESS

Approval of Work Plans #1002 and #1003

Mr. Haynes moved approval of the transfer of MOD Money from the 667-1/2 Account to the 705 Account. Mr. Walsh seconded the motion. 3 Ayes. 0 Nays. 1 Vacancy. MOTION CARRIED

Purchase of Stoves and Refrigerators

The purchase of 25 new stoves and 59 refrigerators for Rose Morin Drive from Consolidated Supply was approved as well as the purchase of 20 new refrigerators for the Harborview Apartments. Mr. Haynes moved to approve the purchases for Rose Morin Drive and also for Harborview (contingent upon approval of FY91 budget by HUD). Mr. Walsh seconded the motion. 3 Ayes. 0 Nays. 1 Vacancy. MOTION CARRIED

Purchase of Frost Free Refrigerator for 91 Fordham Road

The purchase of a refrigerator for 91 Fordham Road was not included in the renovation contract. This 20 cubic foot, double door, frost free refrigerator designed for handicapped use will be ordered at the same time as the stoves and refrigerators for Rose Morin and Harborview. By ordering through Consolidated Supply a substantial saving will be realized. It is anticipated that there may be a \$3,000 surplus after renovations and the money for the refrigerator would come from this. Also not included in the renovations is the requirement for black topping the driveway. Mr. Ridley will contact Lawrence-Lynch of Falmouth to see what they will charge. Mr. Haynes moved to approve the purchase and Mr. Walsh seconded the motion. 3 Ayes. 0 Nays. 1 Vacancy. MOTION CARRIED

Resolution No. 99-009, Procurement Policy

The Procurement Policy was reviewed by the commissioners and they agreed that it be approved with the reservation that an emergency purchase of up to \$1,000 be approved either by the Chairman or the Treasurer. The Policy will reflect this change. Mr. Haynes moved to approve the Procurement Policy with the change and Mr. Glynn seconded the motion. 3 Ayes. 0 Nays. 1 Vacancy. MOTION CARRIED

Sea Crest Convention

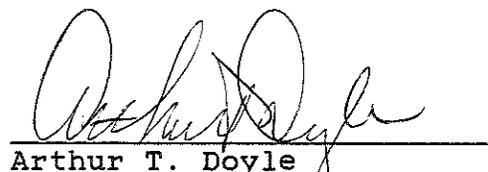
The Sea Crest Convention runs from May 20 through May 23, 1990. It is funded by both HUD and EOCD. Reservations have been made for two people at a cost of \$140 each. This convention is run by NAHRO. Ms. Judy Tynan of the Authority staff has volunteered to work Sunday night and Monday with the Worcester group with the registration, etc.

Mr. Walsh

Matthew Walsh will be leaving the Board now that his term is up. Mr. Walsh stated that he has found it a rewarding experience and is leaving with regrets. Mr. Ridley and other members of the Board praised Matthew for his interest and availability as a commissioner. At this time, Mr. Haynes moved that a joint meeting be held with the selectmen to appoint a replacement for the vacancy created when Mr. Flynn left the Board. Mr. Haynes moved this be accomplished at the next meeting. Mr. Glynn seconded the motion. 3 Ayes. 0 Nays. 1 Vacancy. MOTION CARRIED

Meeting adjourned at 1045


James F. Ridley, Jr.
Executive Director


Arthur T. Doyle
Chairman

FALMOUTH HOUSING AUTHORITY, 115 SCRANTON AVENUE, FALMOUTH, MA

GENERAL SESSION

JUNE 12, 1990

MEMBERS PRESENT: Arthur Doyle, Chairman
Charles Haynes
Paul Glynn
Claire Maguire

STAFF PRESENT: James F. Ridley, Jr., Executive Director
Ronald M. Lanoie, Deputy Director
Thomas Gorton, Maintenance Foreman
Ethel M. Falconieri, Clerk
Leslie Greene, Accounting Specialist

OTHERS PRESENT: Frank Duffy, Counsel
John Marotto, Accountant
John Nicholson, The Enterprise
Mae Hennebry, President, Salt Sea/Choate Tenants
Don Marshall, Candidate, Resident of Harborview
Katherine Yolton, Candidate, Resident of Tataket
James Mahan, Candidate for Vacancy on Board
William J. Ferzoco, Jr., Candidate for Vacancy

The General Session of the Board of Commissioners of the Falmouth Housing Authority convened at 10:00 a.m. in the Community Room of the Harborview Apartments. Roll call was taken. Mrs. Maguire, here; Mr. Haynes, here; Mr. Doyle, here; Mr. Glynn, here.

Approval of Agenda

Mr. Haynes moved to approve the Agenda with the addition of one item under New Business - Selection of Candidate to Fill Vacancy on Board. Motion seconded by Mr. Glynn. 3 Ayes. 0 Nays. 1 Vacancy. MOTION CARRIED

Approval of Minutes, Meeting of May 10, 1990

Mr. Haynes moved to approve the minutes of the May 10, 1990 meeting. Mrs. Maguire seconded the motion. 3 Ayes. 0 Nays. 1 Vacancy. MOTION CARRIED

Payment of Bills

Item tabled temporarily at the request of Mr. Haynes.

OLD BUSINESS

Tenants Association Representatives

Mrs. Maguire, outgoing President of the Harborview Tenants Association, anticipates that tenants will be educated on the use of the Security System at a meeting in the near future. The new officers of the Harborview Tenants Association are Mr. T. Burke McHugh, President; Mr. James Chagnon, Vice President; Mrs. Arline Travis, Treasurer; and Mrs. Marion Lypscon, Secretary. Mrs. Evangeline Blake will serve as Chaplain. The new President will select his own Executive Committee. Mrs. Mae Hennebry, President of the Salt Sea/Choate Lane Tenants Association had no complaints but did wish to express her pleasure with the satisfactory manner in which all problems in her area of responsibility are handled.

Chapter 705 Rehab, 91 Fordham Road

The contract for the work at 91 Fordham Road has been forwarded to EOCD and the Authority is now awaiting their letter of approval to proceed.

Tataket Electric Doors

The electric doors for Tataket have not yet arrived but will be installed as soon as they are available. The electric components are on hand.

Letter to Architect

Mr. Duffy stated that a letter has been sent to the architect, Mr. Axelrod; the demand has been made, he has been put on notice and asked to respond.

Procurement Policy, Resolution No. 99-009

Paragraph 1A in the Procurement Policy was clarified by Board members. Change will be made as voted on at May 10, 1990 meeting. Emergency purchases of up to \$1,000 will be approved by either the Chairman or the Treasurer, by telephone if necessary.

ROI Associates Contract

ROI has submitted a contract which is on a quarterly basis at \$2,423.75 per quarter. There would be a trial period first to see if this would be effective. After the first quarter it could be dropped or renewed on a quarterly basis. Right now everything depends on approval of the budget. Mr. Glynn suggested it should be in the budget for a year. Mr. Ridley will check with Mr. Marotto on the annual fee of \$9,695. It was decided to table this until it could be discussed with Mr. Marotto.

689 Project

The 689 Project has approval to proceed with an 8-bed facility at \$500,000 instead of the original plans for a 10-bed facility at \$850,000. Mr. Ridley has a copy of the budget. Mr. Duffy clarified for the Board that it is the responsibility for the architect to acquire the necessary permits. The meeting with EOCD on June 21, 1990 will cover all requirements. Mr. Duffy will be invited to attend this meeting also. Meanwhile, Mr. Ridley will check with the architect on the documentation required to proceed.

NEW BUSINESS

Barnstable County Commission

Taken under consideration is the request by the Barnstable County Commission to appoint someone from the Housing Authority Board to the Board of the Barnstable County Commission.

Flex-Time Request

Some employees in the Administration Department have requested changing their work hours from the present (9 a.m. to 5 p.m.) to 8 a.m. to 4 p.m. The Union would have to be notified of any change in working hours. This will be brought up at the next meeting when the policy is clarified.

John Marotto, Budget

Mr. Marotto was available to present the review of the Federal budget. The State budget has been delayed since the State has not yet come out with the guidelines. Once the guidelines are received, there will be 30 days allowed to submit the budget but, this year, to expect zero. Meanwhile, until the guidelines are out, spending will continue based on last year's budget. Mr. Glynn questioned the source of the \$500,000 for the 689 Project. Mr. Marotto explained that this is a bonding issue and out of Development which is different funding. Mr. Ridley added that this project is also mandated by law; that the money was assigned to the Department of Mental Health and is considered a Number One priority. The 689 Projects will be built first. Mr. Marotto went on to explain the Federal Budget and the determination of various increases. When questioned by Mr. Doyle, Mr. Marotto said that consideration for Merit Pay/Outstanding Performance and increases had been built into the budget. A figure of \$6,800 has been inserted in the budget. This increase is based on the four highest paid positions in the office. Increases for L&I are also in the budget; based on previous increases this amounts to roughly 4%. Mr. Marotto also pointed out the different increases on the Salary Schedule which included the position of the Maintenance Foreman and Maintenance Mechanic/Laborer. Mr. Marotto said the bottom line of all this was the Operating Reserve which is projected to be 43.1% which is the maximum under HUD. The minimum is 40% so he feels that

Falmouth is in good shape as far as the reserve goes. Reserve money cannot be spent without prior approval from HUD. Section 8 is a different program and is based on the Fair Market Rents (FMR) and is based on the formula of the number of bedrooms. He stated that the budget will be very tight for the next couple of years. Mr. Marotto explained the format for an overall budget showing a breakdown of expenditures and areas of budget increases, etc. This form will be available on a monthly basis for the commissioners. It was also suggested that the Bond Sinking Fund Monies be put into a separate account. The Reserve Money in the 667 and 705 accounts is very low and needs to be monitored closely; it is actually below the minimum. The Accounting Specialist will also be available to explain any portion of the bills which are not clear.

Selection of Candidate for Appointment to Board

The candidates for appointment to the Falmouth Housing Authority Board of Commissioners were in attendance. The Selectmen of the Town of Falmouth were also present for the nomination of one of the candidates to fill the vacancy when Mr. L. Emmett Flynn resigned from the Board. Mr. Armstrong stated that with Ms. Valiela and Mr. Labossiere the Selectmen were up to voting strength and noted that with four commissioners the Authority was not quite up to strength. He noted that the appointment will be for just under a year and will come up again at the next Town election. Mr. William J. Ferzoco, Jr., Mr. Don Marshal, Mr. James Mahan and Ms. Katherine Yolton were all candidates. Each candidate introduced himself to the Board and presented his/her qualifications and why they felt they would be of benefit to the Board and the community. Mr. Labossiere questioned the Board on the type of person they were looking for and what the duties would be for an appointee and the amount of time involved in those duties. Mr. Glynn feels a budget person would be an asset as does Mr. Haynes. Mr. Haynes stated that he would like to nominate Mr. Ferzoco and Mr. Glynn said he would second that nomination. Mr. Armstrong then spoke and said he too was concerned about the budget, but he was also interested in the building and grounds area and the enormous time commitment. Mr. Armstrong proposed the name of James L. Mahan. Ms. Valiela seconded the motion and commended the candidates for coming forward. She felt that diversity was important and Mr. Mahan would add to the skills of the Board. Mr. Labossiere asked if this was a secret ballot and was advised it was a roll call vote; in which case, he added, that he would like to nominate the other two candidates as well. A roll call vote was taken.

Mr. Labossiere - James Mahan
Ms. Valiela - James Mahan
Mr. Armstrong - James Mahan

Ms. Maguire - Mr. Ferzoco
Mr. Haynes - Mr. Ferzoco
Mr. Doyle - Mr. Ferzoco
Mr. Glynn - Mr. Ferzoco

Mr. Ridley then stated that this run was for one year, at which time an election would be held for another 3 years. This term is up in May 1991.

Nomination of Officers of the Board

Mr. Haynes moved that individual nominations be eliminated. Mr. Glynn seconded that motion. Officers of the Board are:

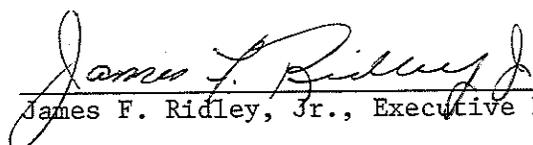
Chairman	Arthur T. Doyle
Vice Chairman	Paul Glynn
Treasurer	Mr. William J. Ferzoco, Jr.
Assistant Treasurer	Charles Haynes
Assistant Secretary	Claire Maguire

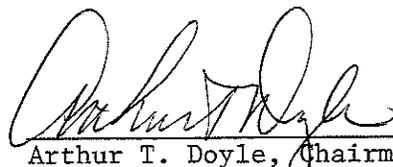
The Secretary cast one vote for the Board so aligned.

Payment of Bills

After discussion and clarification Mr. Haynes moved that the bills be paid. Mrs. Maguire seconded the motion. 4 Ayes. 0 Nays. MOTION CARRIED

Meeting adjourned at 12:30 p.m.


James F. Ridley, Jr., Executive Director


Arthur T. Doyle, Chairman

FALMOUTH HOUSING AUTHORITY, 115 SCRANTON AVENUE, FALMOUTH, MA

GENERAL SESSION

JULY 12, 1990

MEMBERS PRESENT: Arthur Doyle, Chairman
 Charles Haynes
 Paul Glynn
 Claire Maguire
 William J. Ferzoco, Jr.

STAFF PRESENT: James F. Ridley, Jr., Executive Director
 Ronald M. Lancoie, Deputy Director
 Ethel M. Falconieri, Clerk
 Leslie Greene, Accounting Specialist

OTHERS PRESENT: Frank Duffy, Counsel
 John Nicholson, The Enterprise
 Mae Hennebry, President, Salt Sea/Choate Tenants
 Burke McHugh, President, Harborview Tenants Ass'n

The General Session of the Board of Commissioners of the Falmouth Housing Authority convened at 10:00 a.m. in the Community Room of the Harborview Apartments. Roll call was taken. Mrs. Maguire, here; Mr. Haynes, here; Mr. Doyle, here; Mr. Glynn, here; Mr. Ferzoco, here.

Approval of Agenda

There were a number of items to be added to the Agenda: Mrs. Greene, Accounting Specialist; Petty Cash; Human Services Letter; Treasurer's Request for Time; Approval of Bids; Fee Accountant's Contract; Bond Sinking Fund Monies; Application for Existing Housing Certificates and Vouchers; Modernization Work Bids and Extension of EOOD Work Plan on Unit Rehab. Mr. Haynes moved to approve the Agenda as amended. Mrs. Maguire seconded the motion. 4 Ayes. 0 Nays. MOTION CARRIED

Approval of Minutes, Meeting of June 12, 1990

Mr. Haynes moved to approve the minutes of the June 12, 1990 meeting. Mrs. Maguire seconded the motion. 4 Ayes. 0 Nays. MOTION CARRIED

Payment of Bills

Mr. Haynes moved to approve payment of the bills with the request that in the future the bills accompany the checks in a folder to be brought to the meeting. Mrs. Maguire seconded the motion. 4 Ayes. 0 Nays. MOTION CARRIED

OLD BUSINESS

Mrs. Greene, Accounting Specialist

Mrs. Greene came before the Commissioners to state her case. She had previously asked for a step increase from management which was denied because there was no Merit Promotion Policy in effect. Her next request was for a grade increase because the position had changed. When she took the position, the position description was never reviewed as to what her predecessor was doing and what she is presently doing. Mrs. Greene feels that the position was within the comparability study in 1987, but according to the 1990 study, she is \$8,000 under in salary. She would like to have her position description reviewed to reflect a grade increase according to duties she is presently fulfilling. Mr. Ridley stated that the present job description is the one that now fits the job as it is being filled. Much of the manual work is in the computer. Mr. Ridley debated with Mrs. Greene on the job description which he feels accurately fits the position and is the one for which Mrs. Greene was hired. Mr. Haynes suggested that a meeting be held on the 19th with Mrs. Greene, with the Fee Accountant, and with additional information that he (Mr. Haynes) had acquired at a recent seminar, could further study and disseminate the duties. Not all reports are in the computer and there are some

which must be handled manually such as quarterly tax reports and monthly state returns of income taxes, etc. Mr. Doyle went along with Mr. Haynes recommendation to see if the job should be equated. Mr. Ferzoco questioned the difference in the two job titles, "Financial Manager" and "Accounts Specialist." Mr. Ridley stated it was mainly verbage. He also queried the position of the Board on internal policy. Mr. Doyle explained that employees could come before the Board if they so desired in an effort to resolve differences. Mrs. Greene will attend the meeting on July 19, 1990. Mr. Ridley also stated that there is a method to be employed when grieving an employment pay problem and that is through the Union Grievance system.

Tenants Association Representatives

Mr. Burke McHugh, President of the Harborview Tenants Association, was present and introduced to the Board. Mrs. Mae Hennebry, President of the Salt Sea/Choate Lane Association questioned what could be done about the raccoon problem. Mr. Ridley will look into this.

Chapter 705 Rehab, 91 Fordham Road

EOCD is in the process of reviewing the contract with Burke Builders but there is no decision yet. As soon as the letter to proceed is received, Mr. Ridley can requisition the money. Burke Builders are ready to start and barring any unforeseen problems could complete the work in 45 days.

Tatakot Electric Doors

Work on the electric doors at Tatakot should commence next week. Falmouth Glass has all the doors and components on hand now. In connection with this, Mr. Ridley spoke of the meeting he attended last Monday with the Architectural Access Board which was also attended by Mr. Giampietro, Architect. The Authority has until 30 September to accomplish the violations at Tatakot. Mr. Ridley told the Architectural Access Board that he has asked for \$750,000 to cover all renovations/remodeling required for both Tatakot and Harborview. The AAB will be responding in writing shortly as to what they desire. Two problems at Harborview are currently being worked on; the coco mat and door pressure.

Letter to Tatakot Architect

Mr. Duffy has heard from the Architect of Tatakot, Mr. Axelrod, and he has agreed to meet with Mr. Giampietro, Architect for the renovations required. They will report back to Mr. Duffy.

Status of 689 Project

Approval is expected shortly and then bids will be sought for the project. Modifications made by AKRO are in the hands of EOCD. Approval is expected about the 26th or 27th of July. The Board also voted their approval for the use of Corian on countertops, vanities, etc. Corian is stain and burn resistant and will enhance and add to the life of those areas where it is used. Motion made by Mr. Haynes to approve use of this product. Mr. Glynn seconded the motion. 4 Ayes. 0 Nays. MOTION CARRIED

ROI Associates

The ROI Associates had a meeting with Mr. Ridley, Ms. Travis, Mrs. Ford and maintenance personnel who are in contact with the residents and see areas where help is required. They can then report back to the office what they deem as a possible problem area. ROI can offer counseling and referral services to those who are in need. Mr. Duffy does not believe there is any liability involved since the Authority is only offering a service and is under no obligation to do so. Mr. Ridley feels very strongly that this service is required, would contribute to the safety and create a more favorable environment for all the residents. Mr. Glynn is generally in favor of it. Mr. Haynes moved that the program be tried for three months. Mr. Glynn seconded the motion. 4 Ayes. 0 Nays. MOTION CARRIED

Barnstable County Commission

The request of this Commission was discussed at a previous meeting. Mr. Glynn feels they would want someone who could provide ample time to that Board; one that perhaps should be from the Barnstable area. They do not necessarily want one person from each Authority, but rather one person representing all the housing authorities.

Bids for Plumber/Electrician/Appraiser

Mr. Haynes requested the bid for plumbing work be moved to the Executive Session since it involved discrepancies in the work of the low bidder and could make an adverse reflection on his reputation. Mr. Duffy concurred with the request. Mr. Haynes moved the low bidder on both the electrical and the appraisal work. However, Mr. Glynn had some serious questions about the appraisals and whether or not these bids would also involve the bidder doing the actual contract work. He felt this point should be clarified. An appraisal would not mean that that person would be getting the contract. Mr. Glynn would also like to compare the appraiser's work with that which the Maintenance Foreman had prepared some time ago. The appraisal would be used as a spec for the bids for proposals. Under the new Procurement Act you only have to go out for bids when the work is over \$25,000. Stress must be put on the appraiser that they will not be getting the work. Mr. Glynn is averse to spending \$5,000 just for an opinion. The money for all this work is coming from the Bond Sinking Fund monies. Mr. Duffy suggested the item on appraisals be postponed until the meeting on July 19, 1990 since there are several factors involved and he would also like to check into the disqualification of estimators, the different trades involved, etc. The low bidder for electrical work, Mr. Marrotta of Marstons Mills was accepted. Mrs. Maguire seconded the motion made by Mr. Haynes earlier. 4 Ayes. 0 Nays. MOTION CARRIED

NEW BUSINESS

Policy on Petty Cash

Mr. Haynes moved that any item under \$10 purchased by a staff person be paid from petty cash rather than writing a check for a minimal amount. The staff person would be reimbursed upon submission of a receipt. Mr. Glynn seconded the motion. 4 Ayes. 0 Nays. MOTION CARRIED.

Treasurer's Request

Mr. Ferzoco had some questions concerning the Revolving Fund, the 707 account, interest bearing accounts, etc. Mrs. Greene, when questioned, felt that the Fee Accountant could better answer the questions for Mr. Ferzoco. Mr. Marotto will be available for the Special Meeting on July 19, 1990.

Human Services Request

Mr. Peter Kerwin of the Falmouth Human Services, has a funding notice from HUD (Section 8 Program) indicating there is \$73,000,000 available for project based rental assistance for homeless persons in rehabbed SROs. Mr. Kerwin wants to find a building in this area that can be rehabbed. At present, the only shelter for single persons is the NOAH Shelter in Hyannis. The shelter in Falmouth is for families only. Mr. Kerwin would like the Section 8 subsidy support for the shelter which would be run by Housing Assistance Corporation (HAC). Mr. Lanoie explained that HAC could not get the set aside money, that we would get the certificates and that we would be putting people into a building that is owned by the Falmouth Housing Trust and managed by HAC. The Board was not interested in the program for Single Room Occupancy.

Bid for Fuel Oil

Mr. Haynes moved that the low bidder, Falmouth Coal Co. be accepted. Mrs. Maguire seconded the motion. 4 Ayes. 0 Nays. MOTION CARRIED

Fee Accountant's Contract

Mr. Marotto's contract with the Authority for Accounting Services reflected an increase of \$1,100 per year on his total contract of \$12,130. Mr. Marotto is authorized a 2% increase because of 83 additional Chapter 707 units plus the MOD Work Plans 1002 and 1003. Mr. Marotto is always available with just a phone call and has a good rapport with EOCD. Mr. Glynn moved acceptance of the contract and Mr. Haynes seconded the motion. 4 Ayes. 0 Nays. MOTION CARRIED

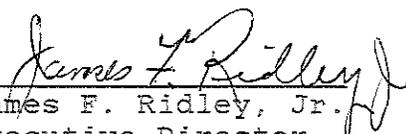
Bond Sinking Fund Monies

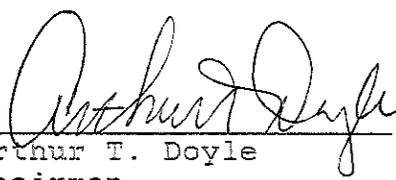
The Bond Sinking Fund Monies are due to come to the Authority on July 18, 1990. There is a figure of \$146,163 anticipated. In answer to Mr. Duffy's questions, Mr. Ridley stated that approximately \$96,000 was allocated for the 705 houses and it was expected that all this work would be done in one year. Mr. Marotto has recommended opening a separate account or putting the money into the Revolving Account and keep track of it by books showing the debits. Mr. Haynes suggested a separate, interest bearing account and to take one check a month and put it into the Revolving Account. Mr. Glynn stated that he would like to see where the money goes. Mr. Doyle was in favor of a separate account.

Section 8 Certificates/Vouchers

Mr. Ridley explained to the Commissioners the application for additional certificates and vouchers (30 certificates and 20 vouchers) explaining that persons with vouchers could go anywhere there was a unit available in a particular category. Mr. Haynes moved that application be approved. Mrs. Maguire seconded the motion. 4 Ayes. 0 Nays. MOTION CARRIED

Meeting adjourned at 12:00 noon.


James F. Ridley, Jr.
Executive Director


Arthur T. Doyle
Chairman

FALMOUTH HOUSING AUTHORITY, 115 SCRANTON AVENUE, FALMOUTH, MA

SPECIAL MEETING

JULY 19, 1990

MEMBERS PRESENT: Arthur T. Doyle
Charles Haynes
William J. Ferzoco, Jr.
Claire Maguire

MEMBERS ABSENT: Paul Glynn

STAFF PRESENT: James F. Ridley, Jr., Executive Director
Ethel M. Falconieri, Clerk
Leslie Greene, Accounts Specialist

STAFF ABSENT: Ronald M. Lanoie, Deputy Director

OTHERS PRESENT: John Marotto, Fee Accountant
Mrs. Susie Palanza

The Special Session of the Board of Commissioners of the Falmouth Housing Authority convened at 10:00 a.m. in the Community Room of the Harborview Apartments. Roll call was taken. Mr. Ferzoco, here; Mr. Haynes, here; Mr. Doyle, here; Mrs. Maguire here. Mr. Glynn was absent.

Appraisal Bids

Mrs. Susie Palanza attended the meeting to hear the results of the bids for the appraisal of the Chapter 705 houses to be renovated. It was explained to her that the Authority's counsel had made it clear that if a bid were under \$10,000 the appraiser would be eligible to bid on the work. If the appraisal is over \$10,000 the appraiser would not be eligible to bid and it would be put out for bid proposals from other contractors. Mrs. Palanza stated that she understood. Mr. Ridley seemed to favor the proposal of Mr. Johnson since he was not in the construction business, and based on the past experience of the individual as town building inspector, would be a good choice. After further discussion on the appraisals, which Mr. Ferzoco deemed almost a walk through, Mr. Haynes moved the low bidder, Mr. Palanza. Mrs. Maguire seconded the motion. 3 Ayes. 0 Nays. 1 Absent. MOTION CARRIED

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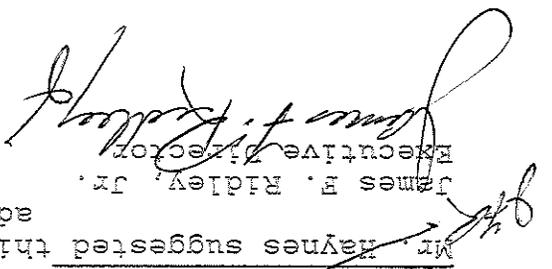
Re Accountant, Mr. John Marotto

Mr. Ferzoco, after reviewing the general ledger for the month of May, had several questions requiring the attention of the Fee Accountant for a clear explanation, specifically in the 707 account where he noticed considerable activity. Mr. Ferzoco feels that while the monies are in interest bearing accounts, they could possibly be in a zero basis account and earning considerably more interest. Most authorities do get into the business of investment accounts. Mr. Ferzoco would like to see a cost analysis done to see what the benefits would be - find out what the average daily balances is. Mr. Marotto pointed out that interest earned on Federal monies goes back to HUD. Also the higher the income on the EOC accounts, the less the future subsidy would be. There is little interest on the part of most housing authorities to take on the extra work. Mr. Ferzoco feels the banks are highly competitive and could offer a good service on a zero balance account. Banks do charge for the service they give. Mr. Doyle stated it should be researched since it is the tax payers money and should be used constructively. He felt it would be a worthwhile project for Mr. Ridley and Mr. Ferzoco to look into this. Mr. Haynes moved that both Mr. Ridley and Mr. Ferzoco look into the possibilities of making changes in procedure. Mr. Ferzoco seconded the motion. 3 Ayes. 0 Nays. 1 Absent. MOTION CARRIED

Appeal of Mrs. Greene

Mr. Haynes suggested this item be tabled for 3 months to give management additions or deletions to the present position

James E. Ridley, Jr.
Executive Director



Arthur T. Doyle
Chairman



Fee Accountant, Mr. John Marotto

Mr. Ferzoco, after reviewing the general ledger for the month of May, had several questions requiring the attention of the Fee Accountant for a clear explanation, specifically in the 707 account where he noticed considerable activity. Mr. Ferzoco feels that while the monies are in interest bearing accounts, they could possibly be in a zero basis account and earning considerably more interest. Most authorities do get into the business of investment accounts. Mr. Ferzoco would like to see a cost analysis done to see what the benefits would be - find out what the average daily balance is. Mr. Marotto pointed out that interest earned on Federal monies goes back to HUD. Also the higher the income on the EOCD accounts, the less the future subsidy would be. There is little interest on the part of most housing authorities to take on the extra work. Mr. Ferzoco feels the banks are highly competitive and could offer a good service on a zero balance account. Banks do charge for the service they give. Mr. Doyle stated it should be researched since it is the tax payers money and should be used constructively. He felt it would be a worthwhile project for Mr. Ridley and Mr. Ferzoco to look into this. Mr. Haynes moved that both Mr. Ridley and Mr. Ferzoco look into the possibilities of making changes in procedure. Mr. Ferzoco seconded the motion. 3 Ayes. 0 Nays. 1 Absent. MOTION CARRIED

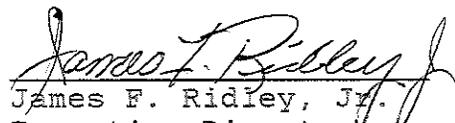
Appeal of Mrs. Greene

Mr. Haynes suggested this item be tabled for 3 months to give management time to make changes, additions or deletions to the present position description of Accounting Specialist. The Board would like to see a rewritten position description, with an appraisal from her supervisor, so they will have something to go on. Mr. Doyle explained that the Board is reluctant to overrule management. Because of a previous incident involving an employee coming before the Board, Mrs. Greene was not denied her request to appear before the Commissioners. Mr. Ridley pointed out that Mrs. Greene is a Union Member and the proper procedure would be to go the appeal route to avoid a confrontation with the Union.

Amendment to Chapter 689

Mr. Ridley stated that we have received a letter from EOCD and could possibly be getting a letter to proceed on or about July 27, 1990. The architect, Alice Oberdorf, will take care of the paper work in its entirety and then hopefully the bids can go out. The Legal Department, Department of Mental Health and EOCD are all involved in this. The Falmouth Housing Authority has minimal control and will be responsible for the exterior of the building. There has already been one public meeting with neighbors abutting the proposed project. There could be another one but, in any case, there will be a ground breaking ceremony. The Amendment to the Contract for Financial Assistance between the Department of Community Affairs and the Falmouth Housing Authority dated 12-20-88 for Project 167-1 (formerly Chapter 689) was signed. (Resolution No. 90-022). Mr. Haynes moved to approve and Mrs. Maguire seconded the motion. 3 Ayes. 0 Nays. 1 Absent. MOTION CARRIED

Meeting adjourned at 10:45 a.m.


James F. Ridley, Jr.
Executive Director


Arthur T. Doyle
Chairman

FALMOUTH HOUSING AUTHORITY, 115 SCRANTON AVENUE, FALMOUTH, MA

GENERAL SESSION

AUGUST 14, 1990

MEMBERS PRESENT: Arthur Doyle, Chairman
Charles Haynes
Paul Glynn
Claire Maguire
William J. Ferzoco, Jr.

STAFF PRESENT: James F. Ridley, Jr., Executive Director
Ronald M. Lanoie, Deputy Director
Ethel M. Falconieri, Clerk
Leslie Greene, Accounting Specialist

OTHERS PRESENT: Frank Duffy, Counsel
John Nicholson, The Enterprise
Burke McHugh, President, Harborview Tenants Ass'n

The General Session of the Board of Commissioners of the Falmouth Housing Authority convened at 10:00 a.m. in the Community Room of the Harborview Apartments. Roll call was taken. Mrs. Maguire, here; Mr. Haynes, here; Mr. Doyle, here; Mr. Glynn, here; Mr. Ferzoco, here.

Approval of Agenda

Mr. Haynes moved to approve the Agenda. Mrs. Maguire seconded the motion. 4 Ayes. 0 Nays. MOTION CARRIED

Approval of Minutes

Mr. Haynes moved to approve the minutes of the July 12 and 19, 1990 meetings. Mr. Glynn seconded the motion. 4 Ayes. 0 Nays. MOTION CARRIED

Payment of Bills

There were no questions on the bills and Mr. Haynes moved approval of payment. Motion seconded by Mrs. Maguire. 4 Ayes. 0 Nays. MOTION CARRIED

OLD BUSINESS

Tenants Association Representatives

Mr. Burke McHugh, President of the Harborview Tenants Association, attended the meeting. He had no problems or complaints.

Chapter 705 Rehab, 91 Fordham Road

There is a meeting at noon today with EOCD, the architect and the contractor for the renovations at 91 Fordham Road. The order to proceed will be signed. Mr. Burke, the contractor, will then give an estimate on a completion date which could possibly be about 60 days.

Tatakot Electric Doors

The electric doors at Tatakot have been installed but are not operational yet. There are new two-button control units coming which will operate both doors. It is a more expensive unit (\$50.00) and a deposit of that amount will be required from residents. They could pay as little as \$10.00 a month and the money would be returned when they vacated their apartment. Mr. Ridley was seeking the approval of the Board for this fee. Mr. Haynes moved approval and Mrs. Maguire seconded the motion. 4 Ayes. 0 Nays. MOTION CARRIED

Status of 167-1 Project

Bids will probably be requested in February for a general contractor for this project and probably be awarded in March. The Department of Mental Health has the responsibility for staffing the facility when it is built. They do have funds for a service contractor. If they do not have the funds for staffing, then it will be our responsibility to utilize the building. EOCD would dictate the use of it.

It will be up to the Department of Mental Health to award a contract for the operation of the building. Our possible use for it would be as an SRO or for congregate housing. Some design changes have already been made: a basement, a bulkhead door, a concrete platform for a garage type unit, the design of which will be supplied by AKRO. If there's enough money, it will be built into the contract. If not, then our staff will build it. That garage type unit would be for the exclusive use of our maintenance department.

Report of Architects Meeting, re: Tatakot

Mr. Duffy has attempted to contact Mr. Axelrod, but has been unable to do so. He does not know, and Mr. Ridley has no knowledge of, whether Mr. Giampietro and Mr. Axelrod have met.

Status of Violations at Tatakot Apartments

Mr. Ridley has a report from the Architectural Access Board in Boston. The hearing was held on the complaint of Michael Early of CORD (Cape Organization for the Rights of the Disabled). Mr. Early was not present at the hearing which was attended by Mr. Ridley and Mr. Giampietro, Architect for the redesign of the apartments. It was agreed that the complaint filed by CORD was a valid complaint. Some of the problems have already been corrected (mats, door closures, thresholds are now flush). The local building inspector will check out the correction of the violations and assure that they are in compliance with current regulations. Total cost will be about \$30,000 for renovations to bring the handicapped units up to requirements. The Architectural Access Board wants the corrections made by 30 September. Mr. Ridley has asked for \$750,000 under CIAP and how this is allocated depends on HUD. It will be their decision. Mr. Duffy believes the Architectural Access Board has the authority to levy penalties/fines.

Mr. Glynn wondered about the number of complaints, how many handicapped have complained and said he would like to hear from all of them. Mr. Duffy stated that all it takes is one complaint and the Architectural Access Board will respond. Mr. Ferzoco questioned how these violations got by a building inspector. Mr. Ridley explained that the buildings were built under the Federal Code and specs. The Building Commissioner at that time believed the Housing Authority to be exempt from the local regulations so they did not go through the site process. Mr. Duffy stated that the plans and specs were never reviewed by any local official at the time. Everything was approved by HUD. According to the rules now we do have to conform to the State Code. We will have to appeal the 30 September deadline established by the Architectural Access Board because of the requirements we have to go through. Mr. Ridley will get a letter from each of the residents in the handicapped apartments.

NEW BUSINESS

New Recording System

The Dictaphone System was tested and seemed to be working very well. Mr. Glynn moved that the system be purchased at a cost of \$814 and Mr. Haynes seconded the motion. 4 Ayes. 0 Nays. MOTION CARRIED

Chapter 707 Late Rental Payments

There is \$114,000 owed the Housing Authority. The state has paid all of the 707 damage claims. Section 8 does not pay for the damage claims. It is up to the Housing Authority to recoup those monies. We will show the total amount of the arrearages that are owed to the Authority and also show what has been paid by the State. The rules are changing and people can now be reported to the credit bureaus in the local area. They can also be reported to other Housing Authorities. 707 money is reimbursed.

Mr. Duffy's New Contract

This is a renewal of a three year contract. Mr. Duffy is requesting an increase in fee because of additional administrative costs. There is no longer any retainer fee and Mr. Duffy is paid for actual work performed. Mr. Haynes moved to approve the new contract with the increase in hourly rate. Mrs. Maguire seconded the motion. 4 Ayes. 0 Nays. MOTION CARRIED

In conjunction with that, there is a contract (\$1,500) for legal services with which Mr. Duffy must comply on the Chapter 689 Project. EOCD requires that he have a contract for new construction. This involves title searches, etc. Mr. Haynes moved to approve the new contract as required by EOCD. Mrs. Maguire seconded the motion. 4 Ayes. 0 Nays. MOTION CARRIED

Travel Authorization to Martha's Vineyard

There is a seminar to be held by NAHRO on Martha's Vineyard 8-9 September which Mrs. Maguire would like to attend and also to include Mr. Ferzoco. Mr. Haynes moved approval of the travel. Mr. Glynn seconded the motion. 4 Ayes. 0 Nays. MOTION CARRIED

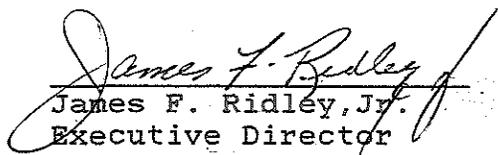
Air Conditioner for Lobby

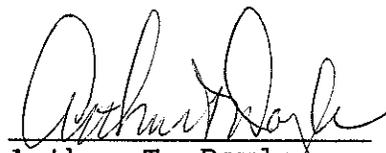
There is a proposed fee of \$600 for an air conditioner for the lobby. Mr. Ridley and Mr. Gorton agree that it would be worthwhile to look into repairs to the unit in Mrs. Greene's office. A cost estimate for repairs will be made to see if it is worth repairing before the purchase of an additional unit.

Fee Accountant's Contract

The new contract for the Fee Accountant has been approved by EOCD.

Meeting adjourned at 10:45 A.M.


James F. Ridley, Jr.
Executive Director


Arthur T. Doyle
Chairman

FALMOUTH HOUSING AUTHORITY, 115 SCRANTON AVENUE, FALMOUTH, MA

GENERAL SESSION

SEPTEMBER 11, 1990

MEMBERS PRESENT:

Arthur Doyle, Chairman
Charles Haynes
William J. Ferzoco, Jr.

MEMBERS ABSENT:

Paul Glynn
Claire Maguire

STAFF PRESENT:

James F. Ridley, Jr., Executive Director
Ronald M. Lanoie, Deputy Director
Ethel M. Falconieri, Clerk
Leslie Greene, Accounting Specialist

OTHERS PRESENT:

Burke McHugh, President, Harborview Tenants Ass'n
Mae Hennebry, President, Salt Sea/Choate Tenants
Paul Anderson, Cape Cod Times
Richard Bigos, CAC Cape Cod
Peter Kerwin, Falmouth Human Services
Marcine Fernandez, Dep't Social Services, Yarmouth
Fred Zepernick, Chairman, Yarmouth Housing Authority
Allison Cooke, Director of Housing Services
Deborah Galvin, Housing Search Worker
Carol Muse, Housing Search Worker
Beth Slayman, Director, Carriage House, Falmouth
Steve Kane, Department of Public Welfare
Caronanne Procaccini, Program Director, CAC
Brenda Summers, Homeless Applicant
Other Homeless Applicants

OTHERS ABSENT:

Frank K. Duffy, Jr., Counsel

The General Session of the Board of Commissioners of the Falmouth Housing Authority convened at 10:00 a.m. in the Community Room of the Harborview Apartments. Roll call was taken. Mr. Haynes, here; Mr. Doyle, here; Mr. Ferzoco, here. Mrs. Maguire and Mr. Glynn were both absent.

Approval of Agenda

Mr. Haynes moved to approve the Agenda with the addition of two items which were purchases over \$300. Mr. Ferzoco seconded the motion. 3 Ayes. 0 Nays. 2 Absent. MOTION CARRIED

Approval of Minutes

Mr. Haynes moved to approve the minutes of the August 14, 1990 meeting. Mr. Ferzoco seconded the motion. 3 Ayes. 0 Nays. 2 Absent. MOTION CARRIED

Payment of Bills

There were no questions on the bills and Mr. Haynes moved approval of payment. Motion seconded by Mr. Ferzoco. 3 Ayes. 0 Nays. 2 Absent. MOTION CARRIED

OLD BUSINESS

Tenants Association Representatives

Mr. Burke McHugh, President of the Harborview Tenants Association, attended the meeting. He had several items which appeared to be work orders and Mr. Ridley requested they be put in writing. These included a hinged trash container, the lighting, the condition of the back stairway and the glass doors at the entrance. He suggested that perhaps the tenants could form a committee to wash the glass doors on a more frequent basis. He wished to have the Board view the courtyard since flowers had been planted with money raised from the July cookout plus a "good" price from a local nursery. Last, but not least, Mr. McHugh said that Harborview is the greatest place to live.

Mae Hennebry, President of the Salt Sea/Choate Lane Tenants Association, stated that residents have been hearing noises outside their apartments and wondered if Mr. Ridley could request that the police department have a cruiser could go through the area periodically. Also, would it be possible to have the units checked for radon gas since the houses have become so air tight since the renovations. Mr. Ridley advised Mrs. Hennebry that the Authority would look into it.

Chapter 705 Rehab, 91 Fordham Road

Burke Contractors are bringing in some of the materials and some of the demolition work has started. There is to be a progress meeting with EOCD today. Everything appears to be on schedule.

Tatakset Electric Doors

The handicapped residents of Tatakset have been advised the door control units are available but they have been slow in picking them up. This may be because of the \$50 deposit required. This deposit is refundable when the control unit is no longer required or when the tenant moves. Kevin Kennedy is checking with the Horton Company on a setting that will unlock the door and open it with just a light touch. We believe the door has that mode in it.

Status of 167-1 Project (formerly Chapter 689)

The Chapter 167-1 Project is still in process. There will be a meeting on this next month, but they will not advertise for a general contractor until February. The money is on hold until then.

Report of Architects Meeting, re: Tatakset

Mr. Axelrod has responded and will get back to our architect, Mr. Giampietro, who has been working with us on the upgrading requirements of the handicapped units in the building. The building does meet the Federal Code standards for the handicapped but not the State Code requirements. It will cost about \$30,000 to change the doors in the handicapped bathrooms. It will be necessary to replace the 32" doors with 36" doors. The present doors do not hinder the handicapped

residents and they are willing to provide the Authority with letters to that effect.

Status of Violations at Harborview Apartments

There was an inspection by the Town Building Inspector. The one lip going into the apartments is still in violation. The Carpet Barn people have been contacted and will be making a correction on it to satisfy the violation.

Purchases Over \$300

This item was deferred to a later date. Purchase of a power washing machine was discussed briefly and that too was postponed.

Meeting With Union

There was a meeting scheduled with the Union today: However, they are giving us a 30 day extension concerning the grievance submitted by Mr. David Torres.

NEW BUSINESS

Possible Change Order on Fordham Road

This has already been discussed with EOCD. It is to replace the roof and to change the siding from a silver shake shingle to vinyl siding. By doing this, they can reduce the cost of wooden shingles and do both the roof and the vinyl siding. It will not exceed the money that has been allocated for the project. Mr. Haynes moved approval of the change order. Seconded by Mr. Ferzoco. 3 Ayes. 0 Nays. 2 Absent. MOTION CARRIED

Increase in Gasoline Mileage for Inspector

The Board voted to increase the mileage from .22 per mile to .25 per mile for the Housing Inspector only. Mr. Haynes moved the increase and Mr. Ferzoco seconded. 3 Ayes. 0 Nays. 2 Absent. MOTION CARRIED

Memo on 4% Cutback by EOCD

Emergency measures have been instituted by EOCD to reduce operating costs for all local housing agencies. Effected are lease renewals, a certificate freeze until June 30, 1991, a roll-back in MAR's by 4%, a no rent increase policy, reduction in admin fees and the closure of the Chapter 707 Waiting List. There will be more information coming to us on these roll backs.

Mr. Richard Bigos, Director of Community Action for Cape & Islands

Mr. Bigos introduced himself and explained the mission of the extensive program in which he is involved in helping homeless families. Most of the homeless initiatives which have happened in Massachusetts, have started on the Cape. Mr. Bigos states that these are pilot projects which have been incorporated into State policy by the Governor, by the Secretary of EOCD and by the other housing authorities. He went on to say this is not a usual thing for the Community Action Group to do and it was almost an embarrassment for them to come to this kind of meeting. "We have not done this before with any housing authority and we regret having to come here." It is my belief the Falmouth Housing Authority has not done its part in housing homeless families, that it follows a policy of basically excluding homeless families from subsidized housing in Falmouth, people have been treated badly and rudely repeatedly by housing authority staff: I have met with Mr. Ridley, the Regional Director of Welfare, the Barnstable Housing Authority Director, Director of Housing Assistance Corporation, and other of his staff people to try to work things out in private. Nothing changed. People that came to the Housing Authority were still treated rudely and badly and he was still getting complaints about that. This is not the way to run this kind of a program. Basically, the Housing Authorities in Brockton, Holyoke, Lynn and Lowell have a policy of excluding homeless families from their towns. What happens here is that homeless families are given such a low priority that they never come up on the list. That's how the Housing Authorities in other places are doing this. I don't know how this works, they only get to be a Priority 2 - no one gets to be a Priority 1. We don't get it. They have such a low priority they never come up on the list. This Housing Authority in our view, and the other people will speak on this point, is excluding homeless families (people

that live in this community) from living in subsidized housing."

Mr. Steven Kane, Director of the Welfare Department, stated that the high number of damage claims is not so. He did say that what seems to be happening here seems to be different from what is happening to the other housing authorities on the Cape. He stated he was here as a responsible employee of the state government and felt a responsibility to see what could be done, something that needed particular attention. From his perspective he was glad to attend, to share problems that may benefit all.

Mr. Fred Zeperneck introduced himself and stated " I'm Chairman of the Yarmouth Housing Authority. I think what we're talking about here is interpretation of the rules. We've all talked about there being room for that kind of interpretation. Recently, we were able to reopen a house for teen parents in Yarmouth, and a number of representatives from Falmouth were there. The need for that housing was initiated by Falmouth. At that opening, I was able to brag about what we do on the Cape. We are now trying to get a house for HIV Positive patients - not just to serve Yarmouth needs, but the needs of the entire Cape. It's the only way we as Commissioners and Housing Authority members can take the initiative and meet these needs. I've got to say that sometimes our director sets policy and makes mistakes that interferes with our achievement of our mission. We have had to set our director straight on occasion about mistakes in judgment and poor policy. With the record that we have here, it looks like some mistakes are being made and I'm asking you to consider taking action on it."

Mr. Lanoie advised those present that the Tenant Selection Coordinator and the Federal Housing Coordinator all had the same interpretation of the regulations relating to priorities. That is why EOCD came down and why training sessions had been attended to ensure that this office was enforcing the documentation required on priority applications.

Allison Cooke, Program Director for Housing Assistance Corporation, an organization which includes housing search for homeless families, then spoke. Clarification is needed on interpretation of priorities and their understanding of it. There is room for different interpretation and that seems to be the issue. She does not understand the point system and perhaps needs an explanation on it. She agreed with statements made by Mr. Bigos about the unsatisfactory attitude of some of the Falmouth Housing Authority staff. Ms. Cooke also stated that all their certificates for housing were Section 8 and that they had had no 707 certificates this calendar year.

Mr. Lanoie advised those present of the number of people housed, with certificates, since January which consisted of 4 under Section 8, 4 under the Fiscal '90 drawdown and 12 under Chapter 707. Everyone that was housed had a Priority. Under Chapter 707 - 7 were homeless. Under Section 8 there were 4 that were either homeless or at risk except for one person. The four certificates that were issued since the first of the year were turn-ins.

Paul Anderson of the Cape Cod Times requested clarification of the figures. It seemed to him that there are several degrees of homelessness. He requested figures on how many homeless had applied to Falmouth Housing Authority in 1989 and placed and how many in 1990 have applied and been placed. Mr. Lanoie stated that he did not have the exact figures with him but they were available at the office.

According to Mr. Bigos, and he reiterated previous statements, that Falmouth Housing Authority is not doing its part - not including but excluding. The general perception is that people are being treated badly and rudely, a subject that comes up often. "People being jerked around." He also stated that people are being prioritized - Chelsea, Brockton, Lowell, Holyoke are all excluding homeless families."

Mr. Ridley directed his question to Mr. Peter Kerwin of the Falmouth Human Services asking if he had any problems with the Housing Authority? Mr. Kerwin we've had some good cooperation and then there are other circumstances. There are some good cooperative efforts and then there

are some that are 50-50.

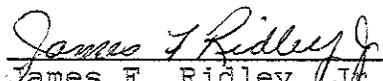
Mr. Doyle also stated he was disappointed to hear that such a situation existed and wants to ascertain the credibility of all the statements which were aired.

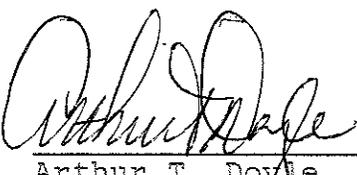
Mr. Ferzoco requested that Mr. Bigos stay for the Executive Session to further discuss the accusation that people are being treated rudely and badly by the Falmouth Housing Authority.

Mr. Haynes said that the program would be looked into to see if there is a discrepancy between our agency and the other housing agencies. Also, to discuss with the people who have had a specific problem when coming into the Falmouth Housing Authority office.

Mr. Bigos said "You are taking the stand that you are doing this right, but you are doing something different than any other housing authority - people are being prioritized. There is discretion by the housing authority to include/exclude - this housing authority is not exercising proper discretion."

Meeting adjourned at 11:50 A.M.


James F. Ridley, Jr.
Executive Director


Arthur T. Doyle
Chairman

FALMOUTH HOUSING AUTHORITY, 115 SCRANTON AVENUE, FALMOUTH, MA

SPECIAL SESSION

SEPTEMBER 26, 1990

MEMBERS PRESENT: Arthur T. Doyle, Chairman
Charles Haynes
Claire Maguire

MEMBERS ABSENT: Paul Glynn
William J. Ferzoco, Jr.

STAFF PRESENT: James F. Ridley, Jr., Executive Director
Ronald M. Lanoie, Deputy Director
Ethel M. Falconieri, Clerk

OTHERS PRESENT: Frank K. Duffy, Jr. Counsel

The Special Session of the Board of Commissioners of the Falmouth Housing Authority came to order at 0945 September 26, 1990 in the Community Room of the Harborview Apartments. Roll call was taken. Mrs. Maguire, here. Mr. Haynes, here. Mr. Doyle, here. Mr. Glynn and Mr. Ferzoco were unable to attend the meeting.

Approval of Agenda

The agenda was approved as written. Motion made by Charles Haynes and seconded by Claire Maguire. 3 Ayes. 0 Nays. 2 Absent. MOTION CARRIED

OLD BUSINESS

Status of 707 Waiting List Closure

The waiting list will be closed until July 1991 with permission to reopen at any time. Applications will not be accepted except in cases of emergency. To reopen the taking of applications, a 30-day advance notice of the opening date will be required.

Approval of Change From Custodian/Maintenance Aide

Postponed until the next meeting. Suspend the application for that position until that time.

NEW BUSINESS

Selection of Annual Auditor

The State is low bidder at \$3,025.00. Mr. Haynes moved the low bid be accepted. Mrs. Maguire seconded the motion. 3 Ayes. 0 Nays. 2 Absent. MOTION CARRIED

Travel Request, Deputy Director

Mr. Lanoie is requesting to attend the Professional Housing Management Association Training Session in Williamsburg, VA. The fee for the Training Session is \$500. Mr. Lanoie will pay for travel, lodging, meals and any other expenses associated with the seminar. Mr. Haynes moved that \$500 be approved for the course. Mrs. Maguire seconded the motion. 3 Ayes. 0 Nays. 2 Absent. MOTION CARRIED

Confirmation of Contract for Electrical Work

Brite Lite Electrical Co. was the low bidder for electrical upgrade work at Chapter 667-1 and 2 projects in the amount of \$16,611. Motion made to approve by Charles Haynes. Seconded by Claire Maguire. 3 Ayes. 0 Nays. 2 Absent. MOTION CARRIED

Response to CAC Complaints

There was no Executive Session held to discuss the complaints made against Ethel Ford by the Community Action Group. Mr. Doyle stated that if Mrs. Ford wished to come over to explain her position, it would not be necessary that it be done in Executive Session. Mrs. Ford felt that the discussion relating to her was all one-sided and she wished to have the opportunity to clarify her position.

Checking with Mr. Duffy the reasons for going into Executive Session, Mr. Duffy cited character or reputation, consideration for dismissal as reasons to go into Executive Session. Job competence would have to be discussed in regular session. Mr. Haynes said the way it was put, it would be taken up at the next regular meeting.

Mr. Doyle feels that if Mrs. Ford is being questioned on policy, that these matters should be referred immediately to the Executive Director or the Deputy Director. He also stated that there is no reason for her to take any hassle, or give any hassle. If it is felt that this authority is being "set up" then it should be handled at management level.

Mr. Connolly agreed that we are complying with the rules and regulations and it is not up to Mr. Bigos to tell us what to do or not do. It seems that other authorities have conformed to Mr. Bigos manner or style of getting the homeless housed.

Mr. Doyle was under the impression that Elizabeth Doyle from EOCB was in attendance at the September 12, 1990 meeting. Ms. Doyle did want to attend the meeting today but her supervisors did not want her to come down (press).

Mr. Ridley explained that other authorities had received certificates for housing and Falmouth had not. Dennis, Bourne and Yarmouth did and Housing Assistance Corporation also got 707 certificates. He feels that Mr. Bigos has already caused a problem with our getting certificates and also feels that Mr. Bigos has enough political influence that he can see to it that this authority does not get any certificates.

Report on Conference at Martha's Vineyard

Some person (a Mr. Leo Dower) over at Vineyard Haven at a recent conference attended by Mrs. Maguire, knew all about what happened at the September 11, 1990 meeting.

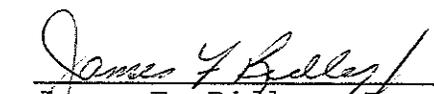
Mr. Doyle said again that he thought that Mrs. Ford should talk to the full Board. Mr. Ridley agreed to carry her until the October meeting. If someone comes in to hassle her, have Mrs. Ford turn them over to either Director. Tell her not to get upset, not to get into an argument because she does not have to do that.

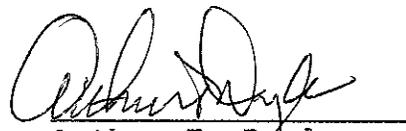
Mr. Doyle would like to see what the people have to say at the meeting they have here on October 5, 1990. It is possible that 10:00 would be all right. However, Mr. Ridley suggested that the time should be 12 noon as it would give Ms. Donna Goguen time to look the records over, etc.

Approval of Section 8 ACC Amendment

Mr. Haynes moved to approve the Section 8 Existing ACC #B1253E Renewal Program. Mrs. Maguire seconded the motion. 3 Ayes. 2 Ayes. 0 Nays. MOTION CARRIED

Meeting adjourned at 10:30 A.M.


James F. Ridley, Jr.
Executive Director


Arthur T. Doyle
Chairman

FALMOUTH HOUSING AUTHORITY, 115 SCRANTON AVENUE, FALMOUTH, MA

GENERAL SESSION

OCTOBER 9, 1990

MEMBERS PRESENT: Arthur T. Doyle, Chairman
Charles Haynes
William J. Ferzoco, Jr.
Claire Maguire
Paul Glynn

STAFF PRESENT: James F. Ridley, Jr., Executive Director
Ronald M. Lanoie, Deputy Director
Ethel M. Falconieri, Clerk
Leslie C. Greene, Accounts Specialist
Thomas Gorton, Maintenance Foreman

OTHERS PRESENT: Frank Duffy, Counsel
John Nicholson, The Enterprise
Mae Hennebry, President, Salt Sea/Choate Lane
Burke McHugh, President, Harborview Tenants
Fred Sylvia, President, Bayberry Tenants
Ed Pedro, Union Representative AFSCME/AFLCIO
Mr. & Mrs. Robert Cooke, Landlords
Bayberry Tenants Association Officers - Priscilla Backman, Elaine Andrade, Jan Moore
M. Garvin, League of Women Voters
Peter Sullivan, ROI

The General Session of the Board of Commissioners of the Falmouth Housing Authority convened at 10:00 a.m. in the Community Room of the Harborview Apartments. Roll call was taken. Mr. Ferzoco, here; Mrs. Maguire, here; Mr. Haynes, here; Mr. Doyle, here; Mr. Glynn, here.

Approval of Agenda

Mr. Ferzoco requested one item be added to the agenda, a review of the financial statement for June. Mr. Haynes moved the agenda be approved with the addition. Mrs. Maguire seconded the motion. 4 Ayes. 0 Nays. MOTION CARRIED

Approval of Minutes

Mr. Haynes moved to approve the minutes of the September 11, 1990 meeting. Mr. Ferzoco seconded the motion. 4 Ayes. 0 Nays. MOTION CARRIED

Mr. Haynes moved to approve the minutes of the September 26, 1990 meeting. Mrs. Maguire seconded the motion. 4 Ayes. 0 Nays. MOTION CARRIED

Payment of Bills

After clarification of the bill for work on the emergency generator, Mr. Glynn moved that the bills be paid. Mr. Haynes seconded the motion. 4 Ayes. 0 Nays. MOTION CARRIED

Grievance of L. Greene/Mr. Pedro, Union Representative

Mrs. Greene, accompanied by the Union Steward and Mr. Pedro, Local #1636 representative, was placed first on the agenda to present her case. Mrs. Greene feels that she is working outside her position description because of work that she does that is not listed item by item. Other Board Members feel that the items are covered either in a broad sense or are an integral part of the accounting procedure. Mrs. Greene also stated that her position does not meet the Comparability Study with the town department with which her position is compared. This Comparability Study is required by HUD and provides the justification for the salaries at the Falmouth Housing Authority. Mrs. Greene stated that she is working \$8,000 under the comparable position with the Town of Falmouth. The position in the Town is supervisory with a staff of 4 or 5 people. Mrs. Greene stated that what she asked for was a grade increase because she wanted to upgrade her position. A grade increase would amount to \$50 per week. A grade increase would be authorized if determination were made that she was working outside her position description. A step increase could only be authorized if Mrs. Greene had an outstanding performance rating.

Mr. Pedro stated that if you are working outside your classification, it would mean you would go to a different grade. A step increase means that you work within the grade that you are in now. With a step increase Mrs. Greene would still be working outside her classification and they will continue to grieve. Because of the extra duties Mrs. Greene has taken on in the past year, she is still working outside her classification and the position should be changed from a Grade 5 to Grade 6. Mr. Pedro stated that he believes Mrs. Greene is working out of grade.

Mr. Lanoie, in an attempt to clarify the accounting procedure, had reviewed the present position description and the performance rating and was satisfied that it was correct. The original position was voided when the incumbent resigned and subsequently downgraded when Mrs. Greene's predecessor took over. In the meantime, the accounting procedure was computerized and has not changed since Mrs. Greene took on the duties. The Mobility Program is a part of accounts receivable according to Mr. Lanoie and not considered a separate or new duty.

Board Members were at variance in their opinions of the requirements of the position but agreed to a Step Increase (\$20 per week) provided her performance rating was adjusted at this meeting. Mr. Pedro accepted the proposal of a step increase in order "to put this grievance to bed". This was agreed to and Mr. Haynes moved a \$20 step increase. Mrs. Maguire seconded the motion. 4 Ayes. 0 Nays. MOTION CARRIED

The step increase will be effective today.

Mr. Sylvia, President, Bayberry Tenants Association

Mr. Ridley had reviewed the budget for the Bayberry Tenants Association and explained to the officers of the Association how he had brought the budget down to the authorized amount of \$240 by eliminating \$10 under miscellaneous. The typewriter the association had requested may be picked up at the office. A signature will be required by either Mr. Sylvia or Mrs. Moore.

Mr. Ridley told Mr. Sylvia that he would get an itemized list of their expenditures for the past two years. The list of the total expenditures was explained to the Board. Mr. Ridley told Mr. Sylvia that the plans and specs were available to him for the Chapter 167-1 Project which is being built in close proximity to the Bayberry residents. Mr. Ridley said that he would review the lease for their office space in Apartment 22. The money for the Chapter 689 Project is supposedly in escrow. The roofs at the Bayberry project also have to be replaced in the near future. This will involve emergency funding from EOCD.

Approval of Change in Job Title

A Maintenance Custodian was picked up about two years ago - and was picked up as a custodian. When we received our report on salaries from L&I, it was without a salary for a custodian on the list. There was a Maintenance "A" and a Maintenance "B" - so Donna was paid at the rate of \$9.40 per hour - the Maintenance "B" rate. Since then we hired a custodian part-time and placed \$7,292 in the Budget. This salary increase that we are asking for to change Donna from a Maintenance Aide "B" to Maintenance Aide "A" requires \$1.42 per hour or \$57.60 per week or \$2,995.20 per year. She is well worth the additional monies. The position was vacated by Walter Stevens when he was promoted to Maintenance Mechanic/Laborer. Mr. Haynes moved the \$1.42 raise with the condition that we strike the Maintenance Aide "B" position. Mrs. Maguire seconded the motion. 4 Ayes. 0 Nays. MOTION CARRIED

Response to Complaints of Community Action Group

Mr. Doyle referred to the complaints of the Community Action Group that we were not housing enough homeless people. Mr. Haynes and Mr. Doyle met with personnel from EOCD. They came down and reviewed the work that was being done here and came to the conclusion that we not only did a good job, but that a very good job was being done. (About 59 cases were reviewed which covered a period of about a year). They will give us a written report which will be available at the next meeting. Mr. Lanoie also stated that it supported what was explained at the last meeting - it was a review by our funding agency and the authority is working within all regulations according to their review.

Status of ROI Contract

Mr. Peter Sullivan gave a report on the activities of ROI. Because of the nature of the report, no names are given. Only the number of people utilizing the program, which he estimated at 20%, indicates the program is off to a good start. They have seen various types of problems; 5 for emotional problems, 5 for drug and alcohol related problems, 3 with financial problems and 1 for legal concerns. He stated that two of the people they saw were hospitalized this past month. 25 hours of counseling service was provided and the average cost is \$35 per person. The counseling services utilization this period ranged from one session to eight sessions. Considering the situation within the state and with cutbacks, Mr. Ridley felt we should go with another quarter of service at the rate of \$2,400. It has been recommended that the two people who are hospitalized not be allowed back into their apartments because they are not capable of independent living. ROI will assist the Authority in that recommendation. Mr. Haynes moved to continue ROI for another quarter. Mrs. Maguire seconded the motion. 4 Ayes. 0 Nays. MOTION CARRIED

Status of 705 Rehab

The work on the house at 91 Fordham Road is about 50% complete. The siding is on about 3/4 of the house. There is a possibility the family will be moved in before Thanksgiving. The dry-wall is not on yet, but is in the program. There is to be a meeting with EOCD at the site. They come down once a week to check the progress. They then authorize percentage payments to the contractor.

NEW BUSINESS

Mr. Ferzoco and Financial Statements

Mr. Ferzoco had reviewed the June financial statement and noticed that employee benefits were 200% to 300% over budget. Insurance is a large part of the cost. Mr. Ridley explained the problems of maintaining the 705 houses with the money that is available. He cited the Palanza report on the cost of bringing 12 of the houses up to standard. There is only one of the houses that can be brought up to required standards under \$10,000. Mr. Ferzoco's other question concerned the grants issue of \$840,000. He questioned whether it was a debt or if it should be in fund balance. They will talk to John Marotto on the 24th. The \$146,000 (Bond Sinking Fund Monies) is in a CD.

Status of Violations at Tatakot and Harborview

A letter has been received that the CIAP request for \$750,000 was turned down. They have too many priority requirements and not enough money to go around. A letter is being prepared to the Architectural Access Board advising them of the problem and some of the corrections that have been made. It will cost \$30,000 to change the steel frame bathroom doors from the present 32" doors to 36" and that involves plaster, ceramic tile, moving electrical switches, plumbing, heating systems that are in the way, etc. The doors in question do meet the Federal Standards but not the State requirements.

Report of Meeting at Martha's Vineyard

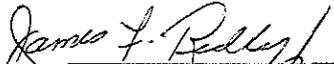
Mrs. Maguire presented the summary stating that it was a small group. It was brought out that as commissioners they should be in tune with the town government, responsibilities of a commissioner, suggested they develop their own plan in helping with the meetings. Also went through communications and listening skills and stated that the Agenda was stressed. Also to know the basic human rights without violating rights of others. Mrs. Maguire found it very informative. Mr. Ferzoco found that Mrs. Maguire's summary left nothing to be added.

There were no questions from the League of Women Voters. Mrs. Garvin was impressed with today's accomplishments.

Purchase of Mustang Septic Cleanout

Board members stayed to view a video of a new machine to be used for septic systems which utilizes high pressure water for cleanout; a very effective system. The Board was impressed by the video, particularly the safety features of the system utilization. Originally it was planned to purchase a road/ice sander and the money (\$3500) was budgeted for this. However, there being no storage space for this item, it was decided to purchase the Mustang for \$2185. This machine will be utilized by the Maintenance Department. Mr. Haynes moved to purchase the machine. Mrs. Maguire seconded the motion. 4 Ayes. 0 Nays. MOTION CARRIED

Meeting adjourned at 11:30 A.M.



James F. Ridley, Jr.
Executive Director



Arthur T. Doyle
Chairman

FALMOUTH HOUSING AUTHORITY, 115 SCRANTON AVENUE, FALMOUTH, MA

GENERAL SESSION

NOVEMBER 13, 1990

MEMBERS PRESENT: Arthur T. Doyle, Chairman
Charles Haynes
William J. Ferzoco, Jr.
Claire Maguire
Paul Glynn

STAFF PRESENT: James F. Ridley, Jr., Executive Director
Ronald M. Lanoie, Deputy Director
Ethel M. Falconieri, Clerk
Leslie C. Greene, Accounts Specialist

OTHERS PRESENT: Frank Duffy, Counsel
John Nicholson, The Enterprise
Fred Sylvia, President, Bayberry Tenants
Bayberry Tenants Association Officers - Priscilla
Backman, Daisy Lagerberg, Jan Moore
M. Garvin, League of Women Voters

The General Session of the Board of Commissioners of the Falmouth Housing Authority convened at 10:00 a.m. in the Community Room of the Harborview Apartments. Roll call was taken. Mr. Ferzoco, here; Mrs. Maguire, here; Mr. Haynes, here; Mr. Doyle, here; Mr. Glynn arrived later into the meeting.

Approval of Agenda

Mr. Haynes moved the agenda be approved with the addition of two items; one relating to Human Services and the second relative to the Section 8 allocations. Mrs. Maguire seconded the motion. 3 Ayes. 0 Nays. 1 Absent. MOTION CARRIED

Approval of Minutes

Mr. Haynes moved to approve the minutes of the October 9, 1990 meeting. Mr. Ferzoco seconded the motion. 3 Ayes. 0 Nays. 1 Absent. MOTION CARRIED

Payment of Bills

Mr. Haynes moved to approve payment of the bills. Motion seconded by Mr. Ferzoco. 3 Ayes. 0 Nays. 1 Absent. MOTION CARRIED

OLD BUSINESS

Mr. Sylvia, President, Bayberry Tenants Association

The Bayberry Tenants Association officers attended the meeting but had nothing for discussion.

Status of 705 Rehab

The work on the house at 91 Fordham Road is progressing. One ramp is in and the ramp from the sliders going off the deck will be put in by our maintenance men. The kitchen cabinets are not being delivered until the 19th of November so the possible move-in date for the family is up to December 1, 1990.

Status of Violations at Tatakot and Harborview

The Authority has not heard from the Architectural Access Board, but at this point, everything possible has been done within house to correct the violations at Tatakot and Harborview without additional support from HUD. Mr. Duffy has reviewed some of the correspondence with Mr. Giampietro and he (Mr. Giampietro) feels that the only clear cut mistake that was made in the design of Tatakot was the width of the bathroom doors. The State Code requires a 36" bathroom door; the present doors conform to Federal Standards with a width of 32". Some of the other discrepancies are possibly contractor problems. Mr. Duffy will continue the follow-up. Most of the residents in the handicapped apartments are satisfied with their living areas. Eventually there will be a second means of egress for re-entry to the handicapped apartments.

Confirmation of Contract With Doyle Engineering

Resolution NO. 90-028 confirms the contract with Doyle Engineering Associates in conjunction with the hook-up of Harborview to the municipal sewer collection system. Previous records indicate approval of the contract for Doyle to perform the necessary inspections, design, and plans for the hook-up. Mr. Haynes moved approval of Resolution 90-028. Mrs. Maguire seconded the motion. 3 Ayes. 0 Nays. 1 Absent. MOTION CARRIED

NEW BUSINESS

Resolution for Freezing Section 8 FMR's

The Fair Market Rents that are issued for the Section 8 Program are almost \$100 plus more than the State Fair Market Rents. If we were to go that \$100 more just for the Section 8 Certificates, every landlord with a Chapter 707 Certificate would want to transfer to the Section 8 Program. To control this situation we have applied comparability tests of the rents in the area. It is our responsibility and we have the authority to do this. This is being confirmed with the Board for Board approval to do this. Determination of rents is made by checking the newspapers, real estate offices, etc. EOCD has come up with Fair Market Rents for the local area and it is felt that their assessment of rents is reasonable and they do meet the comparability

of rents throughout this area. Figures as determined by HUD economists are on a nationwide basis and not necessarily in line with southeastern Massachusetts. Mr. Haynes moved to freeze the Section 8 Fair Market Rents. Motion seconded by Mr. Ferzoco. 3 Ayes. 0 Nays. 1 Absent. MOTION CARRIED

Emergency Funding Award From EOCD

The Authority has received an award for \$83,000 to do the roofs at Rose Morin which are in dire need of replacement being over 25 years of age. They are leaking in most of the units. It is hoped to have this award made within the next 20 days. Mr. Haynes moved to approve Resolution No. 90-029. Seconded by Claire Maguire. 3 Ayes. 0 Nays. 1 Absent. MOTION CARRIED

Falmouth Human Services - Selection of Town Administrator

A letter has been received from Mr. Paul Olenick, Chairperson for the Town of Falmouth Human Services Committee indicating an interest in broadening the representation of the Town Administrator Screening Advisory Committee. In general, after minimal discussion, Board members did not deem involvement appropriate. Mrs. Garvin, as a member of the Human Services Committee, was somewhat disappointed; she felt very strongly that this was an opportunity to become involved in representation. The Chairman said that all support would be given to the Human Services Committee's efforts. Mr. Haynes felt that a selection committee had already been appointed with a fair representation for all people. Mrs. Garvin described the attitude as supine and passive; that was her evaluation. Her impression of her first year (representing the League of Women Voters) was the fact that the Board in general was a hard-working group, well-intentioned, able to accomplish as much as they could, but hedged around by bureaucracy: that as members of the community, they would have an input. Mr. Ridley volunteered to attend the next meeting. Mr. Doyle suggested a letter be sent to the Selectmen stating that we would support Human Services recommendation with a copy to Mr. Olenick. Mr. Ridley said that he would attend the meeting to find out what was going on.

Section 8 Allocations

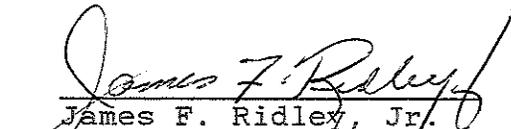
Last August this office requested 30 certificates and 20 vouchers from HUD and that request was disapproved based on the determination that something was missing that should have accompanied the request. MASS NAHRO has written letters to Secretary Kemp who has indicated that all requests from the Southeastern Massachusetts area will be reconsidered. Another notice of fund availability will be sent to those Authorities who applied and were not considered. Authorities that had a problem were Springfield, Worcester, all of the Cape area, Plymouth, New Bedford and Fall River. The only ones that received allocations of Section 8 money were the Boston Housing Authority and EOCD who received 600 units. Mr. Doyle said he would entertain a motion to follow NAHRO's recommendation and write to Mass NAHRO relating our particular circumstances and also send a formal protest to Secretary Kemp and write to Congressman Studds. Mr. Ridley was at a meeting recently with Congressman Studds in Hyannis which was also attended by Community Action representatives and other Housing Authority directors. Mr. Studds said that he would do all he could to assist the housing agencies that were turned down. Mr. Haynes moved that the letter in support of NAHRO be sent to Kemp, Studds and the senators - Kennedy and Kerry. A letter had been received from Senator Kerry that he was also going to contact Secretary Kemp. Mrs. Maguire seconded the motion. 4 Ayes. 0 Nays. MOTION CARRIED

Mr. Glynn questioned what effect that had on us and Mr. Ridley explained that we are completely out of certificates on all programs, but that we were counting on getting some of the Section 8's because of the large number of people on our waiting list. We have already stopped taking applications for State-Aided Housing Assistance. It is also being considered closing the Section 8 list. Over the past weekend Bourne Housing Authority had a notice in the paper that they were no longer taking applications for the Section 8 program. Other agencies are expected to follow. Mr. Ridley felt that we would be justified in closing the list for three months. Mr. Doyle agreed, but as soon as certificates are available, to reopen the list. Mr. Haynes moved

closing the list for three months. Mr. Ferzoco seconded the motion.
4 ayes. 0 Nays. MOTION CARRIED

Meeting adjourned at 1035

Mr. Ridley provided some informal information for the Rose Morin residents on the 689 Project. The bids are out; some will be returned by November 15 at 2 p.m. and kept under advisement until the general contractor's bid opening which will be November 29, 1990 at 2 p.m. in the Community Room of Harborview Apartments. Mr. Sylvia, President of the Bayberry Tenants Association, is interested in being present for the bid opening.


James F. Ridley, Jr.
Executive Director


Arthur T. Doyle
Chairman

FALMOUTH HOUSING AUTHORITY, 115 SCRANTON AVENUE, FALMOUTH, MA

SPECIAL SESSION

DECEMBER 5, 1990

MEMBERS PRESENT: Arthur T. Doyle, Chairman
Charles Haynes
William J. Ferzoco, Jr.
Claire Maguire
Paul Glynn

STAFF PRESENT: James F. Ridley, Jr., Executive Director
Thomas Gorton, Maintenance Foreman
Ethel M. Falconieri, Clerk

STAFF ABSENT: Ronald M. Lanoie, Deputy Director

OTHERS PRESENT: Frank K. Duffy, Counsel
Alice Oberdorf, Architect, AIA
Fred Sylvia, President, Bayberry Tenants Association
Jan Moore, Treasurer, Bayberry Tenants Association

The Special Session of the Board of Commissioners of the Falmouth Housing Authority convened at 11:00 a.m. in the Community Room of the Harborview Apartments. Roll call was taken. Mr. Ferzoco, here; Mr. Haynes, here; Mr. Doyle, here; Mrs. Maguire, here. Mr. Glynn arrived shortly after the meeting started.

Approval of Agenda

The one item on the Agenda was approved. 3 Ayes. 0 Nays. 1 Absent.
MOTION CARRIED

Ratification of Award of Chapter 689 General Contractor (Resolution No. 90-33)

Each of the Commissioners had a copy of the list of bidders for the Chapter 689 Project. Ms. Oberdorf stated the low bidder was the Davenport Building Company Trust with a low bid of \$325,768.00. They are a large firm and have a good reputation with good financial resources and credentials. They are in the process of completing the Mashpee Police Station and working on a DPW project in Brewster. Ms. Oberdorf has found them very responsive. Mr. Haynes moved the low bidder, Davenport Building Company Trust, be awarded the contract for the Chapter 689 Project. Mr. Ferzoco seconded the motion. 3 Ayes. 0 Nays. 1 Absent. MOTION CARRIED

The four low bidders were: (1) Davenport Building Co. Trust, \$325,768 (2) Mello Construction, Inc., \$345,807 (3) Standen Contracting Co., Inc. \$362,970 and (4) Wrencom Corp., \$363,490.

Meeting adjourned at 11:08

James F. Ridley, Jr.
James F. Ridley, Jr.
Executive Director

Arthur T. Doyle
Arthur T. Doyle
Chairman

FALMOUTH HOUSING AUTHORITY, 115 SCRANTON AVENUE, FALMOUTH, MA

GENERAL SESSION

DECEMBER 11, 1990

MEMBERS PRESENT: Arthur T. Doyle, Chairman
Charles Haynes
William J. Ferzoco, Jr.
Claire Maguire
Paul Glynn

STAFF PRESENT: James F. Ridley, Jr., Executive Director
Ronald M. Lancoie, Deputy Director
Ethel M. Falconieri, Clerk

OTHERS PRESENT: M. Garvin, League of Women Voters
Mae Hennebry, President, Salt Sea/Choate Lane
Burke McHugh, President, Harborview Tenants Ass'n
Joanie Perry, The Enterprise
Alice Oberdorf, AKRO Architects

OTHERS ABSENT: Frank Duffy, Counsel

The General Session of the Board of Commissioners of the Falmouth Housing Authority convened at 10:00 a.m. in the Community Room of the Harborview Apartments. Roll call was taken. Mrs. Maguire, here; Mr. Haynes, here; Mr. Doyle, here; Mr. Glynn, here. Mr. Ferzoco arrived shortly after the meeting started.

Approval of Agenda

Mr. Haynes moved the agenda be approved with the addition of two items; a review of the Chapter 689 Project by Ms. Oberdorf and the mileage increase for the Housing Inspector. Mrs. Maguire seconded the motion. 3 Ayes. 0 Nays. 1 Absent. MOTION CARRIED

Payment of Bills

Mr. Haynes moved to approve payment of the bills. Motion seconded by Mr. Glynn. 3 Ayes. 0 Nays. 1 Absent. MOTION CARRIED

OLD BUSINESS

Tenants Association

Mr. McHugh and Mrs. Hennebry had nothing for discussion but did pass along greetings of the season.

Status of 705 Rehab, 91 Fordham Road

Mrs. Dupree will be able to start moving into 91 Fordham Road on Wednesday, December 12, 1990. At noon, on December 21, 1990 there will be a low key ceremony with the official turnover of the key to Mrs. Dupree. Mr. Ridley has contacted EOCD to see if a representative from the 705 Program would be interested in attending the ceremony, particularly Ms. Janina Dwyer who had seen the house prior to renovations.

Review of Chapter 689 Project, Ms. Alice Oberdorf

Ms. Oberdorf was present with the plans for the construction of the Chapter 689 Project which will be located on one acre of land adjacent to the Bayberry Apartments for the elderly. Residents from Bayberry were present during the planning stages of the facility. They were able to provide their input and suggestions as to what they are interested in seeing accomplished to enhance their area.

Ms. Oberdorf stated that they are ready to build the facility; she's waiting for EOCD to come forward with the final legal approval. When they do that, the contract can be drawn up with Davenport Builders.

The architects are all set with the Building Inspector, the Fire Department, etc. She proceeded, page by page, to explain in detail all the features of the two story building; the sprinkler system, basement, all the entrances and exits, the sewer system and its adaptability for connection, the insulation, windows, dry wall, ceramic tile, corner guards, the advantage of using Corian for countertops, the features of individual rooms, etc. The building will be staffed 24 hours a day by an approved DMH contractor. Handicapped apartments will be on the first floor. The structure is basically wood shingled with the use of vinyl clad trim at the higher elevations. The DMH contractor will be responsible for the cleanliness of the interior, its equipment, contents and its use.

The building is to be well insulated with a skin layer of styrofoam outside; heat will be gas-fired hot air with zoning; it will also be air conditioned. Utilities are also the responsibility of the Department of Mental Health. Falmouth Housing Authority will maintain the exterior including grounds maintenance and snow removal. A garage is planned for storage of grounds maintenance tools, snowblowers, etc. belonging to the Housing Authority.

Plans for the Chapter 689 Project had been announced in the local papers about two years ago. However, Mr. Glynn was in favor of some sort of a public hearing. Mr. Haynes will have a set of the plans with him and will present them at one of the meetings of the Tatakot Tenants Association. Mr. Ridley stated that he would put a notice in the paper and that he would notify the abutters by letter.

Status of Violations at Tatakot and Harborview

Mr. Ridley advised the Board that he is contacting HUD to explain in detail what is required to correct the deficiencies at both Tatakot and Harborview. There are some funds in the FY88 CIAP Program (\$69,000). That letter will be ready next week for the signature of the Board.

Status of Request for Additional Certificates and Vouchers

There was a uniform request that went in by HUD and Michael Toner, President of MASS NAHRO, to Secretary Kemp, with copies to Senator Kerry, Congressman Studts and several others that we highly recommend that some corrective action be taken to provide certificates and vouchers as soon as possible. In recent correspondence from HUD it has been indicated that some assistance is forthcoming but no dates were provided. It may be that Secretary Kemp is seeking funding through Congress to provide certificates.

Rescission of Resolution No. 90-024A

Mr. Haynes moved that Resolution No. 90-024A authorizing an increase in mileage compensation for the Housing Inspector from .22 per mile to .25 per mile be rescinded. Seconded by Mr. Ferzoco. 4 Ayes. 0 Nays. MOTION CARRIED

Approval of Operating Budgets for Housing Programs

The Budgets were not available at this meeting. Mr. Haynes moved to table discussion until December 19, 1990 when Mr. Marotto would also be available. Mrs. Maguire seconded the motion. 4 Ayes. 0 Nays. MOTION CARRIED

Architects Contract for 705 Repairs

After review by Mr. Ferzoco and Mr. Haynes, a tentative decision had been made to allocate the monies available to the eight remaining 705 houses in need of repairs/renovations. There are four units that are vacant now which could be upgraded perhaps at considerable expense. Mr. Haynes moved that the 8 houses be done. Mrs. Maguire was not knowledgeable on the subject. It was decided to move this discussion to the Executive Session for an in depth review.

Pay Raise for Non-Union Personnel

All Union members will be receiving a 3% raise as of January 1, 1991. Mr. Ridley suggested a 3% pay raise for non-union personnel which was also programmed into the Budget. After some discussion, and in view of the present state of the economy in Massachusetts, the Board did not feel that a pay raise could be justified at this time.

Mr. Haynes moved to table this request until March 1991, and if a pay raise is granted, it will be made retroactive to January 1991. Mr. Ferzoco seconded the motion. 4 Ayes. 0 Nays. MOTION CARRIED

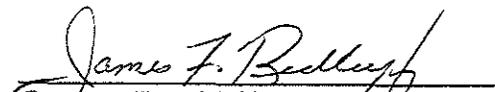
Location of the Meetings of January and February 1991

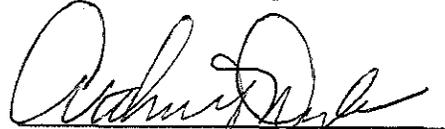
The regular meeting of the Board of Commissioners on January 8, 1991 will be held in the Community Room of the Harborview Apartments.

The February 12, 1991 meeting will be held in the Community Room of the Tataketa Apartments.

Meeting adjourned at 11:15 A.M.

Mr. Ridley announced that one of the receptionists, Mrs. Arline Travis will no longer be working effective the first of the year.


James F. Ridley, Jr.
Executive Director


Arthur T. Doyle
Chairman

FALMOUTH HOUSING AUTHORITY, 115 SCRANTON AVENUE, FALMOUTH, MA

GENERAL SESSION

JANUARY 8, 1991

MEMBERS PRESENT: Arthur T. Doyle, Chairman
Charles Haynes
William J. Ferzoco, Jr.
Claire Maguire
Paul Glynn

STAFF PRESENT: James F. Ridley, Jr., Executive Director
Ronald M. Lanoie, Deputy Director
Ethel M. Falconieri, Clerk

OTHERS PRESENT: Frank Duffy, Counsel
M. Garvin, League of Women Voters
Mae Hennebry, President, Salt Sea/Choate Lane
Officers of Bayberry Tenant Association
Paul Anderson, Cape Cod Times
Joanie Perry, The Enterprise
Alice Oberdorf, AKRO Architects
Katherine Yolton, Tataketa Apartments

The General Session of the Board of Commissioners of the Falmouth Housing Authority convened at 10:00 a.m. in the Community Room of the Harborview Apartments. Roll call was taken. Mr. Ferzoco, here; Mrs. Maguire, here; Mr. Haynes, here; Mr. Doyle, here; Mr. Glynn, here.

Approval of Agenda

There were two items to be added to the agenda. Mr. Haynes added the NAHRO Conference and Mr. Ridley added information on a new employee. Mr. Haynes moved the agenda and Mrs. Maguire seconded the motion. 4 Ayes. 0 Nays. MOTION CARRIED

Approval of Minutes

Mr. Haynes moved approval of the minutes of the Special Meeting of December 5, 1990 and the Regular Session of December 11, 1990. Mrs. Maguire seconded the motion. 4 Ayes. 0 Nays. MOTION CARRIED

Payment of Bills

Mr. Haynes moved to approve payment of the bills. Motion seconded by Mrs. Maguire. 4 Ayes. 0 Nays. MOTION CARRIED

OLD BUSINESS

Review of Chapter 689 Project, Ms. Alice Oberdorf

A review of the Chapter 689 Project was moved up to accommodate all interested parties present. Ms. Oberdorf was once again present with the plans for the construction of the Chapter 689 Project which will be located on one acre of land adjacent to the Bayberry Apartments for the elderly. Residents from Bayberry were present during the planning stages of the facility about two years ago and were able to provide their input and suggestions as to what they were interested in seeing accomplished to enhance their area at that time. They were in attendance again at this meeting for a further review of the site plan and drawings of the facility.

Ms. Oberdorf introduced herself to the group and stated that they are now ready to start construction; the builder will probably start February 1, 1991. She went on to explain the drawings and plans for those who did not attend the meeting of December 11, 1990 in which she gave detailed information on all phases of planning, construction, purpose of the facility and the staffing of it.

Mr. Sylvia, President of the Bayberry Tenants Association, expressed his concern for parking. Ms. Oberdorf suggested that the occupants of the facility would probably not have cars and that an area is being provided to accommodate six vehicles; normally there would be two staff present. She did say that during construction there would be more vehicular traffic and parking.

Ms. Oberdorf went on to say that the occupants of the building would not be inside all the time, but rather they would have some sort of a job to go to, the shopping or banking to do. They would also be assigned tasks involving the cooking and cleaning of the interior.

Mr. Sylvia questioned the shrubbery and what sort of a buffer zone there would be between the proposed building and the Rose Morin residential area. Ms. Oberdorf explained the plans for shrubbery and the necessity for eliminating the growth of bittersweet. A flag pole has also been approved by EOCD.

Mr. Anderson, reporter for the Cape Cod Times, questioned what would happen to the extra money if the bid for the development of this project was only \$325,768.00. Mr. Ridley advised him that it would be held for any expenses which arose and which had not been anticipated. This extra money would be held until completion of the project. The \$650,000 will remain at EOCD until then.

Tenants Association Representatives

Mr. Sylvia came before the Board to explain a parking problem with two of the tenants. Mr. Ridley assured Mr. Sylvia that action would be taken to alleviate the situation between the two residents. Mr. Ridley will be meeting with Mr. Sylvia later today to view the area.

Other problems have arisen at the laundromat and the use of it in the early morning hours and late in the evening. This has proved to be disconcerting to neighbors living in close proximity. Non-residents have also been utilizing the laundromat. A lock will be provided Mr. Sylvia so that he may secure the laundromat at 6 P.M. and open it at 9 A.M. Mrs. Moore mentioned a problem with the lighting in the area and it was recommended that she call it in as a work order.

Mr. Haynes questioned the residents on how they were being charged for the TV Cable and whether or not they were still getting bills. It had been agreed that the Authority would pay for the basic 13 channels and anything above that the tenants would pay. Mrs. Hennebry, President of the Salt Sea/Choate Lane Tenants Association said that she is still being billed and will bring the bill in when received.

Status of the 705 Rehab

There was a low key dedication of the Chapter 705 house located at 91 Fordham Road which had been renovated to accommodate a quadriplegic. The key was officially turned over to the resident, Mrs. Patricia Dupre. The dedication was attended by Representatives Cahir and

Turkington, Selectman Labossiere and staff from the Housing Authority. Mrs. Dupree expressed her gratitude for all that was done.

Status of Violations at Tataketa and Harborview

January 7, 1991 Mr. Ridley attended a hearing before the Architectural Access Board in Boston. Ms. Julie Nolan was also present. The violations at Harborview have been satisfied but the violations at Tataketa have not. Curb cuts and bathrooms have not been modified as yet. The Architectural Access Board was very critical of the fact that the Authority had requested \$750,000 to take care of the Tataketa building. HUD could consider authorizing a portion of that \$750,000 to take care of the deficiencies at Tataketa. Also, there was \$69,000 in FY88 funds left over from the sewer connection project which have been requested from the Regional Office in Boston. The sum of \$44,000 would modify the bathrooms and windows (which are very difficult for anyone to open) in those handicapped apartments. Also to be included in this funding request are front-loading washers for both Harborview and Tataketa. That money is still available to HUD and the status is unknown at present.

The Architectural Access Board, on January 7, 1991 voted that the required work to be accomplished by the Authority must be completed by 28 January 1991 or stand a \$300 per day per violation fine against the Housing Authority. Informally Mr. Ridley asked the Board to notify HUD of the fine, because we don't control the money. They are the funding agency for the Authority. Mr. Ridley will be meeting with the architect today to see what can be done about the curb cuts. If the money is received, the Architectural Access Board can be notified.

Status of Request for Additional Certificates and Vouchers

Mr. Ridley stated that the Authority has not received an NOFA (Notification of Fund Availability) from Secretary Kemp. Nothing can be done until that is received. Mass NAHRO has offered to help the affected authorities resubmit their requests.

Status of 705 Renovations

Last Thursday two dates were selected when Mr. Haynes, Mr. Gorton, and Mr. Ridley could review the 705 houses. Mr. Gorton has furnished a revision of what he considers would be required to renovate those units. He has 14 houses that come to about \$98,000 with a 10% contingency added. It is hoped that at least eight of the units will be renovated.

Approval of Operating Budget for Housing Programs

Mr. Ferzoco and Mr. Ridley had an opportunity to review the budget and Mr. Ferzoco found it consistent with last year but did note that overtime for maintenance had been cut by half. Mr. Ridley explained that control was being exercised over the amount of overtime used. Last year was considered excessive. Should the need arise, a modified or revised budget could be considered. Mr. Ferzoco moved approval of the budget and Mr. Haynes seconded the motion. 4 Ayes. 0 Nays. MOTION CARRIED

Meeting of February 12, 1991

The next meeting of the Board of Commissioners will be held in the Community Room of the Tataketa Apartments, February 12, 1991.

Rescission of Board Vote of January 11, 1990

Mr. Doyle explained the reason for the rescission of this vote which precluded rentals from family members. A finding was received from EOCB that this was considered to be discriminatory and that should a family member elect to rent from another family member this would be considered a valid rental as long as the other family member being rented from was not in residence. Mr. Haynes moved to rescind the Board vote of January 11, 1990. Mrs. Maguire seconded the motion. 4 Ayes. 0 Nays. MOTION CARRIED

Resignation of Maintenance Mechanic

Mr. Kennedy, maintenance mechanic, resigned effective December 28, 1990 to go into his own business.

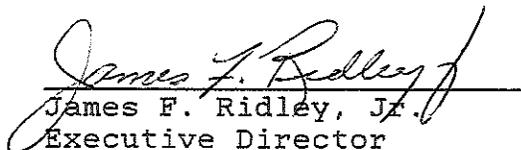
Plans are now to hire a temporary employee part-time. Mr. Lanoie and Mr. Gorton agreed. Mr. Doyle suggested a three month try. There

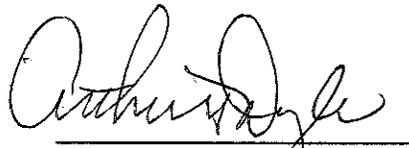
will be a report at the April meeting. Mr. Haynes suggested utilization of students at the Vocational School.

NAHRO Conference

There is to be a meeting January 30, 1991 at the Parker House in Boston. Four of the commissioners will attend and two of selectmen from the Town of Falmouth.

Meeting adjourned at 1110


James F. Ridley, Jr.
Executive Director


Arthur T. Doyle
Chairman

FALMOUTH HOUSING AUTHORITY, 115 SCRANTON AVENUE, FALMOUTH, MA

GENERAL SESSION

FEBRUARY 12, 1991

MEMBERS PRESENT: Arthur T. Doyle, Chairman
Charles Haynes
William J. Ferzoco, Jr.
Claire Maguire
Paul Glynn

STAFF PRESENT: James F. Ridley, Jr., Executive Director
Ronald M. Lanoie, Deputy Director
Ethel M. Falconieri, Clerk

OTHERS PRESENT: Frank Duffy, Counsel
M. Garvin, League of Women Voters
Mae Hennebry, President, Salt Sea/Choate Lane
Officers and Residents of Bayberry Tenant Association
Bill Harrison, The Enterprise
Mr. Norbert Wood, Tenant Assistance Program (ROI)
Ms. Corinne DeRosa, LICSW, Program Director (ROI)
Anne Nicholls, President, Tatakot Tenants Ass'n
Ms. Julie Nolan, Sunny Roderick and others

The General Session of the Board of Commissioners of the Falmouth Housing Authority convened at 10:00 a.m. in the Community Room of the Tatakot Apartments. Roll call was taken. Mr. Ferzoco, here; Mrs. Maguire, here; Mr. Haynes, here; Mr. Doyle, here; Mr. Glynn, here.

Approval of Agenda

There were three items to be added to the agenda. ROI was added under OLD BUSINESS; schooling for the Housing Inspector and the NAHRO Conference to be held at Sea Crest in May was added under NEW BUSINESS. Mr. Haynes moved approval of the Agenda and Mr. Glynn seconded the motion. 4 Ayes. 0 Nays. MOTION CARRIED

Approval of Minutes

Mr. Haynes moved approval of the minutes of the January 8, 1991 meeting. Mrs. Maguire seconded the motion. 4 Ayes. 0 Nays. MOTION CARRIED

Payment of Bills

Mr. Haynes moved to approve payment of the bills. Motion seconded by Mrs. Maguire. 4 Ayes. 0 Nays. MOTION CARRIED

OLD BUSINESS

Tenants Association Representatives

Mrs. Mae Hennebry, President of the Salt Sea/Choate Lane Tenants Association had a question concerning the eligibility requirements for elderly housing. At the time Mrs. Hennebry became a resident, the only requirement was age (62) and she is now concerned about changes she has seen and been in contact with. Mr. Ridley explained that the change came about in 1970 when Congress approved the handicapped and the disabled to live among the elderly. It came out as a 10% allowance at that time and required that all new construction provide at least 10% of the facilities for the handicapped/disabled. Then it was reduced to 5% with no limitation on the disabled and the handicapped and mentally ill. This requirement can be controlled by the States. House Bill No. 1177 would limit this congressional requirement to 15%. As far as the mentally ill being housed, it is very difficult to prove whether or not they are capable of independent living if they have a physician's statement saying that they are capable. It is impossible for a housing authority to monitor the mentally ill because we are not equipped to handle social problems. So far this bill has been vetoed three times by then Governor Dukakis. Mr. Ridley went on to say that Fall River has a large facility for the mentally handicapped (128). They have also provided a medical dispensary. Residents are monitored on their medication. There is also a nutrition center in the facility. Mr. Ridley cited the case of an attempted suicide by one of the Tataket tenants and the difficulty of coping with these problems. Ms. Sunny Rodericks, a resident of Tataket, spoke of the mentally ill, the effects of medications on them and the complications therefrom and all the programs available to them. But, as Mr. Ridley pointed out, the ones that need the programs most do not avail themselves of their use.

One of the residents of the Bayberry facility questioned Mr. Ridley why he had not been out to check out their area since he had agreed to do so on a frequent basis. In fact, Mr. Ridley had been in the area within the past two weeks as he pointed out to her. She was reassured that the shrubbery which is being removed will be replaced. Also, that the residents of the Chapter 689 facility would not be allowed to roam freely. Again Mr. Ridley assured her that the residents of the facility would be engaged in productive activities related to their ability to live independently. She also mentioned the problem of bulk trash pick-up since a mattress had been left out by the dumpster for several weeks. She was advised that could be accomplished by calling in a work order.

Ms. Roderick again spoke in defense of the mentally handicapped and their privilege of being allowed to walk around and further being more or less ostracized because of their handicap. Mr. Ridley again tried to explain to Sunny the aim and purpose of the facility and the function of the Department of Mental Health and cited the success of others in the Cape Cod area.

Status of the 705 Renovations

Mr. Ridley submitted a list of the Chapter 705 houses to be renovated after a recent inspection of 17 units. Mr. Doyle stated that Mr. Haynes and Mr. Ferzoco would select the 8 units to start with and put them in priority order. Mr. Ridley advised the Board that he would keep them informed of the progress and the cost of renovations on each unit. After further discussion and some disagreement, Mr. Haynes suggested following the outline of Chapter 705 houses to be renovated (following the guidelines submitted by the Executive Director) starting with 12 Montauk Street and 4 White Pine Lane and complete those two units first. Mr. Ferzoco desires a separate accounting on each of the units and Mr. Ridley agreed to provide them with the cost of each unit.

Status of Violations at Tataket and Harborview

Mr. Ridley advised the Board that the Authority has received \$44,200 from HUD to renovate the five bathrooms in the handicapped apartments (32" doors will be replaced with 36" doors). Also, 15 windows which are very difficult to open, will be replaced with a different type window. They did not approve the front loading washers and dryers;

they will be replaced when there is money to support the purchase.

Status of Chapter 689 Project

Contractors broke ground last week and the footing has been poured. Estimated completion date is July 26, 1991. It is anticipated that about one month after that the Department of Mental Health should have it occupied.

Status of Request for Additional Certificates and Vouchers

HUD has already received the request for additional certificates and vouchers. They are in the review process at this time. The NOFA was issued by Secretary Kemp on the Section 8 Program.

NAHRO Meeting of January 30, 1991

Under discussion at this meeting were the non-profit agencies that had certificates and the bill (House Bill 1177) which would require these agencies to turn the certificates over to the local housing authorities. Lt. Gov. Cellucci and Mr. Pierce are looking into this now and there should be some indication of a response in a month or so. Some 400 people attended that meeting.

Report on ROI

Ms. Corinne DeRosa introduced herself as the new Program Director for ROI and Mr. Norbert Wood her associate. Mr. Sullivan, former assistant director, has left ROI for personal reasons and returned to the Boston area. Mr. Wood has been working at Gosnold for the past five years, he has a degree in general mental health counseling and also has some expertise in helping people with drug and alcohol problems. He has also worked in Florida with the elderly and problems that they have.

Mr. Haynes stated that he did not see how the Authority could continue with the program in view of the budget problems. Mr. Doyle did apologize to the ROI representatives, but the fact is, there is no money to support the program.

Ms. DeRosa went on to say that when a program is first introduced, there is a higher number of people using it but, due to the holidays when people are busier, there is less utilization and there must be more promotional work. More orientation programs are planned for the future to keep the program in the forefront and to increase the numbers utilizing the service.

Mr. Ridley responded to an inquiry by stating that ROI could not go out and recruit people needing their service, that people had to volunteer for their assistance.

Mr. Haynes moved this contract be terminated at the end of March. Mr. Ferzoco seconded the motion. 4 Ayes. 0 Nays. MOTION CARRIED

Ms. Roderick, resident of Tatakot, wondered if there could be some sort of fund raising campaign. Mr. Haynes thought that it could be done as a Tenant Group Project, but the Housing Authority could not be involved in it.

NEW BUSINESS

Approval of Project Representative

Mr. Haynes objected strongly to paying the 25% markup for fringe benefits, taxes and administration costs for the clerk of the works, and he feels that EOCB should be so notified. It is to be so noted in the minutes. Mr. Haynes moved approval of the contract for Mr. Scallion as Clerk of the Works for the Chapter 689 Project. Mrs. Maguire seconded the motion. 4 Ayes. 0 Nays. MOTION CARRIED

NAHRO Conference May 19-22, 1991

Mr. Ridley proposed that two admittances be prepared for this Conference with the understanding that anyone could use those two. Mr. Haynes moved the two memberships. Mr. Glynn seconded the motion. 4 Ayes. 0 Nays. MOTION CARRIED

Attendance for the dinner can be voted at subsequent meetings. Governor

Weld and also Mr. Cellucci have been invited as speakers at this Conference.

School for Housing Inspector

There is a seminar to be held on the new rules and regulations concerning lead paint. The fee for the course is \$450. Mr. Haynes moved that the Inspector attend this training session. Mr. Glynn seconded the motion. 4 Ayes. 0 Nays. MOTION CARRIED

Meeting adjourned at 1045


James F. Ridley, Jr.
Executive Director


Arthur T. Doyle
Chairman

FALMOUTH HOUSING AUTHORITY, 115 SCRANTON AVENUE, FALMOUTH, MA

GENERAL SESSION

MARCH 12, 1991

MEMBERS PRESENT: Arthur T. Doyle, Chairman
Charles G. Haynes

MEMBERS ABSENT: William J. Ferzoco, Jr.
Paul Glynn
Claire Maguire

STAFF PRESENT: James F. Ridley, Jr., Executive Director
Ethel M. Falconieri, Clerk

OTHERS PRESENT: Frank Duffy, Counsel
M. Garvin, League of Women Voters
Burke McHugh, President, Harborview Tenants
Joanie Perry, The Enterprise
Debbie Doherty, Heritage
Paul Rothfeld, Gosnold
Corinne DeRosa, ROI
Norbert Wood, Associate ROI
Don Marshall, Resident - Harborview

The meeting was postponed to March 19, 1991 due to lack of quorum.


James F. Ridley, Jr.
Executive Director


Arthur T. Doyle
Chairman

FALMOUTH HOUSING AUTHORITY, 115 SCRANTON AVENUE, FALMOUTH, MA

GENERAL SESSION

MARCH 19, 1991

MEMBERS PRESENT: Arthur T. Doyle, Chairman
Charles Haynes
Claire Maguire
Paul Glynn

MEMBERS ABSENT: William J. Ferzoco, Jr.

STAFF PRESENT: Ronald M. Lanoie, Deputy Director
Ethel M. Falconieri, Clerk

STAFF ABSENT: James F. Ridley, Jr., Executive Director

OTHERS PRESENT: Joanie Perry, The Enterprise
Peter Kirwin, Falmouth Human Services
Paul Ruchinskas, Falmouth Housing Trust
Norbert Woods, ROI
Mae Hennebry, President Salt Sea/Choate Lane Tenants
T. Burke McHugh, President, Harborview Tenants
M. Garvin, League of Women Voters
Jerry Hamilton, Property Owner, Carolyn Lane
Don Marshall, Resident of Harborview

OTHERS ABSENT: Frank Duffy, Counsel

The General Session of the Board of Commissioners of the Falmouth Housing convened at 10:00 a.m. in the Community Room of the Harborview Apartments. Roll call was taken. Mrs. Maguire, here; Mr. Haynes, here; Mr. Doyle, here. Mr. Glynn arrived shortly after the meeting started. Mr. Ferzoco was absent.

Approval of Agenda

There were several additions to the agenda. Mr. Lanoie had (1) CIAP application for communication system and enclosures for Tatakak (2) Peter Kerwin on SRO and (3) out of state school for Barbara Thurston. Mr. Haynes had two additions: (1) Cable and (2) Fuel Depot. Mr. Doyle also requested a change on Item G under Old Business from "Pay Raise/Non-Union Employees" to "Pay Raise/Part-time Employees. Also, under Item F, add the Executive Director. Mr. Haynes moved approval of the agenda as amended. Mrs. Maguire seconded the motion. 3 Ayes. 0 Nays. 1 Absent. MOTION CARRIED

Payment of Bills

Mr. Haynes moved payment of the bills. Mrs. Maguire seconded the motion. 3 Ayes. 0 Nays. 1 Absent. MOTION CARRIED

Approval of Minutes

Mr. Haynes moved approval of the minutes of the February 12, 1991 meeting. Mrs. Maguire seconded the motion. 3 Ayes. 0 Nays. 1 Absent. MOTION CARRIED

OLD BUSINESS

Tenants Association

There were no complaints from the representatives of the Tenants Associations. Mr. McHugh did mention he saw a few shingles out in the courtyard.

Status of Chapter 705 Renovations

Mr. Lanoie said two of the Chapter 705 units are being worked on. The house at 12 Montauk Street (bid/proposal of \$8,175) for windows, vinyl siding and doors; 4 White Pine Lane, the bid of \$920 to remove 15 trees was accepted. The 15 trees have been removed; three additional trees remain and a general clean-up of the yard and surrounding area will be done by our maintenance department. The bids still remain for replacement of the living room and kitchen windows. Those are

the only two houses where there is any work going on. Mr. Haynes moved that we approve the \$8,175 for the property at 12 Montauk Street for windows, siding and doors. Motion seconded by Mrs. Maguire. 3 Ayes. 0 Nays. 1 Absent. MOTION CARRIED

Status of Request to HUD for Additional Certificate/Vouchers

There has been no further word from HUD on the availability of certificates or vouchers. Mr. Ridley may receive some word today while he is in Boston with the HUD people.

Status of Violations at Tatakot

HUD needs a contract in place by June 30, 1991 for the replacement bathroom doors at Tatakot. The violations at Harborview have all been cleared; a letter has been sent and accepted by the Architectural Access Board. There will have to be a separate contract for the 15 windows at Tatakot which need to be replaced. Mr. Giampietro has the specs for that and it will be coming to the floor at the next meeting. We should be going to bid on the bathroom doors as soon as possible.

Deputy Director and Executive Director Pay Increase

Mr. Doyle stated it had been voted in December 1990 to hold the pay increase for the Deputy Director and the Executive Director in abeyance. In a letter to the Chairman, Mr. Ridley had pointed out that Mr. Lanoie is a graded employee and as such is eligible for the 3% increase to be in accordance with the rest of the graded employees. The Executive Director is expecting a 10-day furlough under the current State program of furloughs and Mr. Doyle felt that this 3% increase should also include him and be retroactive to January 1, 1991. Mr. Haynes moved a 3% increase for the Deputy Director and the Executive Director. Seconded by Mrs. Maguire. 3 Ayes. 0 Nays. 1 Absent. MOTION CARRIED

Pay Raise/Part-time Employees

Mr. Haynes stated that he would move the same for the part-time employees. Mr. Doyle, by way of explanation, stated that last year the part-time employees accepted a couple of paid holidays in lieu of a pay raise. This year they have requested the raise and Mr. Doyle agreed that they should get the 3% retroactive to January 1, 1991. Seconded by Mrs. Maguire. 3 Ayes. 0 Nays. 1 Absent. MOTION CARRIED

NEW BUSINESS

Legal Request to EOCD for Sale of 705's

Mr. Lanoie described to the Board a particular house on 44 Carolyn Lane. The estimate that came back was the highest of all the 705's. Mr. Lanoie suggested a letter go to EOCD requesting sale of that particular property.

Mr. Jerry Hamilton, a resident of 41 Carolyn Lane directly across the street from this house, stated that the property has been an on-going problem in the neighborhood. The house is badly run-down and Mr. Hamilton was told that it was a Number One priority for renovations while it was still being occupied. Appraisal indicated \$61,000 in repairs would have to be made; in Mr. Hamilton's opinion the house is a total loss. It would take the state at least two years to repair the property and they would be money ahead if it was sold. The appraisal figure of a year ago would now have other repairs (termites and carpenter ants have appeared in the last year since the original estimate of \$61,000) to add in. Trash had been piled up at the rear of the house providing easy access for pests.

Mr. Hamilton has been in contact with the State (Representative Turkington and Senator Rauschenbach) - they are interested in the property. Also, has a call in to EOCD, but Mr. Pierce has resigned and there is no replacement for him at the present time. Mr. Doyle stated that we are interested in disposal of the property, having it sold and turn the money over to the state. Mr. Hamilton confirmed that he could get a petition signed by the neighbors and send the petition to Mr. Ridley to be forwarded to EOCD. Mr. Doyle encouraged Mr. Hamilton to keep after the proper officials to sell the property. Mr. Haynes stated that he would like to see a rider on the sale of the property - i.e. get a certificate in lieu of the house.

Retreat for Administrative Personnel

The March 27 date for a meeting of Administrative personnel and the commissioners has been set aside. On that particular date, according to Mr. Lanoie, in lieu of the retreat the day will be spent reviewing the new Admin Plan. It will include a review of policies and procedures. A future retreat will be conducted for all employees and commissioners to conduct the final review.

New Employee, Maintenance

Mr. Bob Johnson is a new part-time employee in the maintenance department and will be working 20 hours per week at a pay rate of \$7.00 per hour.

Resolution No. 91-004

Mr. Haynes moved that Rockwell, Inc. of Leominster, MA be approved as the contractor for the re-roofing of the Chapter 667-3 houses on Rose Morin Drive with a bid of \$64,900 subject to approval by EOCD. Seconded by Mrs. Maguire. 3 Ayes. 0 Nays. 1 Absent. MOTION CARRIED

Resolution No. 91-005

H. V. Lawrence submitted a very low (\$405) bid for the lawn maintenance which was a bid proposal for the entire season. Mr. Haynes moved to approve the bid to H. V. Lawrence at (\$405). Mrs. Maguire seconded the motion. Mr. Doyle suggested if there were any changes in that bid that it would come before the Board again. 3 Ayes. 0 Nays. 1 Absent. MOTION CARRIED

Resolution No. 91-006

The low bidder for maintenance of the alarm systems was Vito Marotta with \$4330.73. This includes the housing developments and the office. Mr. Haynes moved Marotta Electricians. Mrs. Maguire seconded. 3 Ayes. 0 Nays. 1 Absent. MOTION CARRIED

Close-Out Documents Brite-Lite Electrical

Mr. Haynes moved approval of Resolution No. 91-007, the Application for Final Payment of \$830.55 to Brite-Lite Electrical for work completed at the Chapter 667-1/3 Project. Claire Maguire seconded. 3 Ayes. 0 Nays. 1 Absent. MOTION CARRIED

Cable TV

Mr. Haynes has asked the Executive Director to have representatives of the Cable Company at the next meeting to see if they can explain why there is an extra \$2.00 being charged residents. Representatives of Adelphia should be at the April meeting.

Fuel Depot

Mr. Haynes would like to have a letter going to the Town of Falmouth requesting authorization for the Housing Authority to participate in the services. This would save the Authority money. Mr. Gorton will look into how much fuel is used by the Authority, etc.

CIAP Resolution No. 91-008

The CIAP Resolution No. 91-008, as explained by Mr. Lanoie, is to complete enclosures and the communication system at Tatakot (from the units to the lobby). The application is required by April 26, 1991. Funding is being asked on the application. This will be out of Fiscal 1991. Mr. Haynes moved approval and Mrs. Maguire seconded the motion. 3 Ayes. 0 Nays. 1 Absent. MOTION CARRIED

Out of State Training, April 16-19, 1991

There is a program put on by Nan McKay which deals with Section 8 Certificates and Vouchers and the Portability Program. The four day cost of training in Hartford is the same as the two day seminar in Springfield; the cost of rooms is also a lot less in Hartford. Cost of the schooling is \$495.00 plus. Barbara Thurston will be attending since this is her area of responsibility. Mrs. Maguire moved approval of the expenditure. Mr. Haynes seconded the motion. 3 Ayes. 0 Nays. 1 Absent. MOTION CARRIED

Peter Kerwin and SRO's

Mr. Peter Kerwin referred the subject of SRO's to Mr. Paul Ruchinskas of Falmouth Housing Trust. Mr. Ruchinskas handed out a fact sheet

and explained that basically what the trust is looking for is an old fashioned boarding house for single people. Committee members are drawn from various town agencies and they are looking at available buildings as well as buildable lots. At the present time, the Housing Trust would be the developer and the owner of the property, the Housing Authority would provide the certificates to make the program economically viable, HAC would provide on-site management services and Human Services would provide case management as required. That would be the role of some of the agencies. A survey is also being made of local businesses to establish the number of single workers and their requirements.

They are looking for property located close to town, shopping and the bus line. Falmouth Housing Trust has placed an article on the annual town meeting warrant calling for \$10,000 to use for matching funds. Donations would come from local businesses and local fund raising efforts would be organized.

Mr. Ruchinskas feels there is a clear need for affordable rentals for singles in town. The Housing Trust is doing a lot of research in present available properties and land for building.

Mr. Haynes suggested that the building of such a facility sounds pretty much like the present Chapter 689 under construction. Mr. Ruchinskas will keep the Authority advised on their progress.

Mr. Norbert Woods, ROI

Mr. Doyle advised the representative of ROI that there just is no funding available to support the program. Mr. Haynes mentioned the cutting of hours, furloughing of employees, etc. He feels that support should go to the employees. He also stated that the Board recognized the need for such a program and it was supported as long as possible, but with the financial crunch he couldn't see extending it.

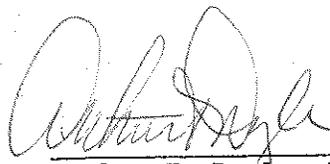
Mr. Woods requested that if the need for this service, and if the funds do become available, consideration be given to the program. In the short time ROI has been running it, they have been able to reach out to all kinds of people with family, financial, mental health issues, substance abuse problems. It has taken ROI considerable time to set up the Program and to keep it going. Mr. Doyle stated it was no reflection on ROI or their performance, that it was strictly a matter of dollars and cents.

Mr. Kerwin stated that he attended the meeting to indicate his support for the tenant assistance and other programs. Some of these programs can and do make a difference in tenants lives. He also stated that a program such as ROI was also available to assist employees. Mr. Kerwin encouraged the Board to support these programs if there is any possible money in the budget to do this.

Mr. Doyle did mention to Mr. Kerwin that he would like to meet with with him to discuss other ways Human Services Committee and the Housing Authority could work together as has been done in the past. He would like to sit down with Mr. Kerwin and discuss some of the ideas and also when the new budget comes in, take a look at it. Mr. Doyle told Mr. Kerwin that he would give him a call and maybe a couple of them could sit down with him.

Meeting adjourned at 10:45 A.M.


James F. Ridley, Jr., Executive Director


Arthur T. Doyle, Chairman

FALMOUTH HOUSING AUTHORITY, 115 SCRANTON AVENUE, FALMOUTH, MA

GENERAL SESSION

APRIL 23, 1991

MEMBERS PRESENT: Arthur T. Doyle, Chairman
Charles Haynes
Claire Maguire
William J. Ferzoco, Jr.
Paul Glynn

STAFF PRESENT: James F. Ridley, Jr. Executive Director
Ronald M. Lanoie, Deputy Director
Ethel M. Falconieri, Clerk

OTHERS PRESENT: T. Burke McHugh, President, Harborview Tenants
Mae Hennebry, President, Salt Sea/Choate Tenants
Don Marshall, Resident of Harborview
Paul Anderson, Cape Cod Times

OTHERS ABSENT: Frank Duffy, Counsel

The General Session of the Board of Commissioners of the Falmouth Housing convened at 10:00 a.m. in the Community Room of the Harborview Apartments. Roll call was taken. Mr. Ferzoco, here; Mrs. Maguire, here; Mr. Haynes, here; Mr. Doyle, here. Mr. Glynn arrived shortly after the meeting started.

Approval of Agenda

Mr. Doyle had one item to be added to the Agenda under New Business; Seminar on Developing and Administering a Budget. Mr. Haynes moved approval of the agenda as amended. Mrs. Maguire seconded the motion. 3 Ayes. 0 Nays. 1 Absent. MOTION CARRIED

Approval of Minutes - Meeting of March 19, 1991

Mr. Haynes moved approval of the meeting of March 19, 1991. Motion seconded by Mrs. Maguire. 3 Ayes. 0 Nays. 1 Absent. MOTION CARRIED

Payment of Bills

Mr. Haynes moved payment of the bills. Mrs. Maguire seconded the motion. 3 Ayes. 0 Nays. 1 Absent. MOTION CARRIED

OLD BUSINESS

Tenants Association

There were no complaints/comments from the representatives of the Tenants Associations.

Status of Chapter 705 Renovations

The house at 12 Montauk Street has been completed. The staff is in the process of notifying applicants of the availability of the house. The inside has been repainted, the floors have been refinished and new carpeting installed upstairs in one bedroom. Repairs to the brick work will complete the work on this particular unit. The fence has been propped up; there seems to be a question as to ownership of the fence. Mr. Haynes thinks there may be something in the records as to who the owner may be if they can be checked back as far as 10 years. It may be in the minutes of a meeting in about that time frame. Mr. Ridley will check the records to see if ownership can be determined. The second house has been started over at 4 White Pine Lane; the well is in. Mr. Ferzoco wanted to know if the houses were going along as scheduled and the amount of funds remaining. Mr. Ridley advised him there was about \$100,000 left; the interest paid for 12 Montauk Street (about \$8,000). The siding was \$8,175 and new electric lines were about \$500 plus the sanding of floors at \$700; it was painted and plastic shutters installed. That has all been done. It was completed for about half the price that was estimated on the restoration. All windows and doors were replaced. The work was done by Sunrise Construction. Mr. Haynes requested that this be discussed further in the Executive Session.

Status of Violations at Tataket

Mr. Ridley advised the Board that the bids are out for an architect for the renovations to Tataket. The work required involves door design, replacement of 15 windows and the curb cut. As soon as the bids come back an architect can be selected which will then go to HUD for their approval. The Authority can then advertise for a general contractor. Commitment must be made prior to June 30, 1991. The bids for an architect will be opened Friday.

Status of Chapter 689 Project

At the present time framing is complete, the roofs are on, the electrical and plumbing are almost complete. Windows are to be delivered next week and then the outside shingling can be finished. There was a delay on the delivery of the windows because the manufacturer had cut back on personnel during the business lull. The windows should be delivered next week. The project is about 15% complete.

Status of Request for Additional Certificate/Vouchers

Mr. Ridley has been told by HUD that we should hear by April 30, which is Tuesday. It was hoped that Mr. Polito might have some information on it; he is visiting the Authority at the present time.

Legal Request to EOCD for Sale of 705's

A letter going forward to EOCD proposing the sale of the Chapter 705 houses was reviewed by the Commissioners. Mr. Doyle requested the paragraph containing the suggestion that the proceeds of the sale could go to the state to alleviate some of their budget problems should modernization money not be available to maintain these homes. Mr. Haynes moved the letter be forwarded to EOCD. Mr. Ferzoco seconded the motion. 4 Ayes. 0 Nays. MOTION CARRIED

Report on Fuel Depot Availability

There has been no definite answer from the Town as to whether or not the Authority would be able to take advantage of the Fuel Depot Facility. Mr. Ridley has had a negative verbal, but he feels that we are a part of the town and the Authority should be able to use it. A written answer would be preferable.

Violations at Tataket

Mr. Haynes questioned whether or not Mr. Duffy had heard anything from Mr. Axelrod on the violations at Tataket. Mr. Axelrod is out of business and there is nothing that can be done now; there is no way he can be brought to court or to receive any monies from him.

NEW BUSINESS

Adelphia Cable Rates

Mr. Ridley had received a call from Adelphia that Ms. Hastings would not be able to attend the meeting today, but that she would be available tomorrow at 10:00 a.m. She could meet with members then and explain the situation the question on rate charges.

EOCD Transitional Housing Program

The Transitional Housing Program is designed for families in need of counseling, financial problems or just rehabilitation - housing is being sought for these families to occupy while they are in the process of their counseling or rehabilitation and then moving them into more permanent housing. A Federal grant is available (\$6,000,000) and the ideal setup would be something in the order of a motel. Monies were not available for renovations, but would be for a direct purchase. They were advised that facilities might be available at Otis ANGB or with our Chapter 705 houses. EOCD was with the Federal group and all the information went back to Boston but no word has come back.

Approval of Amendment #6 to ACC

The ACC is our contract with HUD on our Section 8 Program and this is the amendment to it. Every Section 8 Program is now going to have a separate ACC. Previously they were consolidated into one account. Each one that is extended will have their own number and their own account. We will have the account - a separate bank account

is required. Checks will not be written from the individual accounts but rather one check will be written, deposited in the Revolving Account and rent checks will be paid from that. It would be almost impossible to write checks from seven different accounts. Mr. Haynes moved approval of the Amendment #6 to the ACC. Mr. Ferzoco seconded the motion. 4 Ayes. 0 Nays. MOTION CARRIED

Proposed Date for Union Negotiations

Even though salaries are the only item to be negotiated, EOCD would like to discuss the meeting with the Commissioners prior to the meeting with the Union. Janina Dwyer and Paul Johnson will be contacted by Mr. Ridley as to the date. Mr. Ridley has contacted the Union representative and explained the situation to him. The meeting should only take about a half hour. The negotiating committee will consist of Mr. Doyle and Mr. Haynes. The only issue to be discussed is salaries. The date will be determined later.

Seminar on Administering Budgets

A seminar on Developing and Administering a Budget will be held on May 21, 1991 in Providence and also on May 22, 1991 at the Tremont House in Boston. Mr. Ferzoco is interested in attending this meeting. Mr. Glynn moved that Mr. Ridley and Mr. Ferzoco attend the seminar in Providence, Rhode Island on May 21, 1991 at a cost of \$185. Seconded by Mr. Haynes. 4 Ayes. 0 Nays. MOTION CARRIED

Local Initiatives Programs

There is a meeting to be held in Yarmouth, May 1, 1991. Members had attended similar meetings in the past and felt this would be something of a repetition since it would be discussing programs at town level, developers of affordable housing, etc. Mr. Marshall, a resident of Harborview, also suggested another meeting that might be of interest to the commissioners which involved preventing injuries, promoting safe medication, etc. Cost would be \$15 with lunch included.

Meeting adjourned at 10:40 a.m.


James F. Ridley, Jr.
Executive Director


Arthur T. Doyle
Chairman

FALMOUTH HOUSING AUTHORITY, 115 SCRANTON AVENUE, FALMOUTH, MA

GENERAL SESSION

MAY 14, 1991

MEMBERS PRESENT: Arthur T. Doyle, Chairman
Charles Haynes
Claire Maguire
William J. Ferzoco, Jr.
Paul Glynn

STAFF PRESENT: James F. Ridley, Jr. Executive Director
Ronald M. Lanoie, Deputy Director
Ethel M. Falconieri, Clerk

OTHERS PRESENT: Frank Duffy, Counsel
Joanie Perry, The Enterprise
Don Marshall, Resident of Harborview

The General Session of the Board of Commissioners of the Falmouth Housing Authority convened at 10:15 a.m. in the Community Room of the Harborview Apartments. Roll call was taken. Mr. Ferzoco, here; Mrs. Maguire, here; Mr. Haynes, here; Mr. Doyle, here. Mr. Glynn arrived shortly after the meeting started.

Approval of Agenda

There were several items to be added to the agenda: Ownership of Fence at 12 Montauk Street, State Audit Report, Proposed Step Increase, HUD Procurement Policy, Insurance Bids for Comprehensive General Liability and the Section 8 Admin Plan Review. Mr. Haynes moved to approve the agenda as amended. Mrs. Maguire seconded the motion. 3 Ayes. 0 Nays. 1 Absent. MOTION CARRIED

Approval of Minutes - Meeting of April 23, 1991

Mr. Haynes moved approval of the minutes of the meeting of April 23, 1991. Motion seconded by Mrs. Maguire. 3 Ayes. 0 Nays. 1 Absent. MOTION CARRIED

Payment of Bills

Mr. Haynes moved approval of payment of bills. Mrs. Maguire seconded the motion. 3 Ayes. 0 Nays. 1 Absent. MOTION CARRIED

OLD BUSINESS

Tenants Association

There were no representatives present from the Tenants Associations.

Status of Chapter 705 Renovations

Board members agreed to take up the subject of ownership of the fence at 12 Montauk Street which was discussed at the meeting of April 23, 1991. Records (meeting of September 8, 1980) established ownership by the Authority of the fence and Mr. Haynes moved that the fence either be removed, repaired or replaced, whichever would be least expensive. Mrs. Maguire seconded the motion. 3 Ayes. 0 Nays. 1 Absent. MOTION CARRIED

The house at 12 Montauk Street is complete and a homeless family is scheduled for occupancy. The family will be screened carefully. The status of this house and the occupants will be further discussed in the Executive Session. The house at 4 White Pine Lane has about another week to go before completion. The resident to go into that unit presently lives at 24 Oak Street. Work will then commence on 24 Oak Street.

Some of the advertisements for painting the other units have started going out. There are three houses to be started in the first group. Mr. Ferzoco requested that at future meetings there be a statement provided as to how the funds are being spent. He is interested in the balance. Advertisements went out for nine of the houses to be painted on the exterior. The list of houses to be painted came from the original list which was established at the start of the renovation plans.

Status of Violations at Tatakot

The architect has been selected for the \$44,000 renovation project at Tatakot. The initial plans and specs have been started. These must be approved by HUD and the approval must be given by June 15, 1991. The Authority can then go for a general contractor. Mr. Giampietro has been selected as architect. The architect operates on about 9% of the contract price. Mr. Ridley checked all the architects and there were no adverse items on any of the bidders. Mr. Giampietro is a local business man and was selected since he is close to town and has worked for us before (91 Fordham Road).

Adelphia Cable Rates

There has been no further word from Adelphia since the meeting with Ms. Hastings on April 24, 1991. Ms. Hastings was unable to attend the regular meeting of the Board on April 23, 1991. Ms. Hastings was supposed to meet with individual tenants and review their bills to see whether or not they were being over or undercharged. She was to have started within a week from the April 24 meeting and then report to the Board on her findings. Mr. Ridley will follow up on this.

Status of Chapter 689 Project

Mr. Ridley stated that the project is about 21% complete. The windows arrived last week, and are all installed except one which was a problem. It was returned to the company and should be back shortly. There is a status meeting at noon today if the Commissioners meeting is over in time. EOOD has authorized approximately \$2,000 for the materials to build a garage for use by the Housing Authority. It may or may not be possible for the contractor to do this in which case it would be done in-house.

Status of Request for Additional Certificate/Vouchers

Mr. Ridley was told by the Development Section at HUD that we should have an answer between the 15th and the 30th of this month. Other than that there was no further information on the availability of certificates or vouchers.

Legal Request to EOCD for Sale of 705's

There has been no direct reply from EOCD on the request to sell some of the Chapter 705 houses. However, there was a telephone call from EOCD asking us to send additional letters to our Senator and representatives asking for support of our request.

Report on Fuel Depot Availability

Action is being taken on the request of the Authority to avail this unit of the Depot facilities. However, they are not certain whether or not we are entitled. Mr. Ridley is to check with Mr. Owens of the Department of Public Works. It would reduce our costs. Mr. Boyer, Town Administrator, is not sure whether the Authority is a town agency or not. Mr. Doyle stated that we are a local housing authority with four elected town members. Mr. Duffy added that we are a separate body in that we have existence separate from the town and that we are performing the function of housing people of the town.

Proposed Date for Union Negotiations

Originally the date for meeting with the Union was set up for 30 May 1991 but Mr. Ridley has called Mr. Pedro to see if we can meet the 29th or the 31st of May for negotiations.

Section 8 Admin Plan

Mr. Ridley reminded the commissioners that a separate meeting must be held to go over the Admin Plan and review any items they have questions on.

NEW BUSINESS

Chapter 705 Mod Bid Status

This is the status on the exterior painting. There were a number of people who bid on it. One local company has bid low on all three groups. Mr. Ridley proposed that the first group of three be awarded to see how well the contractor performs before awarding all nine. Mr. Harrington was low bidder with \$1,700 on one group, \$1,800 on another group and \$2,195 on the third group. He was the lowest bidder and Mr. Ridley wanted to hold it to three houses at a time. After the first three, the others will be awarded. This involves replacing any rotted wood, etc. These were requests for proposals - not regular bids because the cost is under \$10,000. Mr. Haynes would like to see the actual proposals of all. Total amount proposed to be authorized is \$5,700. Mr. Ferzoco wondered about the use of vinyl but that would be more expensive than painting. Mr. Haynes moved that this be turned over to Mr. Ferzoco for his review and decision and Mr. Haynes would abide by his determination. Mrs. Maguire seconded the motion. 4 Ayes. 0 Nays. MOTION CARRIED

Authorization to go to Bi-Weekly Payroll

Mr. Ridley explained to the Board that most of the larger agencies throughout the town are on a bi-weekly format. The bookkeeper at this time is asking for assistance with the filing and other items which must be done. It is felt that by going to the bi-weekly system she would have the time to incorporate items not accomplished into the regular workload. Right now it is not possible to hire additional personnel. Mr. Ferzoco suggested as an alternative utilizing an automatic payroll service which he believes is more cost effective. There are 17 people on the payroll which is already built into the computer system here. This change would not take place until 1 July 1991. Mr. Haynes indicated that he has no problem with a change in the system, that it is an administrative matter and of no concern to the Union. Mr. Haynes moved approval of a bi-weekly payroll. Motion seconded by Mrs. Maguire. 4 Ayes. 0 Nays. MOTION CARRIED

Vito Pampalone (LL), Violation of Leases and State Sanitary Code

Mr. Lanoie had provided copies of a letter to the Commissioners which was sent to the Housing Authority by the Board of Health pertaining

to violations by Mr. Pampalone for pumping out the contents of a cess pool onto the surface of the ground from a house located on Fresh Pond Road. At the time the house was being rented out under the Section 8 Program. The letter was sent to Mr. Pampalone on November 13 and at the end of November the tenant was moved from that house into another one because of a failed cess pool. Mr. Pampalone had been advised by the Health Department to cease this sort of activity. Last week Mr. Carignan called Mr. Lanoie and requested that he go to a house on Grace Court. Mr. Pampalone was there pumping the contents of that system to the ground surface; no solids, just waste water. Copies of pictures were provided to the Commissioners. Mr. Lanoie confronted Mr. Pampalone and advised him this was his second offense and a grave violation of Massachusetts regulations and the State Sanitary Code. Mr. Lanoie told Mr. Pampalone that he didn't feel that we should rent property through him in a letter he wrote to him on May 9, 1991. Mr. Pampalone had been advised that he would be welcome to attend this meeting. Work required by the Health Department to the house on Grace Court has not commenced. Mr. Lanoie stated that this is a failed system. The leeching part of the system has failed. There is another house on Corte Real Avenue; the tenant has indicated that Mr. Pampalone pumps hers out when it overflows but Mr. Lanoie has not been able to contact the tenant. There is another tenant on Heritage Circle who is moving out the end of this month because of continuous cess pool problems; this house is also owned by Mr. Pampalone. The health agent has been notified of this one also. Failed systems are not being replaced. Mr. Pampalone uses an electric pump and garden hose to dispose of the waste water onto the surface of the ground.

Mr. Pampalone owns nine or ten houses which are all about the same age; therefore, the systems are failing. The Housing Authority rents seven houses from Mr. Pampalone. Mr. Lanoie stated that Mr. Pampalone receives \$4,880 a month from the Authority and is required to maintain the houses in a safe, decent and sanitary condition which his contract and the leases require him to do. Mr. Lanoie went on to say that we have the Authority to either terminate, suspend, or reduce the Authority's share of rent for the period during which the condition exists. The Federal contract says basically the same thing. Recognizing that we have the authority to abate or terminate his rent Mr. Lanoie is asking the Board that we cease doing business with this individual. Mr. Glynn had a problem with that.

Mr. Duffy stated that action may only be taken on those contracts or leases where there is a present violation; the rest remain in effect. If they come up for renewal in the future then you can elect not to renew them if there are continued violations. Each house is a separate contract. The contract on the Grace Court house is up in two months. The tenant may not have time to find suitable housing in such a short time if the contract is terminated now. It is Mr. Lanoie's intention to terminate that contract with Mr. Pampalone once the tenant has found suitable housing.

Mr. Duffy clarified "suspend" and "abate" for members. If a contract is suspended and a correction is made to the violation, the contract becomes whole again. When the rent is "abated" - it's gone. If it's suspended, then the rent must be put aside each month and when the violation is corrected and there is proof of it, it is paid.

Mr. Haynes moved that rent be suspended from properties which are in Health Department violation until such time as corrections are made or until the tenants are moved out. Mr. Lanoie stated that that is what is done. When the code violation cannot be ascertained and appears to have been corrected, then the landlord receives his money from the Authority. Mr. Glynn questioned why the Board of Health wasn't taking a more active role.

Mr. Lanoie said that the Board of Health is taking an active part, but the contract states that the house will be maintained in decent, safe and sanitary condition and this man is not abiding by his contract. Mr. Haynes stated that the Authority is obligated to look after the interests of the tenant.

Mr. Duffy cited the number of things which the Board of Health can do - they can revoke an occupancy permit, ticket under non-criminal disposition, etc. Mr. Duffy recommended that problems be reviewed on a case by case basis rather than any blanket prohibition. Mr. Lanoie stated that the rent is being suspended now, but the tenant has to live with this waste water in her yard until the landlord feels that it is convenient for him to take corrective action. When questioned by Mr. Glynn, Mr. Lanoie stated that he has already done this and it has been upheld in court as far as total abatement of the rent.

Mr. Lanoie's recommendation was to bring it to the attention of the Board. This has been done to four houses that we are aware of. Mr. Lanoie had a call from a tenant who is moving out (Fresh Pond Road) in which she stated her children broke out with sores and had to be taken to the hospital. She then turned the subject over to the Board of Health. Mr. Lanoie stressed that these old systems had failed and it is necessary to replace them. The companies that pump the systems are required to report to the Board of Health any systems that have failed. If these companies are not called in to pump out systems, then they will never be reported. Mr. Lanoie will continue with action which is authorized on these violations as he has in the past; the Board concurred.

Mr. Doyle referred back to the recommendation that we discontinue any new contract for dwellings with which this landlord/property manager is associated with and abate totally HAP for those units in violation. Mr. Lanoie said that this could be done, but he would want the Board to know ahead of time. Mr. Glynn said the decision could then be appealed.

Mr. Glynn also added that he may have closed the bank loan on a couple of the properties in question. Mr. Glynn recognized the name and felt it should be part of the record.

It has also come to Mr. Lanoie's attention that this landlord is not paying his water bill, but because the tenants are renting through the Authority the water has not been turned off. It was recommended that Mr. Lanoie continue action on the violations.

Comprehensive General Liability

Mr. Ridley brought up the subject of bids for the award of Comprehensive General Liability Insurance. One of the proposals is for a 3-year bid where the Authority would pay a \$3,000 proposal as a loan to the insurance company which would be returned to us at the end of three years when the insurance was terminated. They bid a premium of \$6,140.96 for the first year, and an additional \$3,000 pa. This the Housing Authority Risk Retention Group from Cheshire, CT. It would make this company the lowest bidder. It would be a total of \$18,000 for three years - the other companies (JKL) wants \$7,950 and Aarons Arcadia wants \$8,228.43.

Mr. Ridley has given this information to an insurance broker for further information. The \$3,000 of the Risk Retention Group is called a one time capital contribution which is refundable. This company does it with all the authorities they have dealt with. We are looking for further advice on this. There doesn't seem to be any problem on the surface.

Mr. Duffy brought up the figures on deductibles - one company has a \$500 deductible, another company has a \$250 deductible and this company which Mr. Ridley is talking about has no deductible. Mr. Glynn wondered how solid this company was. This must be accomplished before July. Mr. Ferzoco suggested further research.

Mr. Haynes suggested this be tabled. Mr. Ferzoco feels we would be losing the interest income. If everything is as it appears to be, it's a good deal. Mr. Glynn suggested this had never come before the Board and he wondered why. Mr. Ridley explained it was because of the new Procurement Laws. HUD and the State used to do this. Now, the majority of the insurance is covered by the State except Fire and Theft - now they go the tort claim rout - self-insured. It must be awarded next month - if it becomes critical, a meeting

can always be scheduled. Under the State we are self-insured. Under Federal - which includes the three Federal buildings - we have to have a policy.

Audit Report

The Audit Report just came in on 13 May. The one item that was brought up that was to our benefit, and Mr. Ridley will be asking HUD to send us the money, under Accounts Receivable Housing Assistance Program, there was an underpayment of \$48,745 (in ACC 1253 Section 8 Program) due from HUD for the FY ended June 30, 1990. The Audit was completed in January and just now came to us in draft form. Mr. Ferzoco could not explain this gliche. Mr. Marotto will be here on the 22nd to clarify any questions. Mr. Ferzoco is not sure whether this is a problem for the Fee Accountant or Internal Control.

Under the Program for Section 8 - 047-001 was eliminated and in its place came 047-009 and a new account had to be opened.

Request for Step Increase for Mrs. Bazner

Mr. Doyle introduced the subject by talking about the Merit Increase type of award, and this was a case where one person filled in for a much higher rated person and did an excellent job. Her work is generally outstanding as shown in the recommendation of the Deputy Director and the Executive Director. It is a Step Increase and not a Grade Increase. Mr. Glynn moved that the recommendation be accepted. Mr. Ferzoco seconded the motion. 4 Ayes. 0 Nays.

HUD Procurement Policy

The HUD Procurement Policy just came in and Mr. Ridley suggested that the State Policy be used as has been done right along. Mr. Duffy will review the HUD Policy. If there is any problem, the Procurement Policy will come back to the Board. Mr. Haynes moved that Mr. Duffy's recommendations be accepted. Mr. Glynn seconded the motion. 4 Ayes. 0 Nays. MOTION CARRIED

Mr. Duffy - Two Items

Mr. Ridley had Mr. Duffy write a letter to Carroll's Trucking Company of Martha's Vineyard in reference to the damage to the fence between Authority property and the A&P. The owner of Carroll's refuted any claims since other trucks use the area and there is no proof his company damaged the fence.

Second. Mr. Duffy wanted to know if the Housing Authority had any underground storage tanks. There are new Federal Regulations. Mr. Haynes advised Mr. Duffy that there are underground tanks at Harborview and also at Tataket. Mr. Duffy will get a list from Mr. Ridley and will then be able to report to the EPA. According to Mr. Haynes there are two at Harborview - one for diesel and the other for regular fuel. Also, two at Tataket. New regulations specify 15 years. Rose Morin is oil heated - tanks are in the basement. The other projects are gas heated. Mr. Lanoie will check the Chapter 705's.

Mr. Duffy will send a letter to Mr. Ridley requesting an inventory of all underground tanks and the year in which the tanks were installed. He can then check this information with the EPA regulations.

Meeting adjourned at 11:15


James F. Ridley, Jr.
Executive Director


Arthur T. Doyle
Chairman

FALMOUTH HOUSING AUTHORITY, 115 SCRANTON AVENUE, FALMOUTH, MA

SPECIAL SESSION

JUNE 5, 1991

MEMBERS PRESENT: Arthur T. Doyle
Charles Haynes
Claire Maguire
William J. Ferzoco, Jr.

MEMBERS ABSENT: Paul Glynn

STAFF PRESENT: James F. Ridley, Jr., Executive Director
Ronald M. Lanoie, Deputy Director
Barbara Thurston, Federal Housing Coordinator
Ethel E. Ford, Tenant Selection Coordinator

A Special Meeting of the Board of Commissioners was held on June 5, 1991 at 10:00 A.M. in the administrative offices of the Falmouth Housing Authority. Roll call was taken. Mr. Doyle, here; Mr. Haynes, here; Mr. Ferzoco, here; Mrs. Maguire, here. Mr. Glynn was not present.

OLD BUSINESS

Review of Section 8 Admin Plan

The Section 8 Admin Plan was reviewed and there were a few items to be added/rewritten:

1. Criminal activities relating to substance abuse and violence were inserted and the penalty for such activity was included.
2. Responsibility for implementation of the program.
3. Family composition and eligibility.
4. Portability of Section 8 Certificates.
5. Rent reasonableness determination for vouchers and certificates.

Union Contract Review

Proposed changes to the Union Contract submitted by the staff and the response of the Board to the proposals (meeting held May 29, 1991) were discussed.

Damage Claim Procedures

The processing of damage claims was discussed.

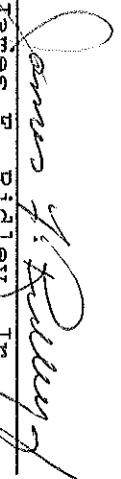
Resolutions Approving Certificates of Completion

Resolution No. 91-010 approved the Certificate of Substantial Completion 4-19-91 of the reroofing at the Bayberry Project (667-3) by Rockwell, Inc. of Leominster, MA.

Resolution No. 91-011 approved the Consolidated Certificate of Completion 4-23-91 of the reroofing at the Bayberry Project (667-3) by Rockwell, Inc. of Leominster, MA.

Mr. Haynes moved approval on both resolutions and Mrs. Maguire seconded both motions. 3 Ayes. 0 Nays. 1 Absent. MOTION CARRIED

MEETING ADJOURNED AT 1300


James F. Ridley, Jr.
Executive Director


Arthur T. Doyle
Chairman

FALMOUTH HOUSING AUTHORITY, 115 SCRANTON AVENUE, FALMOUTH, MA

GENERAL SESSION

JUNE 11, 1991

MEMBERS PRESENT: Arthur T. Doyle, Chairman
Charles Haynes
Claire Maguire
William J. Ferzoco, Jr.
Paul Glynn

STAFF PRESENT: James F. Ridley, Jr. Executive Director
Ronald M. Lanoie, Deputy Director
Ethel M. Falconieri, Clerk

OTHERS PRESENT: Joanie Perry, The Enterprise
Don Marshall, Resident of Harborview
Burke McHugh, President, Harborview Tenants
Mae Hennebry, President, Salt Sea/Choate Tenants
M. Garvin, League of Women Voters
Paul Ruchinskaskas, Falmouth Housing Trust
Peter Kirwin, Falmouth Human Services

The General Session of the Board of Commissioners of the Falmouth Housing Authority convened at 10:10 a.m. in the Community Room of the Harborview Apartments. Roll call was taken. Mr. Ferzoco, here; Mrs. Maguire, here; Mr. Haynes, here; Mr. Doyle, here. Mr. Glynn, here.

Approval of Agenda
Mr. Haynes moved approval of the agenda with the addition of one item under New Business, a request by Ethel Ford for an increase in salary. Mrs. Maguire seconded the motion. 4 Ayes. 0 Nays. MOTION CARRIED

Approval of Minutes - Meeting of May 14, 1991
Mr. Haynes moved approval of the minutes of the meeting of May 14, 1991. Motion seconded by Mrs. Maguire. 4 Ayes. 0 Nays. MOTION CARRIED

Payment of Bills
Mr. Haynes moved approval of payment of bills. Mrs. Maguire seconded the motion. 4 Ayes. 0 Nays. MOTION CARRIED

OLD BUSINESS

Tenants Association
There were no issues to be discussed by representatives of the Tenants Association or the representative from the League of Women Voters.

Status of Chapter 705 Renovations
Discussion of the proposed renovations to the Chapter 705 houses was tabled until the committee monitoring the proposals had ample time to review the entire list of projects.

Status of Violations at Tatakot
The plans and specs are complete for the corrections to be made on the violations at Tatakot. Mr. Ridley will hand carry those along with the advertisement for the general contractor to HUD for their approval. The Authority can then advertise for the general contractor. The deadline is to have the funds obligated by June 30, 1991. The architect, Mr. Giampietro, will accompany Mr. Ridley for a meeting with Mr. Myers, the Chief Engineer and Architect for HUD.

Adelphia Cable Rates
Nothing has been determined on the cable rates as yet. Ms. Hastings did contact Mr. Ridley and she was to have set up an appointments starting with the Harborview residents to be interviewed in order to find out what they have, what they actually want and where any discrepancies may be. She had hoped to start this week. Mr. Ridley will try to contact Ms. Hastings again. Mr. Haynes attended a meeting with the Cablevision Committee for the Town of Falmouth. They will

put what pressure they can on this problem, but there may be very little they can do. Basic cable for Authority residents was to have been \$3.00 and other channels would cost an additional \$2.00.

Status of Chapter 689 Project

The project is on schedule. The building is completely enclosed and the interior work has begun. It is to be completed by July 25, 1991 barring any unforeseen problems.

Status of Request for Additional Certificate/Vouchers

The latest word is that the request will be included in the MOFA for the 1992 requirements. The authorities that were turned down are assured of first choice. It is assumed that we will get the 30 certificates and 20 vouchers that were requested. It may be the end of July before there is any definite word.

Legal Request to EOOD for Sale of 705's

The Chairman received a letter from Mr. Rauschenbach in response to the request that was made to sell several of the Chapter 705 houses that are uninhabitable. Mr. Rauschenbach had written a letter to the acting Secretary of EOOD endorsing that idea and asking them to let us know as soon as possible of their decision.

Report on Fuel Depot Availability

The Housing Authority is not involved in use of the Fuel Depot at this time. It would be difficult to control authorized use of the access card. However, there may be further word from Mr. Owens or Mr. Ellis of the DPW.

Approval of Union Negotiations Agreement

Mr. Doyle stated that there was some disagreement about what was said at the meeting held on May 29, 1991 and that the part that said "step increases will be automatic with the concurrence of their supervisor. If not concurred with, a grievance procedure will be in order." will be deleted. Inserted will be "details will be negotiated prior to contract time next year." There is no delay since this does not go into effect until next year and was not on the table for this year. An increase of 2 1/2% July 1, 1991 and 2 1/2% January 1, 1992 was finally negotiated instead of the 5% increase July 1, 1991 that was requested. This does not have any effect at all until approved by EOOD. Mr. Glynn requested that this item be moved to Executive Session for further discussion.

NEW BUSINESS

Mr. Ruchinskas, Executive Director, Falmouth Housing Trust

Mr. Ruchinskas had requested agenda time to discuss with the Board the site of a proposed SRO facility on land owned by the Authority adjacent to the Tatakett Apartments. This location is considered ideal for an SRO since it is near stores, transportation and possible employment opportunities for the residents. The Trust is asking if the Authority would consider selling or leasing the land, possibly an acre of the site, for the purpose of development. The Trust would be the developer, get the financing, oversee the construction. The Housing Trust would own the building and be responsible for management and the collecting of rent. The Housing Authority would apply for the certificates that make the project work and screen and process the applicants. Basically, Mr. Ruchinskas stated, they are asking the Authority to sponsor the concept and if the response is favorable, go to the next step getting whatever additional information required for the Trust to develop a proposal to bring back to this Board and the Board of the Housing Trust.

HUD has indicated they are not in favor of selling the property and allowing a private developer to build a facility on it which they would control. With permission from HUD, they could build on the property but it would not be their building, it would belong to the Authority. We would operate and manage it for them. HUD indicated this could be a problem for the Authority and in no case would they relinquish control of this property by turning it over to an outside developer. The Trust is considered an outside developer and this type of project would generate money for them.

Mr. Ferzoco questioned who would pick up the administrative costs if we did become involved. The Authority would get 7.65% determined by the Section 8 set asides. The Authority would collect the rents and do the accounting. Mr. Ferzoco said that essentially we would be picking up another problem. He does not believe that this proposal is compatible with present facilities and does not see a partnership possibility.

Mr. Kirwin explained with emphasis that the client group being proposed for this facility are low-income people who are without housing right now and that they are the responsibility for any public housing agency. The Trust is not looking at this as a profit making entity but must have management capability. Originally the Trust looked at the possibility of leasing the land from the Authority; the Trust would own the building that is on the land. The Authority would gain an economic benefit from the lease. The Authority would provide the certificates for the tenants. Since then, it has been discovered that HUD has some very stringent restrictions on the land.

What they are interested in now, according to Mr. Kirwin, is to get permission from the Board to further explore the feasibility of such an SRO operation on Authority owned property. To talk to HUD about any conditions under which they could work together with the local Housing Authority. In answer to Mr. Ferzoco's questions on clientele and who would be there, the Housing Trust would not be involved with this unless it were operated by on-site management. Currently, the Authority has no projects with on-site management. A project like this would bring on-site management staff to the Tatakot land. Mr. Kirwin again stated that they are looking for some sort of exploratory go-ahead without any commitment.

Mr. Glynn was of the opinion that there is a lot of land to be had in the local area and all of the Cape and questioned the Tatakot location. Perhaps it could be successful somewhere else.

Mr. Kirwin reiterated that what is sought is an agreement to go ahead and explore this further with no firm commitment. Mr. Doyle saw no problem with exploring this further because the Authority would be involved whether the Trust built on our land or somewhere else.

Mr. Glynn questioned whether or not the Authority was needed. The SRO could be built somewhere else, and they would be a separate entity. However, certificates are required to make the project possible and Mr. Kirwin referred to the Framingham's SRO's of which there are four. They work closely with the Framingham Housing Authority to obtain certificates which they must have to make the project fiscally feasible.

Mr. Ferzoco asked about the ages of prospective occupants - single, over 18 and according to Mr. Kirwin, under elderly age. Mr. Ferzoco felt there is a potential problem down the line and that the Authority should not get involved in it.

Mr. Kirwin stated Falmouth's problem is a problem for Barnstable too since they operate the only shelter for singles in the area - the NOAH shelter. When marginally employed, unable to afford local rents - they lose their job and the only place they can refer these singles to is the NOAH Shelter in Hyannis. Over 21 Falmouth residents per year have been using the Shelter for the last three years. We are sending our problems to Hyannis. Falmouth needs to take responsibility for the folks in Falmouth who cannot afford market rentals, who are single, who work or are in job training or on disability. They don't belong in elderly housing. They should be provided a managed, supervised location, an evening meal and someone who can refer them to social services, counseling when needed and provided with a stable permanent housing situation which is not available in Falmouth.

Mr. Doyle suggested that there is a definite need for SROs here as well as elsewhere. However, the location was not agreeable to the majority. Mr. Ferzoco and Mr. Glynn both think this would be the best time for the Trust to go look at pieces of land throughout the

town. Mr. Ferzoco stated firmly that he would not entertain the Tatakert site. Mr. Glynn indicated he was not in any hurry to approve it. Other questions were answered by both Mr. Ruchinskas and Mr. Kirwin regarding the length of stay at NOAH (18-22 months), the percentage of those employed (30%) and job training provided by J-Tech which lasts about a year.

Report on Section 8 Management Review Findings
The response to the Section 8 Management Review Findings will be submitted to HUD by Friday, June 14, 1991.

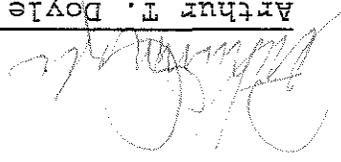
Resolution to Support NAHRO Furlough Action
Recent information indicated that their action on Governor Weld's proposal for furloughs is no longer under consideration.

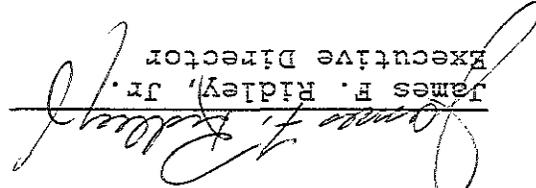
Rehab Bids for Chapter 705 House - 103 Turner Road
Mr. Ferzoco found improved efficiency in a complete package for renovating one house at a time. The sub-committee will approve each unit to be renovated. The only two to be renovated at this time are 24 Oak Street and 103 Turner Road. Mr. Ferzoco suggested meetings at 5 p.m.

Pay Raise, Ethel E. Ford
This request from Mrs. Ford, according to Mr. Lanole, is based on Merit and not pay grade to override the Union. It is based on her actual work accomplishments over the past year. The increase amounts to about 5%. During that time there were many procedural changes and Mrs. Ford took home with her with no request for overtime/extra compensation. It was a period of tremendous personal stress with additional pressure from Community Action, Inspectors, etc. and in each case, Mrs. Ford came out on top. Mr. Lanole stressed that this was a Merit increase.

Mr. Haynes moved to approve the increase from Step 1 to Step 2, Grade 4. Mrs. Maguire seconded the motion. 4 Ayes. 0 Nays. MOTION CARRIED

Meeting adjourned at 1105


Arthur T. Doyle
Chairman


James F. Ridley, Jr.
Executive Director

FALMOUTH HOUSING AUTHORITY, 115 SCRANTON AVENUE, FALMOUTH, MA

GENERAL SESSION

JULY 16, 1991

MEMBERS PRESENT:

Arthur T. Doyle, Chairman
Charles Haynes
Claire Maguire
William J. Ferzoco, Jr.
Paul Glynn

STAFF PRESENT:

James F. Ridley, Jr., Executive Director
Ronald M. Lanole, Deputy Director
Ethel M. Falconieri, Clerk

OTHERS PRESENT:

Frank Duffy, Counsel
Joanie Perry, The Enterprise
Don Marshall, Resident of Harborview
Burke McHugh, President, Harborview Tenants
Mae Hennebury, President, Salt Sea/Choate Tenants
M. Garvin, League of Women Voters
Kenneth and Eileen Wildes, Bayberry Residents
Patricia Reed, Bayberry Resident
James Caples, Resident, 2 Choate Lane
John Marotto, Fee Accountant

The General Session of the Board of Commissioners of the Falmouth Housing Authority convened at 10:00 a.m. in the Community Room of the Harborview Apartments. Roll call was taken. Mr. Ferzoco, here; Mrs. Maguire, here; Mr. Haynes, here; Mr. Doyle, here. Mr. Glynn, here.

Approval of Agenda

Mr. Haynes moved approval of the agenda with the addition of Election of Officers and the Operating Budget under Old Business. Mrs. Maguire seconded the motion. 4 Ayes. 0 Nays. MOTION CARRIED

Approval of Minutes - Meetings of June 5 and 11, 1991

Mr. Haynes moved approval of the minutes of the meeting of June 5 and 11, 1991. Motion seconded by Mrs. Maguire. 4 Ayes. 0 Nays. MOTION CARRIED

Payment of Bills

Mr. Haynes moved approval of payment of bills. Mrs. Maguire seconded the motion. 4 Ayes. 0 Nays. MOTION CARRIED

OLD BUSINESS

Election of Officers

Mr. Haynes moved that the slate of Officers of the Board of Commissioners stand as they are right now. Mr. Glynn seconded the motion. 4 Ayes. 0 Nays. MOTION CARRIED

Arthur T. Doyle, Chairman
 Paul C. Glynn, Vice Chairman
 Claire Maguire, Assistant Secretary
 William J. Ferzoco, Jr., Treasurer
 Charles G. Haynes, Assistant Treasurer

HUD Operating Budget

Mr. Marotto informed the Board that there are no budget guidelines available from the State so the budget for June 30, 1992 cannot be prepared. Basically, the State has told the Authority to spend at last years level. However, he stated another 1.25% must be cut off the non-utility portion of the budget. Last year authorities were required to cut 5% but because the guidelines were so late coming out, it required that only 3.75% be cut and the other 1.25% would be made up in the FYE92 Budget. Mr. Marotto has tried to project that cut on the budget under review. He also indicated that there may be other changes necessary later on. The Admin Fee which supports the Chapter 707 Program is under constant reduction; from \$45 per unit per month to \$36, and the new State 92 Budget might possibly show the admin fee at \$15 a month. Right now the Authority is at \$36 per unit per month; that \$15 would represent between \$40/50,000 in cuts.

This would mean a reduction in personnel as the only possibility since there are fixed costs as far as maintenance, contracts, etc. The \$15 Admin Fee would have a major impact not only on the Cape but all over. There are 247 Chapter 707 houses so it would be a substantial cut. Mr. Marotto said the Authority has a pretty decent reserve amounting to about \$45,000. He added that excess reserves have already been recaptured by the State in other areas. As far as as the 667 and 705 programs go, our reserves are not in very good shape so he is not concerned about any recapture there. Chapter 707 has no maximum or minimum reserve. Housing Authorities generally use the 707 reserve to supplement other programs (with approval). However, there is always the possibility the reserve could be recaptured.

Mr. Glynn questioned whether we should anticipate a larger cut - rather than the 1 1/2%. The 1 1/2% Mr. Marotto explained is on the locally owned - the 667 and 705 programs. Between the reserve and the cut, we could make it another year with the 707 Program, but that would be about it. Mr. Ferzoco suggested planning immediately for any cuts to be made and not anticipating use of the reserve. Efforts are being made to get the budget guidelines out in early August so that budgets can be prepared in September. HUD will pay their fair share on a unit pro-ration basis. Each agency wants to

see the total dollars in the pro-ration of costs.

Mr. Ridley stated that the State has already pulled \$13,500 out of the capital reserve of 707. When the check was mailed for the subsidy, it was already reduced by that amount. They haven't touched the 707 Operating Reserve yet but they could. When questioned by Mr. Ferzoco, Mr. Marotto said that he would be aggressive in using it and would spend it to supplement refrigerators, stoves etc. with the necessary approval first.

The admin salary schedule would have to be carefully reviewed. Maintenance would not be considered since they have nothing to do with the 707 Program. Benefits would also be subject to scrutiny. If personnel must be laid off, there will be no overtime. Part-time employees would go before Union employees. Also, the possibility of going contract on an on-call basis.

Mr. Ridley referenced the payment to the state (\$2,285.41) on the furlough days off which does not include HUD funds. That is the amount to be turned over to the State.

Mr. Marotto stated that there is approximately \$18,510 that will be made and go into the Reserve to help build the Reserve. That will be at about \$96,000 June 30, 1992 which is well above the minimum of \$70,000. He stated the hurting programs are 667 and 705 which may be worse after the guidelines are received. The last payment of \$7,800 was made on the debt service with Mortgage Credit from the Section 8 reserve. That cleans out the \$146,000 that had to be paid off from five years ago.

When Mr. Doyle asked if there were any questions on the budget, Mr. Haynes asked Mr. Marotto when he was coming down again. He said they want to plan a special meeting so they can go over the State budget with him. Much preparation and forethought is seen in future budget planning. It's also anticipated that residents may have to pick up some of the maintenance programs in the Federal buildings. Mr. Marotto indicated that many changes are forthcoming.

Tenants Association

There were no issues to be discussed by representatives of the Tenants Association or the representative from the League of Women Voters. Mr. McHugh, President of the Harborview Tenants Association, did mention that several residents had contacted him concerning a rumor that Adelphia Cable may be looking for an increase in rates. Mr. Ridley told the representatives of the Tenants Association that Ms. Hastings was awaiting completion of a survey to see what is on each line then she could contact each resident concerning their individual problem. There is no guarantee that legal action would be successful according to Mr. Duffy. The Housing Authority has the contract for the basic \$3.00 fee. Ms. Hennebry stated that tenants are still being billed another \$2.00 per month over and above the basic service. Mr. Ridley suggested sending a certified letter in order to obtain a response from Adelphia. Mr. McHugh suggested the Bulletin Board be noted on the way out concerning the Harborview Chicken Barbecue on August 10 at 5 P.M.

Status of Chapter 705 Renovations

The resident moving into 4 White Pine Lane has been notified and will be in place no later than August 5, 1991. Work will then commence on the 4-bedroom house at 24 Oak Street. There is a contract which has been approved for the roof. After that, 86 Meredith Drive will be contracted out. Mr. Ferzoco is looking for a complete status report brought forward each month showing disbursements in previous months rather than just showing a balance forward.

Status of Violations at Tataket

HUD has received, reviewed and approved the award of a contract to Benn Construction in the amount of \$23,439 for the handicapped modifications at Tataket Apartments. One of the handicapped apartments has an air conditioner in the window; they are changing that with no change in the price of the contract. The other windows will be sliders.

Status of Chapter 689 Project

This project is about 88% complete and should be completed September 15, 1991. At that time, the contractor who will be paid by HUD, will be in place and manage this Program. There is a HUD grant that takes care of this program where management is involved. HUD must also give their approval on the contractor operating this facility. Sometime in October there may be a grand opening. A garage has also been authorized for use by the Authority. E OCD is financing the construction of this building along with the Department of Mental Health. The HUD grant is for management.

Status of Request for Additional Certificate/Vouchers

The Authority has been turned down on their request for additional certificates and vouchers. No one on the Cape has received any. Bourne and Orleans have had no word yet.

Legal Request to E OCD for Sale of 705's

The Transitional Housing Demonstration Project is looking into these houses right now for possible conversion to assist homeless AFDC households.

Report on Fuel Depot Availability

The Housing Authority has received approval for use of the Fuel Depot.

Furlough Payment to the State

The furlough payment to the State, \$2,285.41, has been worked out and the demand is on us now. All that is required is Board approval for this amount.

NEW BUSINESS

Designation of FHA for Administration of All Section 8 Certificates

House Rule 1177 concerns non-profit agencies. Approximately 41 families have been housed in the town of Falmouth by a non-profit agency. They would be required to turn those certificates over to the Falmouth Housing Authority for administration. Originally, the non-profit agencies were to take care of those towns not having a housing authority, but gradually control slipped. The Authority presently has 287. The admin fee of 7.65% amounts to about \$55 per month per unit. Mr. Haynes moved approval of this request to HUD. Motion seconded by Mrs. Maguire. 4 Ayes. 0 Nays. MOTION CARRIED

There is a total of about 1900 Chapter 707 families on the Cape.

Section 8 NOFA FY92

The application has been prepared and will be sent to HUD. It will be similar to the preparation of last year. The State is asking the Federal Government to take over the 707's with Section 8 Certificates. Mr. Ridley will be asking for 50 certificates and 25 vouchers.

Section 8 Admin Plan

Copies of the Section 8 Admin Plan have been prepared for HUD and the commissioners. Three copies will go to HUD. These will last for three to four years. Mrs. Maguire made the motion to approve the Section 8 Admin Plan. Seconded by Mr. Haynes. 4 Ayes. 0 Nays. MOTION CARRIED

CPA Accounting Contract

Three proposals are required and we only have two. The same is required for Legal Counsel. Mr. Haynes moved these proposals be postponed to next meeting. Mrs. Maguire seconded the motion. 4 Ayes. 0 Nays. MOTION CARRIED

Meeting adjourned at 1100


James F. Ridley, Jr.
Executive Director


Arthur T. Doyle
Chairman

FALMOUTH HOUSING AUTHORITY, 115 SCRANTON AVENUE, FALMOUTH, MA

GENERAL SESSION AUGUST 13, 1991

MEMBERS PRESENT: Arthur T. Doyle, Chairman
Charles Haynes
Claire Maguire
William J. Ferzoco, Jr.
Paul Glynn

STAFF PRESENT: James F. Ridley, Jr. Executive Director
Ronald M. Lanoie, Deputy Director
Ethel M. Falconieri, Clerk

OTHERS PRESENT: Frank Duffy, Counsel
Joanie Perry, The Enterprize
M. Garvin, League of Women Voters
John Marotto, Fee Accountant
Elsa Newman, Landlord
Madeline Felker, Tenant, Tataketa Apartments

The General Session of the Board of Commissioners of the Falmouth Housing Authority convened at 10:00 a.m. in the Community Room of the Harborview Apartments. Roll call was taken. Mr. Ferzoco, here; Mrs. Maguire, here; Mr. Haynes, here; Mr. Doyle, here. Mr. Glynn, here.

Approval of Agenda
Mr. Haynes moved approval of the agenda as printed. Mrs. Maguire seconded the motion. 4 Ayes. 0 Nays. MOTION CARRIED

Approval of Minutes - Meeting of July 16, 1991
Mr. Haynes moved approval of the minutes of the meeting of July 16, 1991. Motion seconded by Mrs. Maguire. 4 Ayes. 0 Nays. MOTION CARRIED

Payment of Bills
Mr. Haynes moved approval of payment of bills. Mrs. Maguire seconded the motion. 4 Ayes. 0 Nays. MOTION CARRIED

OLD BUSINESS

Tenants Association
There were no representatives from the Tenants Associations present.

Status of Chapter 705 Renovations
Board members were advised that 4 White Pine Lane is complete and was occupied as of August 2, 1991. The house at 12 Montauk Street is also complete and was occupied as of August 1, 1991. The other units are in various stages of contract.

Status of Violations at Tataketa
Change Order No. 1 submitted August 12, 1991 for additional MOD money is well within the funds which are available. This will take care of undersize bedroom doors and also the concrete extension for the second means of egress. The Change Order is estimated to be approximately \$11,000. The modifications must be complete not later than September 30, 1991. A letter has gone forward to HUD seeking their approval. Mr. Haynes asked if the doors were a legal requirement and was assured they were. It was surprising that Mr. Axelrod, who designed both Harborview and Tataketa, did not consider the bedroom doors of the handicapped apartments in the Tataketa building.

Mr. Doyle inquired about the digging that was going around the Tataketa building and was advised of an oil leak that was generated through a leaking connection in the fuel line. Some of the fuel had leaked into the soil and had to be removed. It will cost about \$5-6,000 for removal of the dirt (it must stand for 60 days) and then have it refilled with clean soil. It is to be tested with a meter before loading into barrels for removal. HUD is aware of the problem and

wants to be kept informed.

Mr. Ferzoco requested time to comment on the Chapter 705 Program in Executive Session so as not to hold up the General Session.

Adelphia Cable Rates

A notice was published in a recent edition of the Residents Newsletter showing Cable Service rates for Authority residents. A representative from Adelphia will be available August 14, 1991 in the Community Room of Harborview to answer any questions residents may have concerning their cable and the rates. Mr. Haynes commented that the rates shown still do not account for the extra \$2.00 charged Mrs. Hennebry when she has only the basic service. (She receives only the 13 channels.)

Status of Chapter 689 Project

The Chapter 689 is approximately 95% complete. The punch list must be reviewed and corrected by September 15, 1991. There is no confirmation on the contractor who will manage the facility as yet. The approval must come from HUD for the grant; normally it is received at the last minute according to the Department of Mental Health. The garage which was to be used by the maintenance department of the Authority has been turned down; the pad is there. Davenport will build the garage for \$7,200; Mr. Ridley is seeking approval to have this done. (There is no reserve money in the Chapter 689 account as suggested for possible use by EOCD.)

Status of Request for Additional Certificate/Vouchers

There was one more form that had to be signed and returned to HUD; this was a form certifying that employees work in a drug-free work place.

Legal Request to EOCD for Sale of 705's

There is no further word on this request.

Report on Fuel Depot Availability

Cards were received on August 12, 1991. There is a card for each of the four vehicles and cards have been issued to the four drivers. There are instructions on how to use the facility. A printout will be received each month and will identify the user and the amount of fuel received by date.

Approval of HUD Budget 47-004/005

The HUD Budget was submitted on July 2, 1991 and was returned on July 18, 1991 approved.

Contract for Accounting Services

There was only one bid received and that was from John Marotto. It has been learned since then that Under Chapter 30B there is no longer a requirement for bids/proposals on financial, insurance or legal contracts. Mr. Haynes moved approval of Mr. Marotto for accounting services. Mrs. Maguire seconded the motion. 4 Ayes. 0 Nays. MOTION CARRIED

Contract for Legal Services

There were two proposals for legal services. One from Mr. Duffy and the other from Jane Davis. Mr. Duffy's proposal was received early in July and the one from Ms. Davis on July 26, 1991. The close out date for this proposal was noon, August 12, 1991. The Commissioners agreed with Mr. Ferzoco that further time was needed to review both proposals for legal services. At the suggestion of Mr. Haynes both parties will be notified of a Special Meeting to be held next Tuesday, August 20, 1991 if they are interested in attending.

NOFA FY1991 (Section 8)

We have asked for 30 Certificates and 20 Vouchers (the maximum number which could be requested) and may not have word on them until the end of September or first part of October.

NEW BUSINESS

Personal Property Abandonment Policy

There was a problem recently with an apartment which had been abandoned and some of the furnishings which were held for 30 days or more.

John Marotto, Budget
Mr. Marotto explained that this fiscal year was budgeted based on the \$45 Admin Fee (June 1991). The cut was anticipated when it went from \$40 to \$36; however, as of August 1 they are paying only \$15 per unit. Total anticipated cut in the Admin fees would be about \$72,000. Authorization has just been received, according to Mr. Ridley, that the Admin Fee for the month of August would be \$25 per unit. Mr. Doyle questioned the possibility of a reduction in the RMR - and how much it would affect the tenant. At this time the tenant pays 25% of gross annual income towards the rent and it is now going to 27%. It also involves the utility allowance according to Mr. Ridley;

Mr. Glyn had some questions on the Admin Fee which supports the Chapter 707 Program. Mr. Ridley explained that the maintenance people do not work on 707 houses; they work on Chapter 705 and the 667-1/2/3 units. Funds from HUD maintain Harborview and Tatakot. Monies generated through the Chapter 707 Admin Fee are used to support maintenance programs for the Chapter 705 and 667-1/2/3 units. Terminated certificates of the 707 Program cannot be used again - 18 have been lost, but they are in escrow. It appears that the Authority could anticipate a shortfall of \$72,000. It may possibly only last a year according to our local representatives but something must be done to prepare for eventual loss of Admin Fees. For the present, Mr. Doyle suggested that any proposals affecting personnel be set aside; it will be further discussed with Mr. Lanole, Mr. Doyle, Mr. Haynes and Mr. Ridley as a sub-committee.

Mr. Haynes brought up the subject of the Union Contract and negotiations involving the on-call fee. There was an insert in the contract that anyone hired after a certain date could be assigned different work-week hours - such as a Tuesday through Saturday; i.e. their work week would cover weekends. It was agreed that those on the negotiating committee that worked on the Union Contract also work with Mr. Ridley on the personnel committee and then report to the full board. (Mr. Doyle and Mr. Haynes worked on the Union Contract negotiations.)

Mr. Glyn also questioned the subject of Budget Cut Proposals to be discussed in Executive Session and was advised by Mr. Duffy that it should be in the General Session since it did not involve discipline or termination of an individual. This item is considered a sensitive area and is only a proposal at present. Mr. Glyn recommended that a sub-committee for personnel be established since any proposals might involve specific personnel in a reduction in force.

Mr. Perzoco wanted to discuss further the format for expenditures on the various 705 houses since this is a current monthly call. Mr. Glyn suggested the sub-committee meet and copies of the results made available to the commissioners.

Chapter 705 Rehab

There were six different companies that submitted bids. Two of the companies came in at the same price. Canal Fuel at .6999 and Falmouth Coal at .6999. Falmouth Coal provided us with fuel last year and maintained a year of good service. Mr. Haynes moved to accept the bid of Falmouth Coal. Mr. Glyn seconded the motion. 4 Ayes. 0 Nays. MOTION CARRIED

Fuel Oil Bids

Mr. Duffy has a letter from the plaintiff's attorney indicating he is willing to settle for \$875,000. On 30 July Mr. Duffy wrote to Cape Medical Supply to confirm that the chair had been repossessed. Mr. Duffy is in the process of preparing an affidavit confirming this. Mr. Duffy suggested nothing be done until the affidavit is received.

However, there were some items which could not be held for sanitary reasons and had to go to the disposal area. Pictures were taken which were in Mr. Duffy's possession and shown to the commissioners. The person involved was evicted. There was a question over the wheelchair which was picked up by the Health Aids Association because payments on the chair had not been made. The person is claiming loss of the chair. He has put in a suit against the Authority for \$1,500.

that, in the past, was a deduction for the tenant who will now have to pay utilities.

The Chapter 707 program was cut from \$110,000,000 to \$70,000,000 which is a \$40,000,000 cut. The language was such that the Admin Fee could not be more than 5%. Mr. Marotto suggested that \$36 would be a fair Admin fee. He suggested using the 707 reserve to supplement the Admin Fee if permission is granted. There are no guidelines for use of the 707 reserve. Mr. Marotto does not think they would call back the reserve money at this point and is fairly sure that we would be allowed to use the reserve money. He has talked to Mr. Paul Johnson at EOCB and he is in agreement that the Admin Fee should be at \$36; however, we could live with \$30 but reduced to \$15 per unit, could cost the loss of one position, possibly two.

Mr. Marotto suggested looking at the pro-rations and perhaps a little more could be charged to HUD. The Section 8 has a \$65,000 Operating Reserve. HUD says this reserve is for housing authority purposes in broad language - Mr. Marotto feels this could be utilized to supplement the Chapter 707 Leased Housing Program. Mr. Ferzoco wondered how far that allocation could be pushed. Mr. Marotto explained that we base our allocations on bedrooms whereas HUD feels it should be based on units. There is \$65,000 in the HUD Operating Reserve plus \$19,000 in the 009 which is the one that we were forced to split off in the Renewal Program - so there are really two Section 8 Programs now. According to Mr. Ridley there is about \$7,800 due HUD to clear up the final payment to HUD's Mortgage Credit Account.

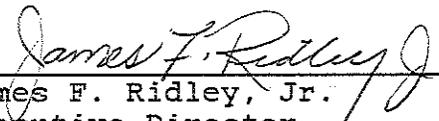
Mr. Marotto suggested writing to HUD on the Section 8 Reserve citing the regulation that says it is for Housing Authority purposes. It would be a one-year bail out. It would not be a solution, but would help. Maintenance salaries come from a combination - it can be either directly HUD or a combination. It all depends on the pro-ration.

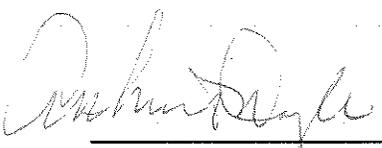
Mr. Ridley mentioned the meeting he had attended recently with Secretary Pat Eldridge and Senator Rauschenbach and it was recommended that perhaps we could survive on \$30 per unit. HUD, it appears, is very protective of reserve monies and specifically that HUD monies not be used for state purposes. There is another problem to be encountered. Effective October 1, 1991 there is a \$40 cut in the 2-BR FMR, \$50 in the 3-BR FMR, and \$60 in the 4-BR FMR.

Mr. Ferzoco questioned whether they would see what the net shortfall is using different allocation methods. Mr. Marotto could give a ball-park figure but cautioned that HUD would be monitoring their programs closely.

Senator Rauschenbach and Representative Cahir are putting a "position paper" out to be presented to the Senate. The House is out until September 3, 1991 but meanwhile alternatives are being formulated.

Meeting adjourned at 1110


James F. Ridley, Jr.
Executive Director


Arthur T. Doyle
Chairman

FALMOUTH HOUSING AUTHORITY, 115 SCRANTON AVENUE, FALMOUTH, MA

SPECIAL SESSION

AUGUST 27, 1991

MEMBERS PRESENT: Arthur T. Doyle, Chairman
Charles G. Haynes
Paul C. Glynn
Claire Maguire

MEMBERS ABSENT: William J. Ferzoco, Jr.

STAFF PRESENT: James F. Ridley, Jr., Executive Director
Ronald M. Lanoie, Deputy Director
Ethel M. Falconieri, Clerk
OTHERS PRESENT: Frank Duffy, Counsel

The Special Session of the Board of Commissioners of the Falmouth Housing Authority convened at 10:00 a.m. in the Community Room of the Harborview Apartments. Roll call was taken. Mrs. Maguire, here. Mr. Haynes, here; Mr. Doyle, here; Paul Glynn, here. Mr. Ferzoco was absent.

Approval of the Agenda
Mr. Haynes moved the agenda approved as written. Mrs. Maguire seconded the motion. 3 Ayes. 0 Nays. 1 Absent. MOTION CARRIED

OLD BUSINESS

Legal Contract
There were no questions on the legal contract. Mr. Haynes moved approval of Mr. Duffy to handle the legal contract for one year for everything except labor. Mr. Glynn seconded the motion. 3 Ayes. 0 Nays. 1 Absent. MOTION CARRIED

Mr. Glynn questioned how binding the contract was. Mr. Duffy stated that was no problem at all, "I view a contract for legal services be it for a year or two or three years as terminable by either party." Mr. Duffy will handle evictions if need be.

Ms. Jane Davis will be hired for labor negotiations on the Union Contract. Evictions that are pending through Ms. Davis's office right now will be handled by Ms. Davis.

Personal Property Abandonment Resolution
Mr. Haynes moved approval of a resolution for Personal Property Abandonment Policy pending approval of counsel. Seconded by Claire Maguire. 3 Ayes. 0 Nays. 1 Absent. MOTION CARRIED

Budget Cutdowns
Mr. Doyle advised members of the recommendations of the subcommittee (Mr. Doyle, Mr. Haynes, Fee Accountant and Mr. Ridley) on the budget cutbacks as discussed at a meeting on 13 August 1991. They are:

(1) Set aside \$40,000 of the Bond Sinking Fund monies to negate the possibility of layoffs.
Mr. Glynn was in favor of this idea.

(2) Request to use 50% of the Chapter 707 Operating Reserve
The last person that was hired in maintenance would be put on weekend hours which would eliminate the on-call fee and overtime. Anyone hired after a certain date as specified in the Union Contract (February 24, 1986) would have work hours of Friday through Tuesday which would be a 40-hour week.

(3) The Bond Sinking Fund monies cannot be touched by EOC as they were awarded to the Authority by vote of the Town. In effect this will only postpone repairs to the 705 houses for a year - hopefully. Mr. Lanoie said that some of the interest money could go to the 705's since fairly good interest is being received.

Discussion followed on charges made to one of our telephones which was in use by the Bayberry Tenants Association. The charges are being worked on by New England Telephone who will credit the Authority for the overcharges.

Hurricane Damages
On August 23, 1991, Mr. Ridley and Mr. Lanoie made an assessment of damages at the various locations of Authority property and found a great deal of damage to fencing. The insurance company has been contacted and they feel the Authority will be reimbursed for the fencing.

The house on White Pine Lane which had just been renovated suffered damage from a tree from a neighbor's property that fell onto the house - the limbs were cut and the roof patched up as soon as possible. The insurance company said that it was our problem. Mr. Duffy said it was cheaper for our insurance company to handle the problem since the tree that caused the damage came from the neighbor's property.

Pending Court Case - Richard Halpern

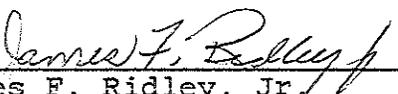
The case was originally scheduled for Wednesday but there was no court due to the hurricane. The court will be contacting Mr. Duffy with a new date for the hearing.

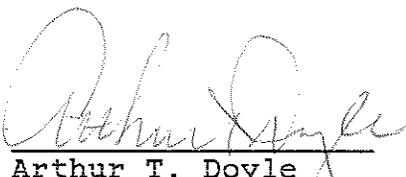
Mr. Duffy has information on the Almeida case from Cape Medical which was received the Friday before the hurricane. They indicated that they did repossess the chair from Mr. Almeida about the same time frame being discussed. Mr. Duffy will bring the documents over to Mr. Ridley for a further discussion to ascertain whether or not it is the same chair.

Mr. Ridley said there would be two other cases which they would be going to on the 29 August 1991. These concerned the eviction of Mr. Illgen and Timothy Dimmock.

Mr. Dimmock had a generator running at his house (14 Ashton Drive) which is a violation of the Building Code. ComElectric was contacted to place the electric bill in the Authority's name effective August 15, 1991. The electric company notified the Authority that due to damage to the meter box, they would not install the new meter until the box was replaced. The contract electrician for the Authority replaced the box, the cost of which will be charged to Mr. Dimmock. It is alleged that Mr. Dimmock owes the utility company something around \$2,000. Mr. Lanoie said that the light bill was in Dimmock's sons' name.

Meeting adjourned at 1015.


James F. Ridley, Jr.
Executive Director


Arthur T. Doyle
Chairman

FALMOUTH HOUSING AUTHORITY, 115 SCRANTON AVENUE, FALMOUTH, MA

GENERAL SESSION

SEPTEMBER 10, 1991

MEMBERS PRESENT: Arthur T. Doyle, Chairman
Charles Haynes
Claire Maguire
William J. Ferzoco, Jr.

MEMBERS ABSENT: Paul Glynn

STAFF PRESENT: James F. Ridley, Jr. Executive Director
Ethel M. Falconieri, Clerk

STAFF ABSENT: Ronald M. Lanoie, Deputy Director

OTHERS PRESENT: Don Marshall, Resident, Harborview

The General Session of the Board of Commissioners of the Falmouth Housing Authority convened at 10:00 a.m. in the Community Room of the Harborview Apartments. Roll call was taken. Mr. Ferzoco, here; Mrs. Maguire, here; Mr. Haynes, here; Mr. Doyle, here. Mr. Glynn was absent.

Approval of Agenda

There were several items to be added to the Agenda: the telephone bill at Rose Morin, the maintenance contract and the resolutions as proposed by NAHRO. Mr. Haynes moved approval of the Agenda as amended. Mr. Ferzoco seconded the motion. 3 Ayes. 0 Nays. 1 Absent.
MOTION CARRIED

Approval of Minutes - Regular Meeting of August 13, 1991

Mr. Haynes moved approval of the minutes of the meeting of August 13, 1991 and the Special Meeting of August 27, 1991. Motion seconded by Mrs. Maguire. 3 Ayes. 0 Nays. 1 Absent. MOTION CARRIED

Payment of Bills

Mr. Haynes moved approval of payment of bills. Mrs. Maguire seconded the motion. 3 Ayes. 0 Nays. 1 Absent. MOTION CARRIED

OLD BUSINESS

Tenants Association

There were no representatives from the Tenants Associations present.

Status of Chapter 705 Renovations

Mr. Ferzoco said that we have \$25,000 (if the frozen funds amounting to \$40,000 are subtracted) to be used for additional renovation of the Chapter 705 houses. There is \$11,000 in Accounts Payable, leaving \$13,000. Mr. Ferzoco proposed that we not start any additional homes and just use the \$13,000 to complete houses already under way until there is some positive outlook on funding and we can see where we stand. Mr. Haynes seconded Mr. Ferzoco's motion. 3 Ayes. 0 Nays. 1 Absent. MOTION CARRIED

The Board agreed that the \$40,000 will be left where it is now since it is collecting interest and the auditor (fee accountant) is authorized to use that sum as needed.

Status of Violations at Tatakot

At the present time there is a contract in being for the curb cut and the bathroom doors and windows. We are awaiting approval of a change order to do the bedroom doors. Windows, doors and curb cut are all set; Benn Construction is ready to go on that since the windows and doors are on hand. That work should be complete in about two weeks. They need the bedroom doors and have been asked to do some concrete work on the outside at the second means of egress and also increase the width of the sidewalk. HUD wants us to go out on a second bid for that because it amounts to more than 50% of the original contract by including that and the bedroom doors. This is against the rules on procurement. We are required to go out on a small business bid for that contract.

Status of Chapter 689 Project

The Chapter 689 Project is about 97% complete - the rugs are being installed on the second floor. The kitchen cabinets are in; the toilet facilities are in but not installed. It should be completed by next week. There is still no contract to operate the facility. The money is coming from HUD and there is a contractor proposed for management (Mr. Raymond Mason).

Telephone at Rose Morin

The telephone for the use of the Bayberry Tenants Association has been a problem for the Authority because of a mix-up and crossover in the telephone lines in the area of the 711 store. Jack in the Beansstalk, Calfie Insurance and several others making calls were all being charged to the line that Mr. Sylvia has for the Tenants Association. Mr. Ridley is recommending that the telephone be removed; there is about a \$600 bill involved and the telephone company is only willing to credit the Authority with \$100. Complete reimbursement is requested by the Authority since it is not our responsibility. The telephone company is blaming Adelpia Cable for the problem. Mr. Ridley recommended that we reimburse Mr. Sylvia for any official calls charged to his home phone. Mr. Haynes moved that the telephone at Rose Morin be eliminated and that Mr. Sylvia be reimbursed for any official calls made from his home phone. Mrs. Maguire seconded the motion. 3 Ayes. 0 Nays. 1 Absent. MOTION CARRIED

Maintenance Contract

According to Mr. Doyle Article VIII "Hours of Work" shall be consecutive. The regular work week shall be Monday through Friday for all employees employed as of February 24, 1986. Those employed after that date

can be assigned work hours by the Executive Director. Mr. Doyle asked if the "on-call" is contained in the contract. EOCB would like to see the "on-call" fee removed from the Union Contract. However, we will have to wait until the new contract is negotiated in 1992.

Mr. Haynes moved that the last person hired have a work week commencing Wednesday through Sunday. Mr. Ferzoco seconded the motion. If the last person that was hired objects we could ask for a volunteer. 3 Ayes. 0 Nays. 1 Absent. MOTION CARRIED

This point will be brought to the attention of Ms. Davis to verify correct contract procedure.

Request to Use 50% of Chapter 707 Operating Reserve for Budget

The request to use 50% of the Operating Reserve to reduce the Budget was made official on a motion made by Mr. Haynes and seconded by Mr. Ferzoco. 3 Ayes. 0 Nays. 1 Absent. MOTION CARRIED

Update on the Chapter 707 Program

At a NAHRO meeting attended by the Executive Director last Thursday, the outlook was not good. Mr. Finneran and the Finance Committee have passed the word out to the house that next year's budget for the Chapter 707 Program will be cut by half of what it is this year; from \$70,000,000 to \$35,000,000. There are about 19,000 707 Certificates out and approximately 8,000 more Vouchers and set-asides that will be affected. As a result, two resolutions have been made and a letter proposed for the Town Manager to sign and forward to the Regional Administrator for HUD to support our Program here.

Certificate holders will be homeless and there are no Section 8 Certificates to take over. The resolutions to be determined by this Board relate to the Section 8's Certificates which the non-profit agencies have in our area (about 45+); they will not tell us how many they have in the Town of Falmouth. These units affect us since we do not know who is living in the houses and these families call this office for assistance. The Board is to vote on reaffirmation of control over the Section 8 Certificates in this area. The Admin Fees would provide some help with the loss of some of the 707 Admin Fees.

Mr. Haynes moved to approve Resolutions 91-021 and 91-022 Expressing Dissatisfaction with Dual Administration of the Section 8 Certificate Program and Affirmation of Responsibility for Local Control of the Section 8 Assisted Housing Program. 3 Ayes. 0 Nays. 1 Absent. MOTION CARRIED

Resolution to Limit Handicapped to 10% in Elderly Housing

Mr. Haynes moved approval of a resolution to limit to 10% the number of handicapped living in elderly housing. Mr. Maguire seconded the motion. 3 Ayes. 0 Nays. 1 Absent. MOTION CARRIED

Don Marshall, Resident of Harborview

Mr. Marshall brought up the problem of a series of breakins due to inadequate lighting in the parking lot. One of the new residents sustained \$3,000 worth of damage. Mr. Ferzoco inquired as to why this had not been brought to the attention of the Board before. Mr. Ridley said that it had, that the ballast for the lights has been on order through Falmouth Electric for three months. They are a difficult ballast to obtain since these lights are seven years old. Not long ago they had all been replaced and shortly after that they were going out again.

The open fence between our parking lot and access to DiAngelo's is open all the time and Mr. Ridley suggested it be locked up at night and opened in the morning which could possibly deter some of the vandalism. Tenants are afraid to go out after dark because of inappropriate activity in the parking lot. ComElectric will not assist with the lighting problem because it is private property. Mr. Ferzoco suggested mercury lights since the present ones are less than efficient. Mr. Haynes suggested contacting the electrician for his opinion of a certain light as shown in a catalogue at a price of \$28 each.

Mr. Marshall was also interested in clarification of the on-call. He was informed it was only to do with regular staff and a proposed change in work days to eliminate the on-call. Emergencies would still be taken on call out.

In reference to the Chapter 689 Project, Mr. Marshall wanted to know if anyone had checked the accessibility of that project. He was advised that lower floors are accessible, the upper floors are not required. He said it needs new handles on the front and back. Mr. Ridley advised him it will be taken care of.

Meeting adjourned at 1030.

James F. Ridley, Jr.
James F. Ridley, Jr.
Executive Director

Arthur T. Doyle
Arthur T. Doyle
Chairman

FALMOUTH HOUSING AUTHORITY, 115 SCRANTON AVENUE, FALMOUTH, MA

GENERAL SESSION

OCTOBER 8, 1991

MEMBERS PRESENT:

Arthur T. Doyle, Chairman
Charles Haynes
Claire Maguire
Paul Glynn

MEMBERS ABSENT:

William J. Ferzoco, Jr.

STAFF PRESENT:

James F. Ridley, Jr. Executive Director
Ronald M. Lanoie, Deputy Director
Ethel M. Falconieri, Clerk

OTHERS PRESENT:

Raymond Mason, Family Continuity Program, DMH
Lee Canto Kelsey, Family Continuity Program, DMH
Commissioner, Harwich Housing Authority
Jerry Dockety, Family Continuity Program, DMH
Howard Bakerson, South Shore Dep't Mental Health
Paul Anderson, Cape Cod Times
Richard Latimer, Attorney for Bayberry Tenants
John T. Durand, Special Programs Administrator,
Mass. Union of Public Housing Tenants
Fred Sylvia, President, Bayberry Tenants Association
Jan Moore, Treasurer, Bayberry Tenants Association
Elaine Andrade, Secretary, Bayberry Tenants Association
Gertrude Fellows, President, Harborview Tenants
Billie Garvin, League of Women Voters

The general session of the Board of Commissioners of the Falmouth Housing Authority convened at 10:00 a.m. in the Community Room of the Harborview Apartments. Roll call was taken. Mrs. Maguire, here; Mr. Haynes, here; Mr. Doyle, here. Mr. Glynn, here. Mr. Ferzoco was absent.

Approval of Agenda

Mr. Haynes moved the Agenda approved as printed. Mrs. Maguire seconded the motion. 3 Ayes. 0 Nays. 1 Absent. MOTION CARRIED

Approval of Minutes - Meeting of September 10, 1991.

Mr. Haynes moved approval of the minutes of the meeting of September 10, 1991. Motion seconded by Mrs. Maguire. 3 Ayes. 0 Nays. 1 Absent. MOTION CARRIED

Payment of Bills

Mr. Haynes moved approval of payment of bills. Mrs. Maguire seconded the motion. 3 Ayes. 0 Nays. 1 Absent. MOTION CARRIED

OLD BUSINESS

Tenants Association

Mr. Richard Latimer, attorney representing the Bayberry Tenants Association, referred to his letter of October 4, 1991 addressed to the Executive Director in which he requested agenda time for the purpose of reconsideration and revocation of the Board vote taken on September 10, 1991 regarding removal of the telephone at Rose Morin. The vote was taken on recommendation of the Executive Director that the telephone be removed because of the \$600 bill involved. The excessive charges on the telephone bill were due to crossed lines with local agencies making 900 and other calls. Mr. Latimer requested "Any bills/charges incurred by this triumverate (the three officers of the Bayberry Tenants Association) having access to that office, any bills that actually went over that telephone and are chargeable to them, will be paid in full. What the Tenants Association will not do, they will not pay any charges made by Mr. Burke, Jack in the Beanstalk, Adelpia Cable. In order for this association to reimburse those bills, give them a copy of the bills each month, if there is anything over \$16.75 or \$16.23, it will be paid."

Mr. Doyle stated that the Association would account for any money that was spent on their behalf. The Authority pays the bills and has a right to question the bills.

Mr. Haynes moved that the phone be put back in for the basic fee, and anything over and above that will be paid by the association. Any bills will be approved by Mr. Sylvia, or another officer of the Association. Mr. Glynn seconded the motion. 3 Ayes. 0 Nays. 1 Absent. MOTION CARRIED

Mr. Sylvia was reminded that his budget should have been in in July.

Chapter 689 Project Representatives

Representatives of the Chapter 689 Project introduced themselves to the Board. Mr. Raymond Mason, Executive Director, Family Continuity Program; Ms. Lee Canto Kelsey, a Commissioner of the Harwich Housing Authority, Director of Residential Services for the Cape & Islands and works for the Department of Mental Health; Jerry Dockerty, Deputy Director with the Family Continuity Program; Howard Bakerson, South Shore Area, Department of Mental Health. The Family Continuity Program is a private, non-profit agency selected by the Department of Mental Health to run the Chapter 689 program.

Ms. Kelsey estimates that people will start moving in early in January once the contract is fully executed with the Family Continuity Program. By November 1, 1991 monthly rental payments will be paid to the Housing Authority even though there may be no tenants living in the facility. Tenants will be transitioned in two or three at a time. EOCD sets the formula for payment. Barnstable receives \$100 per month per unit (bedroom). FCP runs the unit in Barnstable which is a 20 unit building. Rents are not set according to the rent guidelines; they are cost based on the actual costs of administration, maintenance, operation etc. Ms. Kelsey said the Program is tailored to an individual's needs. A resident may stay 6 months and may be ready to move to the next step in their independence; some may be there three years or for some, it may become their home. It is difficult to estimate the length of time an individual may stay.

Mr. Mason stated that some residents stabilize in 6-18 months and that may be the average length of time before moving on. But, he also agreed that some could be there for extended periods of time. They work closely with other agencies (case managers etc.) on evaluations of residents and whether they can move on to less structured environments. It's a closely monitored issue between FCP, the individual and department case managers. The Program has been on-going for just under five years. Many of the residents who have left the Program have not returned, some have gone to hospitals and returned; there are none that have failed in their outside placement so far.

There is no set program for an individual to fit into, the individual needs and supports are determined that an individual requires. The resident's family is also drawn into the Program and they become part of the support system. The clinical appropriateness of the

Status of Violations at Taket
The renovations are about 50% complete at Taket. The doors for the bedrooms and bath have been installed; the doors have to be redone because they were not refinished properly. There was a problem with the rug and the threshold plate. The windows have not arrived but should be here next week. Mr. Doyle questioned whether Mr. Ridley would be appealing the CIAF money and suggested resubmitting with additional justification.

Mr. Haynes moved approval of a resolution authorizing the Authority to enter into a contract with the Cape Cod Collaborative and participation in the LHA Transitional Housing Demonstration Project allowing the Dennis Housing Authority to sign off on the contract on behalf of the Collaborative. Mrs. Maguire seconded the motion. 3 Ayes. 0 Nays. 1 Absent. MOTION CARRIED

When questioned about the Program, Mr. Ridley explained that it was set up by BOD to help people who are on welfare but could, with a little help, get off welfare and be on their own. The tenant will pay the Welfare Department, who in turn will pay us. Whatever is paid to Welfare by the tenant will be returned to the tenant in a year upon successful completion of the program. There is no lease so if the tenant does not live up to the agreement, he can be moved out in 30 days. There would be no hearings, no Legal Services, etc. They would be out on the street. The tenant will be paying 30% of gross income to the Welfare escrow account.

Status of 705 Renovations
If all the work on the Chapter 705 houses is completed, we will be approximately \$3,000 below the estimated amount for renovations. That money would have to come from the \$40,000 which is frozen. By November or December a portion of that would be made up in interest. There were several contingencies that arose; the damage to the roof structures should be paid for by the insurance company. Meanwhile the bill will be paid for out of the BFF money and replaced when the insurance comes in. Everything else is under control. The house at 24 Oak Street has been designated for use by the Transitional Housing Program which is controlled by the Dennis Housing Authority. It is a consortium of the housing authorities on the Cape; Falmouth donated one unit for that use which will be paid for by the Department of Public Welfare (utilities and rent), the individual will pay 30% of her gross annual income which will go into an escrow account and perhaps at the end of the year there would be sufficient funds in the escrow account which hopefully will provide for a down payment on a house. The goal would be to get the family off welfare and perhaps be in a position to buy a home. The tenant has not been selected. This will be done by the consortium. The Cape Cod Community Action group is involved in the program as the Case Manager. The individual will be selected by the Case Manager, Marlene Hoey of the Dennis Housing Authority, and the director of the Falmouth Housing Authority by vote.

Introduction of New President of Harborview Tenants Association
Mrs. Maguire introduced the new President of the Harborview Tenants Association, Mrs. Gertrude Fellows, to the staff and the Board of Commissioners. There were no problems brought forth.

All of the people will come from the Cape; priority will be given to Falmouth residents if they are clinically appropriate, are ready for community living and if their needs are going to be met. Hyants does have some Falmouth people and they will be given the opportunity to come home. There is no breakdown on the number of males and females as yet who will be coming into the Program. Mr. Ridley stated there would be a meeting with Alice Oberdorf on October 15, 1991. The discrepancies should all be accomplished at that time and the key may be turned over then.

person determines participants in the Program. It's a joint process with a psychiatrist, clinical directors. There is a graduated system for entry which could take a period of weeks to a month to finalize.

Approval of the State Operating Budget

Mr. Haynes moved approval of the State Operating Budget. Mrs. Maguire seconded the motion. 3 Ayes. 0 Nays. 1 Absent. MOTION CARRIED

Use of Operating Reserve Money for Oil Clean-up

Mr. Marotto recommended that the Section 8 Operating Reserve money be used for the oil-spill cleanup at Tataket. Originally it was recommended that we use the money from the Public Housing Reserve (47-4/5). The oil spill was from the original construction at the site. It came to the attention of maintenance when a by-pass was installed to keep the furnaces operating. So far the cost has been estimated at about \$6,000 and could go up to \$10,000. HUD told the Authority to take it out of the reserve. The Section 8 Reserve has about \$67,000. There is about \$72,000 in the 47-4/5 but that is at about 45% which is only 5% above the minimum level. Mr. Marotto suggested this not be reduced. Mr. Doyle said he needed a motion on a resolution. Mr. Glynn wondered if perhaps someone else might not be held responsible. This was not thought to be feasible with the number of contractors that had worked on the project. Also, there was no clerk of the works on board at the time.

At the suggestion of Mr. Doyle, Mr. Ridley said that he would ask for permission to use the Reserve for the enclosures at Tataket; he would first ask for reconsideration of the denial of the CIAP and then request use of the Operating Reserve if the first request is denied. Mr. Haynes moved approval on that suggestion. Seconded by Mrs. Maguire. 3 Ayes. 0 Nays. 1 Absent. MOTION CARRIED

Telephone Vote on Change Order #1, Chapter 689

This resolution was needed immediately at EOCD and therefore initiated the telephone vote. Mr. Glynn questioned Mr. Ridley who explained that the change which had just been received was to have certain items included and those changes had already taken place. The water line was in question; there wasn't enough pressure in the water line going into the building so they decided to have two water lines to support the sprinkler systems that were installed. Ms. Oberdorf will be asked to write a letter, but Mr. Glynn felt there should be some justification in writing for spending the \$6,000. Mr. Haynes moved to approved telephone Resolution No. 91-024 of October 2, 1991. Mr. Ferzoco seconded the motion. 4 Ayes. 0 Nays. MOTION CARRIED

Resolution to Freeze FMR's

Mr. Lanoie explained to Board members the freezing of the Section 8 Fair Market Rents. Under the various bedroom categories the FMRs were frozen at a level lower than the rate recommended and authorized by HUD. This was also done in 1990 keeping the rents within the comparability of the Town. The rents as shown by HUD include utilities. The Fair Market Rents for 1991 have not been received as yet, but will no doubt reflect an increase. The rent comparabilities have actually gone down in the Town due to the softness of the market. The Federal Government determines the rent based on the input of all of Barnstable County.

Mr. Lanoie went on to say that since the rents have been frozen (1989 and 1990), out of over 500 landlords there was only one complaint. A realtor from North Falmouth wanted to know why the rents had not been raised. He was advised the rents had been frozen. He called to have a meeting with Mr. Lanoie to study the comparability so Mr. Lanoie prepared the figures and the realtor never showed up. Out of all the landlords, he was just one that thought he should be getting top dollar. Many of the landlords are dealing with the 707 Program and seeing those rents go down but are taking whatever they can to keep their properties rented. Most of the real estate agents agree that the market is poor and and falling continuously.

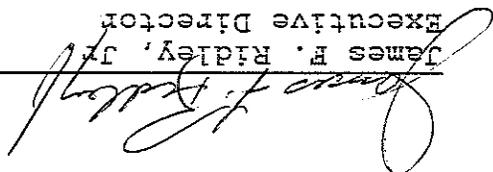
Mr. Lanoie stated that we are saving money by freezing the rents. He added that, should the real estate market reverse itself, this freeze could always be negated, the resolution pulled and we could then go to the Fair Market Rents as recommended by HUD. A landlord's rent cannot be decreased from the level that was approved in the previous contract. We can disapprove a contract but we cannot take any money away. The Housing Inspector can report to the Deputy Director

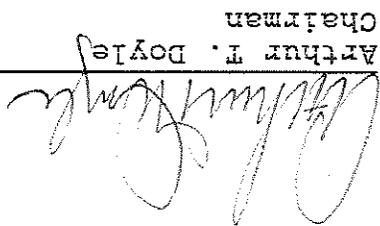
that a certain property is not worth the maximum rent the landlord is asking. Mr. Lanole would then check the property and submit his recommendation to the landlord. Rents cannot be reduced once they have been frozen.

Mr. Lanole went on to say that there was one more point that perhaps the press would also be interested in. October 1 is when the new 707 rents took place with a reduction of 4% last year and a further reduction by \$40, \$50 and \$60 per bedroom category this year. The Governor gave the landlords the option of terminating their leases on October 1 if they did not approve the rent reduction. Out of all the leases that we have, only eight landlords sent letters that they were going to discontinue the contract on October 1 with the State. There are eight people out looking for houses right now, which is not a large number considering there are 250 leases.

Mr. Doyle thought that if the Authority ever received any more Section 8 Certificates that the state rents should be used in order to be fair to the landlords and also save money. There is approximately a \$200 difference between the Chapter 707 and Section 8 rents. Mr. Haynes moved to approve freezing the Fair Market Rents at the level recommended by Mr. Lanole. Motion seconded by Mrs. Maguire. 3 Ayes. 0 Nays. 1 Absent. MOTION CARRIED

Meeting Adjourned at 11:25


James F. Ridley, Jr.
Executive Director


Arthur T. Doyle
Chairman

FALMOUTH HOUSING AUTHORITY, 115 SCRANTON AVENUE, FALMOUTH, MA

GENERAL SESSION NOVEMBER 12, 1991

MEMBERS PRESENT:

Arthur T. Doyle, Chairman
Charles Haynes
William J. Ferzoco, Jr.
Paul Glynn

MEMBERS ABSENT:

Claire Maguire

STAFF PRESENT:

James F. Ridley, Jr. Executive Director
Ronald M. Lanole, Deputy Director
Ethel M. Falcoff, Clerk

OTHERS PRESENT:

Mae Hennebery, President, Salt Sea/Choate Lane
Paul Ruchinkas, Falmouth Housing Trust
Sharon Eddy, Interested Citizen

The General Session of the Board of Commissioners of the Falmouth Housing Authority convened at 10:00 a.m. in the Community Room of the Harborview Apartments. Roll call was taken. Mr. Ferzoco, here; Mr. Haynes, here; Mr. Doyle, here. Mr. Glynn, here. Mrs. Maguire was absent.

Approval of Agenda

Mr. Haynes moved the Agenda approved as printed. Mr. Ferzoco seconded the motion. 3 Ayes. 0 Nays. 1 Absent. MOTION CARRIED

Approval of Minutes - Meeting of October 8, 1991.

Mr. Haynes moved approval of the minutes of the meeting of October 8, 1991. Motion seconded by Mr. Ferzoco. 3 Ayes. 0 Nays. 1 Absent. MOTION CARRIED

Payment of Bills

Mr. Haynes moved approval of payment of bills. Mr. Ferzoco seconded the motion. 3 Ayes. 0 Nays. 1 Absent. MOTION CARRIED

OLD BUSINESS

Tenants Association

There were no items for discussion from the representative of the Salt Sea/Choate Lane Tenants Association.

Status of Chapter 705 Renovation Project

The house at 24 Oak Street is under renovation and will require about \$5,000 more to complete. The previous tenant will be charged for pictures which were pasted to the walls. Walls which were papered had been painted over and have created a problem. There are four rooms which have to be done. About \$22,000 has been spent on this house so far.

Mr. Ferzoco questioned the availability of funds having noticed a deficit. Mr. Ridley said there is \$5,743 left in the balance. Work will stop at that point. The \$40,000 is still being held and is generating interest monthly. (October was \$344.) Mr. Ferzoco questioned the possibility of potential problems down the line with the houses that are in process. When the house at Oak Street is complete, that should be the end of the work project on the Chapter 705 houses.

Status of Violations at Tatakert

The handicapped violations at Tatakert have been accomplished. During a walk-through some discrepancies were found and the contractor is coming today to adjust the windows to facilitate the move up and down. The finished product looks good and the people in the handicapped apartments are pleased. The curb cut has been completed. There is a concern about two handicapped parking signs at the entrance that seem too close to the curb; however, this is in compliance with the requirements of the Architectural Access Board.

Status of Chapter 689 Project

There will be a walk-through today at noon. The discrepancies which were previously noted two weeks ago should be complete. The contract for the Family Continuity Program (FCP) was signed a week ago. There was a meeting with Representative Turkington, Representative Cahiri and the Department of Mental Health Facility last Friday in Pocasset concerning this operation. We were reassured that we will be receiving Falmouth residents for our facility and that the Chatham/Harwich clients will be going to the facility there. There were rumors that people from the Taunton and Bridgewater facilities may be coming to Falmouth.

William Almeida Court Judgment Payment

The Court approved the payment of \$519.00 to Mr. William Almeida. It was proven that the wheelchair in question was retrieved by the leasing agency and was not held by the Housing Authority. Mr. Haynes moved payment of the \$519. Mr. Ferzoco seconded the motion. 3 Ayes. 0 Nays. 1 Absent. MOTION CARRIED

Jane Davis, Esquire/Contract

The contract for attorney for labor and evictions has been revised so as not to exceed \$10,000 per year, limited to whatever evictions she now has and all labor problems. Mr. Haynes moved approval of the contract. 3 Ayes. 0 Nays. 1 Absent. MOTION CARRIED

Mr. Ridley noted that if services exceed the \$10,000, approval would be required from EOCB.

Approval of the State Operating Budget

Mr. Ridley noted that this was the approved Budget for FY91, somewhat after the fact since the FY92 Budget has been submitted and that has not been acted upon as yet. Mr. Ferzoco moved approval of the FY91 Budget. Seconded by Mr. Haynes. 3 Ayes. 0 Nays. 1 Absent. MOTION CARRIED

NEW BUSINESS

Mr. Paul Ruchinskaskas, Falmouth Housing Trust

Mr. Ruchinskaskas came before the Board to bring the Commission up to date on the National Affordable Housing Act which was passed last year. Mr. Ruchinskaskas said this is the first substantial piece of

legislation to come out of Congress in the last ten years. It combines some of the old programs (the McKinney Act money, the Section 8 Moderate Rehab monies) which will now be part of this bill. It has also created some new programs. The latest one is the HOME (not an acronym for anything) Program. Congress approved grant money for this legislation. Basically the monies can be used either for moderate rehab of structures for home buyer assistance, substantial rehab or new construction. The way the bill is set up, it is for existing structures rather than building something new which fits into the situation of the Trust. It looks as if Massachusetts would be getting \$45,000,000 of which \$27,000,000 would go to entitlement committees and \$18,000,000 would go to the state through EOOD.

Mr. Ruchinskas in involved with a group that has been working on this since last fall along with the Mass. Housing Partnership. Out of the group working on this, studying what impact this Act might have on the Cape, it may be possible for the Cape to set up a consortium. The Assembly of Delegates and the County Commissioners have voted approval for the idea of forming a Cape-wide consortium with the County being the lead unit of government.

One of the drawbacks of the act is that none of the monies can be used for administrative costs. The Assembly and the Commissioners say we'll apply for this and it would make sense for us to pick up those costs. Any costs would come out of the County treasury, not out of each of the individual towns. That is the first step according to Mr. Ruchinskas, to get the County to agree to become the lead unit of government to apply. Next, Town Meeting approval from each of the 15 towns to agree to be part of this consortium. Each town would agree to sign this cooperation agreement to apply for HOME monies. Brewster was the first Cape town to agree to become a part of this consortium.

Mr. Ruchinskas is now approaching the different housing groups to inform people about the act. His next step would be go to the selectmen and ideally have them introduce the article at Town Meeting. This was done in Brewster and was very effective.

Mr. Ruchinskas advised Mr. Lanole that no particular office in EOOD is handling this HOME Project as yet. Each community applying for the money must draw up a five year project on housing affordability. Mr. Lanole thinks if the Federal monies are to go through EOOD, perhaps some of the monies could be used to rehab existing housing. Mr. Doyle would like to see the houses rehabbed and then sold to get them out of our inventory. Mr. Herzoco concurred.

Mr. Ridley will be working with Mr. Ruchinskas on this. Mr. Lanole said it would solve our problem and help the community at the same time. The Authority was not permitted to use existing certificates for the SRO Program.

Mr. Ruchinskas said one step is to form the consortium to apply. The other step is the five-year plan and that's where the issues could be worked out. Since the county will be applying for these funds, appoint a committee and then sit down with every town on the Cape and discuss the needs and the best way to use the monies. Once an office is established at EOOD to handle the HOME Program, the office of public housing could work with them under the direction of Secretary Padula. This could also be used for some kind of rental certificate program. Mr. Lanole repeated the idea of renovation and then turning them over for affordable housing. The Authority did not receive any certificates or vouchers this go round. Three agencies on the Cape did; Yarmouth, Dennis and Bourne. Yarmouth received 50 and the other two, ten each.

Mr. Ruchinskas said the next step would be to talk to the selectmen next month and suggested a letter to them from the Authority. Mr. Ridley suggested they get Representative Studs involved. He is influential and could perhaps get money pushed this way. Mr. Ridley said we could go on record as giving support. Mr. Ruchinskas stressed the

importance of a letter and the importance of Falmouth joining the consortium. Mr. Doyle said they would go along with the letter of support.

Mr. Doyle asked about the Longshank Project. Mr. Ruchinkas said it is looking good at this point. There is just one 3-bedroom house completed and people who have seen it, like it. The land is deeded to the Falmouth Housing Trust. The model home is marketed as affordable at \$88,600 but could be sold for less. If the Trust gets the financing they will build 12 more.

Resolution Approving Section 8 ACC

The Section 8 Annual Contributions Contract was approved. Mr. Haynes moved approval. Mr. Ferzoco seconded the motion. 3 Ayes. 0 Nays. 1 Absent. MOTION CARRIED

Resolution Expanding Veteran's Preference

Mr. Lancie stated that there are many people who have applied for housing, are on the waiting list for 705 houses, and who are not qualified for housing preference under the old Veteran's Preference status. Secretary Padula of EOCD has given the housing authorities the option of accepting the four additional military actions (Lebanese Peace Keeping, Grenada Rescue mission, Panamanian Intervention and Persian Gulf including both Desert Shield and Desert Storm. Mr. Haynes voted no based on his determination that those listed are not veterans in the strict sense of the word. Mr. Ferzoco debated the issue; it was an armed conflict. Mr. Doyle said it was not declared and that there is a legal definition of veteran.

Mr. Lancie said this would exclude all those after 1975. That in the future it would be made law and would take in all state housing. Mr. Doyle said he did not mind giving preference for the 705 houses, but he was not in favor of giving them preference in elderly housing. He also stated that many people served with the armed forces up to 1975 but were not classified as veterans. The Authority is trying to keep the non-elderly out of elderly housing and, as explained by Mr. Doyle, the Preference would defeat that purpose.

Mr. Glynn feels that anyone volunteering for service now is entitled to the same benefits as the people who did it a generation ago. Mr. Doyle said that anyone that volunteers now will not be classified as a veteran unless they go into a declared war.

Mr. Doyle declared the motion made and seconded to reject the suggestion that the new veterans have preference. 3 Ayes. 0 Nays. 1 Absent. MOTION CARRIED

Mrs. Hennebry questioned the percentage of non-elderly in elderly housing indicating the Salt Sea project has 6 out of 30. Mr. Doyle advised her that the NAHRO organization is trying to restore the original percentage limit. There is no percentage limit now.

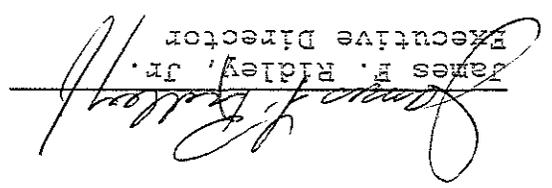
Mr. Ridley stated that this Board is on record as recommending that no more than 10% maximum non-elderly be in public housing. However, legally we have to keep accepting these people according to EOCD and HUD. Handicapped used to be defined as wheelchair applicants, but we are now housing the mentally handicapped. The suggestion was made that one complex be set aside for the handicapped. Mr. Ridley also mentioned the Fall River facility of 128 units that has proved advantageous to that city.

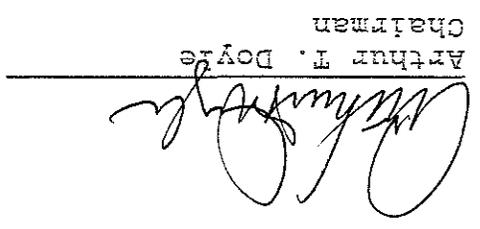
Vehicle Problem (Black Van)

The problem with the black van as reported by maintenance employee, Donna Blanchette, has been evaluated. It will cost about \$3,700 to repair it. The steering mechanism has to be replaced, the front end needs a lot of work, etc. The other solution is to sell it to Costa's Auto Body. They are interested in buying it. It's 1981 vehicle with about 80,000 miles on it. There is no money to buy a new one. There is an option. Mr. Marshall's son has donated Mr. Marshall's vehicle to the Housing Authority. The bill owed to the Authority by Mr. Marshall would be credited by accepting the vehicle, and this would supplement the inventory. It is a 1985 Mercury station

wagon. It may need some minor maintenance.
Mr. Glynn moved that this gift be accepted, send a formal letter of thank you, junk the van (not use it any further), and to spend what small amount of money is necessary to put the Mercury wagon in shape. Mr. Fenzoco suggested for tax purposes a fair market value be put on the vehicle. Mr. Ridley said he would get the retail value of it.

Meeting adjourned at 11:00 A.M.


James F. Ridley, Jr.
Executive Director


Arthur T. Doyle
Chairman

FALMOUTH HOUSING AUTHORITY, 115 SCRANTON AVENUE, FALMOUTH, MA

GENERAL SESSION
DECEMBER 10, 1991

MEMBERS PRESENT:

Arthur T. Doyle, Chairman
Charles Haynes
Claire Maguire

MEMBERS ABSENT:

Paul Glynn
William J. Fenzoco, Jr.

STAFF PRESENT:

Ronald M. Lenoir, Deputy Director
Ethel M. Falconieri, Clerk

STAFF ABSENT:

James F. Ridley, Jr., Executive Director

OTHERS PRESENT:

John Marotto, Fee Accountant
Madeline Broderick, Tatakert Resident
Billie Garvin, League of Women Voters

The general session of the Board of Commissioners of the Falmouth Housing Authority convened at 10:00 a.m. in the Community Room of the Tatakert Apartments. Roll call was taken. Mrs. Maguire, here; Mr. Haynes, here; Mr. Doyle, here. Mr. Glynn and Mr. Fenzoco were absent.

Approval of Agenda

There were several items to be added to the Agenda; Mr. Marotto, the Fee Accountant; approval of report by Personnel Sub-Committee and a snow removal proposal. Mr. Haynes moved approval of the Agenda with the additions. Seconded by Claire Maguire. 3 Ayes. 0 Nays. 2 Absent. MOTION CARRIED

Approval of Minutes - Meeting of November 12, 1991.

Mr. Haynes moved approval of the minutes of the meeting of November 12, 1991. Motion seconded by Mrs. Maguire. 3 Ayes. 0 Nays. 2 Absent. MOTION CARRIED

Payment of Bills

Mr. Haynes moved approval of payment of bills. Mrs. Maguire seconded the motion. 3 Ayes. 0 Nays. 2 Absent. MOTION CARRIED

OLD BUSINESS

John Marotto, Fee Accountant

Mr. Marotto was available to answer any questions and to discuss the Budget as it relates to salaries. The Budgets have all been submitted but have not been approved as yet. Involved in this budget were salary increases of 2.5% to take effect July 1, 1991 and January 1, 1992 in accordance with the Union agreement. Overall it's an approximate 3.3/4% increase. Technically it could not be paid until the budgets come back approved. However, salaries showed an overall decrease of approximately \$4,000 from 6-30-91 to 6-30-92. The Maintenance Mechanic laborer position has not been filled therefore the raises would be affordable.

When putting the budgets together the Chapter 707 Program was taken into consideration. The plan was to cover the 67% decrease in the admin fee (from \$45 per unit to \$15) by using half of the Operating Reserve (which is allowed on a one-time basis) of about \$20,000 and the \$40,000 from the Bond Sinking Fund. That is the \$60,000 needed to balance the budgets for the fiscal year. The \$40,000 is a one time contribution; next year that money will not be there. Secretary Padula of EOCD agrees that the \$15 Admin Fee is not sufficient. An increase from \$15 to \$36 would be considered the minimum. There is some optimism that it may go up, but the question is when and how much. EOCD is not recovering some of the money they had hoped to due to the decrease of rents. There is a 69 million dollar deficit right now.

According to Mr. Marotto the Section 8 and the 47-4/5 Programs are in good financial shape. The reserves are above minimum levels but the 667's and 705's are below minimum. It is hoped to build these reserves up in planning the pro-rations. This could be accomplished by shifting some of the burden to Section 8 HUD and away from the Chapter 707. Mr. Marotto is also trying to build up the 705/667 Operating Reserves. For the first time there is a requirement for a consolidated 667/705 budget. They hope by July 1 to have one set of books not distinguishing elderly from family. Maintenance presents the problem in these two budgets.

The Governor presently has a bill pending asking to rescind the legislative act of 1985. This would give him the authority to sell some of uninhabitable/excess state owned buildings. The government is not willing to subsidize the bad properties. Falmouth currently has four buildings which are not habitable and are not contributing financially. There is not enough money in the budgets to keep maintaining some of the 705's and there is no MOD. As of December 15, they are recapturing all of the unspent cash that is out for Modernization. The only way to fix up the buildings would be to get additional grant money.

There will be serious decisions which will have to be made involving personnel and other things. Workmen's Comp, retirement, insurance have all gone up and there is no control over that. The benefit package for the authority is well over 36%. It is possible there could be a cutback in hours or positions.

Tenants Association

There were no representatives from the Tenants Associations present.

Status of Chapter 705 Renovation Project

The siding and roof, bathroom and kitchen of the house at 24 Oak Street have been completed; additional work is required on the interior walls (large holes, etc.) and replacing baseboard heater covers which may take two to three weeks. This house will be turned over to the Transitional Housing Program. There is about \$5-7,000 remaining in the Bond Sinking Fund to complete the unit.

The house at 7 Carol Avenue is back on line. There will be a family moving in this weekend. This was brought up to par at minimum cost by the part-time maintenance person recently hired.

There is a new rear porch on the house on Sam Turner Road. However, the house is not considered to be in good shape.

Mr. Lanoie mentioned the house at 91 Fordham Road. The tenant called for a water leak repair. The faucet assembly had to be replaced in its entirety but the floor under the sink was badly deteriorated and is a major project.

Mr. Lanoie also mentioned the problem with the eaves on the Tataket building. The paint is peeling and the wood is exposed; it will be a contract job.

Status of Violations at Tataket

The corrections have been completed on the violations at Tataket. Response is awaited from HUD that they are accepting the work that

has been done.

Status of Chapter 689 (167-1) Project
The resolution approving substantial completion of the Chapter 689 Project was discussed. Mr. Lanoie advised the commissioners that there are still some problems with replacement of windows and a water leak in the basement. In view of past experience, the commissioners declined approving a resolution to accept this facility. Mr. Haynes moved the resolution be tabled. Seconded by Mrs. Maguire. 3 Ayes. 0 Nays. 2 Absent. MOTION CARRIED

NEW BUSINESS

Sub-Committee on Personnel Recommendation
Mr. Haynes moved to accept the recommendations discussed at their recent meeting. Seconded by Mrs. Maguire. 3 Ayes. 0 Nays. 2 Absent. MOTION CARRIED

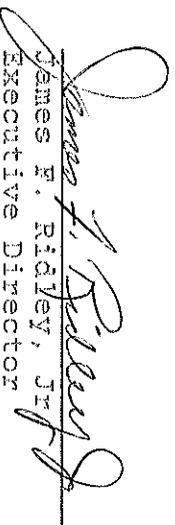
Pest Control Inspection and Treatment

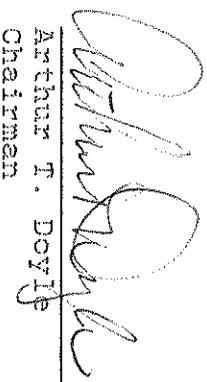
There have been complaints from tenants at Choate Lane that field mice and rodents have been seen. A proposal to take care of the problem for \$360 per quarter was submitted by American Pest Control. This is strictly a rodent type control. This was deemed expensive and also that there should be more than one bidder. Mr. Haynes moved it go out to bid for additional proposals. Seconded by Mrs. Maguire. 3 Ayes. 0 Nays. 2 Absent. MOTION CARRIED

Snow Removal Proposal

There was one proposal for snow removal and that was considered vague. Mr. Haynes wants more information on the complete package including insurance coverage. Snow removal by other than personnel was considered necessary to cut back on the overtime. This item was tabled. Mr. Lanoie wants to do a cost study on snow removal.

Meeting adjourned at 1030.


James F. Ridley, Jr.
Executive Director


Arthur T. Doyle
Chairman

FALMOUTH HOUSING AUTHORITY, 115 SCRANTON AVENUE, FALMOUTH, MA

GENERAL SESSION

JANUARY 14, 1992

MEMBERS PRESENT: Paul Glynn, Vice Chairman
William Ferzoco, Jr.
Charles Haynes
Claire Maguire

MEMBERS ABSENT: Arthur T. Doyle

STAFF PRESENT: James F. Ridley, Jr., Executive Director
Ronald M. Lanoie, Deputy Director
Ethel M. Falconieri, Clerk

The General Session of the Board of Commissioners of the Falmouth Housing Authority convened at 10:00 a.m. in the Community Room of the Harborview Apartments. Roll call was taken. Mr. Ferzoco, here; Mrs. Maguire, here; Mr. Haynes, here; Mr. Glynn, here. Mr. Doyle was absent.

Approval of Agenda

There were several items to be added to the Agenda. Mr. Haynes moved approval of the Agenda with the addition of Excess Plumbing Charges, Hiring of a Part-time Security Guard and Mileage for Walter Stevens under New Business. Seconded by Claire Maguire. 3 Ayes. 0 Nays. 1 Absent. MOTION CARRIED

Approval of Minutes - Meeting of December 10, 1991.

Mr. Haynes moved approval of the minutes of the meeting of December 10, 1991. Motion seconded by Mrs. Maguire. 3 Ayes. 0 Nays. 2 Absent. MOTION CARRIED

Payment of Bills

Mr. Haynes moved approval of payment of bills. Mr. Glynn seconded the motion. 4 Ayes. 0 Nays. 1 Absent. MOTION CARRIED

OLD BUSINESS

Tenants Association

There were no representatives from the Tenants Associations present.

Status of Chapter 705 Renovation Project

The house at 24 Oak Street is in the process of being completed. There is about \$633 more to be spent on it. To date the sum of \$29,063.79 has been spent. The \$40,000 is still being held in reserve and there is a balance of \$6,237 in the Bond Sinking Fund Account for emergency.

The house on Oak Street had to have walls between the kitchen and bathroom torn out because they were not waterproof; new electrical work throughout the house; replace doors where there were none; walls required an extra skim coat and had to be repainted. The work was done in-house but the cost of materials was high. This house is being turned over to the Transitional Housing Program. Falmouth will receive a monthly \$55 Admin Fee plus the rent which is unusual for a Chapter 705 house. The Consortium will vote on who will be moving into the house. The Consortium is through Dennis. Dennis donated five houses; Bourne, one; Falmouth, one; Hyannis, 2; and Yarmouth, one.

Assignees are homeless but have a potential for getting off Welfare. They will be trained for jobs and will receive other benefits (such as nursery services for children) which are paid for through Welfare. They will be observed monthly by the Consortium for compliance. There is no lease involved so if the tenant errs, they can be moved out without the benefit of any assistance from Legal Services. The object of the program is to get the people off Welfare.

There is still a controversy over the sale of the Chapter 705 units. There is a law on the books that prohibits the sale of Public Housing. Secretary Padula agrees that under certain circumstances it is necessary to sell the houses if EOCD does not have enough money for preventive maintenance. The houses cannot be left boarded up. Sale would be governed through EOCD. Further study will be required for authorization to sell. EOCD recognizes that preventive maintenance monies should be put into the 705 houses.

Mr. Glynn was informed that the sum of \$29,000 was spent on Oak Street which is a typical Chapter 705 house. The former occupant will be billed for about \$800 which would be the maximum the tenant could be expected to repay. Stove and refrigerator both had to be replaced.

Other units which have been completed are 12 Montauk Street, 4 White Pine Lane (almost \$25,000); 80 Meredith Drive \$24,000 (estimated \$19,000); 42 Jamie Lane estimated at \$5,475 - spent so far \$3,447. Improvements which have been made so far are readily apparent. 20 Madeline Lane was completed within budget. John Parker Road was accomplished at \$5,428 and was estimated at \$5,475. There is one more problem house and that one is located on Turner Road.

The sum of \$4800 for damage during the hurricane in August will be recouped from FEMA. FEMA is paying for all the trees that were removed and fences that were knocked down.

The problems with the Chapter 705 houses have been discussed with local representatives and they are aware of the seriousness of the problem.

Status of Chapter 689 (167-1) Project

Occupancy of the Chapter 689 facility is scheduled for February 4,

1992. It has been accepted by EOOD as substantially completed on December 20, 1991. There are about 20 items on the punch list to be completed by Davenport Contractors within 60 days. A few things have been done but some of the major items have not. During a recent heavy rain there was a problem with doors which Davenport must correct. There will be a meeting before February 4 with the Davenport people and our maintenance personnel at which time the mechanical operation of the facility will be explained.

Davenport will have someone there to check out the walks. The contractor for the windows has not been there yet. He was supposed to have been there last week. Davenport is ultimately responsible for the windows since they were subcontracted out by them. In most cases the corrections are minor. Ms. Oberdorff is supposed to call back today with further information. So far this facility has cost \$325,768. The original bill was for \$600,000 but \$200,000 was taken off because no purchase of property was involved.

There is no heat in the basement and DMH would like to use the area for exercise and recreation.

There will be a dedication January 30, 1992 from 2-4 P.M. EOOD and DMH will be invited. The architect will provide for some refreshments.

Pest Control Inspection and Treatment

The proposal was \$360 per quarter. Areas should be done more than once to assure riddance of roaches and rodents. Work is no longer being done by Paul Bannick although he is still under the HUD Consolidated Program. His prices are considered too high at this time. Mr. Haynes moved the sum of \$1,500 for a contract for four applications at \$360 per quarter. Seconded by Mr. Ferzoco. 4 Ayes. 0 Nays. 1 Absent. MOTION CARRIED

Snow Removal Proposal

There was one proposal of \$400 per storm for snow removal. Estimates were \$100 for Harborview, \$100 for Tatakert and \$50 each for Salt Sea and Choate and \$100 for Rose Morin. That would be for each snow storm. They would start plowing at 3". It can be done by our maintenance personnel this year, but plans should be made in the budget for next year. Mr. Haynes recommended work begin at 2" and to advertise for bids in the newspaper.

Revised Legal Contract

Mr. Duffly's contract was signed off on and submitted to EOOD. When it was returned, the format had been changed so it had to be rewritten. There is no difference in the fee. Mr. Haynes moved approval of the contract as rewritten. Motion seconded by Mrs. Maguire. 4 Ayes. 0 Nays. 1 Absent. MOTION CARRIED

NEW BUSINESS

NAHRO Conference January 29, 1992

Five reservations have been requested for this Conference. In a recent letter from NAHRO they suggested keeping guests down to three. Mr. Boyer, Falmouth Town Manager, has been invited but will not be able to attend. Mr. Glynn will not be able to attend. He suggested that one of the selectmen be invited. It is not certain at this time if Mr. Doyle will be available. Mrs. Maguire and Mr. Haynes will attend. Luncheon will be at the Parker House. Mr. Haynes moved to approve the expenditure of the \$175 for the meeting. Seconded by Mr. Ferzoco. 4 Ayes. 0 Nays. 1 Absent. MOTION CARRIED

Amendment to Chapter 707 ACC Agreement

This change was effective July 1, 1991. This is the second amendment to the Chapter 707 Rental Assistance Program combining the extra ten certificates into our 247. \$1,981,880 has been allotted for 257 instead of the \$1,875,274 for 247. Right now we are back down to 247 because as tenants leave the program, the certificates are lost and they are not regained. Because this is a contract, it has to be amended and approved by the Board and submitted with the resolution. Mr. Haynes moved approval of this amendment. Seconded by Mr. Ferzoco. 4 Ayes. 0 Nays. 1 Absent. MOTION CARRIED

Elevator Contract

This is the contract for repair and maintenance of the elevators. There were three bids submitted. Associated Elevator of South Yarmouth at \$506; Atlantic Elevator of Avon at \$796 and Payne Elevator of East Providence, RI at \$583. Payne Elevator was selected because their quote covered all specifications and they have performed satisfactorily in the past. Overcharges on the elevator telephone have been resolved and reimbursement has been made. Mr. Haynes moved approval of Payne Elevator. Seconded by Mrs. Maguire. 4 Ayes. 0 Nays. 1 Absent. MOTION CARRIED

Excess Plumbing Charges

Mr. Lanoie explained to Board Members the recent extra charges on plumbing. The house at 7 Carol Avenue (a Chapter 705 unit) was vacant for several months. When the contractor, Mr. Nidositko, went to winterize the house he found there was no lower drain line plug. He suggested to the foreman that when the house was ready to be occupied that he be contacted and he would reinstall the pipe he had removed. However, he was not contacted at the proper time, and it became a major problem. Venting from the septic system was vented into the basement, inadequate plumbing to another bathroom created another venting problem and the washer/dryer hookup was inadequate. It is not known precisely who did this work. This house is now plumbing correct. (Mr. Haynes recalled that some sort of a plumber lived in the house at one time. It was also clear that some of the discrepancies had been there for some time.)

A unit at 54 Rose Morin had a problem recirculating pump. Our contractor, Mr. Nidositko has corrected that problem. Prior to this there were numerous no heat complaints. There was a similar problem at Tatakot with a mixing valve. He tested the water temperature and replaced the valve. There is also another one that has to be replaced. All of these problems came up when Mr. Gorton was not available. Mr. Lanoie has requested Mr. Nidositko advise him of any other deficiencies he observes.

Hiring of a Part-time Security Person

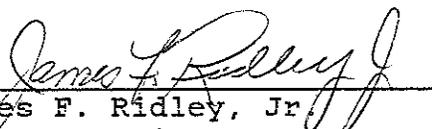
Mr. Paquette has worked previously as a security person. Mr. Glynn pointed out that the Authority would be responsible for any action taken by a security person and suggested that EOCD be contacted first. There is also a question of liability. This item tabled.

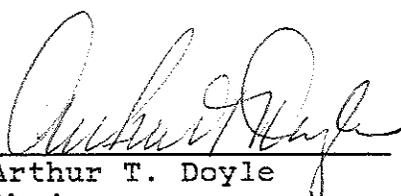
Walter Stevens and Mileage

Mr. Stevens used his own vehicle during the month of December without first obtaining permission. He has requested payment for 25 miles per week for that month (total of \$20). He is also requesting \$20 for the month January. Mr. Lanoie feels this money should not be paid in view of the fact that use of a POV was not authorized. Mr. Lanoie stated that there was a vehicle available since Mr. Gorton was absent in December. Ms. Blanchette spends most of her day at Tatakot. Mr. Torres' main duties are at Harborview. Board members feel this is an internal problem and should be handled by management. Mr. Ridley recommended the money for December be paid.

The anticipated use of another vehicle for the maintenance department has not materialized. There's about 120,000 miles on the vehicle in question. There will be a valuation placed on the vehicle to see if it's worth putting any money into.

Meeting adjourned at 1135.


James F. Ridley, Jr.
Executive Director


Arthur T. Doyle
Chairman

FEBRUARY 11, 1992

GENERAL SESSION

MEMBERS PRESENT: Arthur T. Doyle, Chairman

Paul Glynn

Charles Haynes

Claire Maguire

MEMBERS ABSENT: William J. Ferzoco, Jr.

STAFF PRESENT: James F. Ridley, Jr., Executive Director

Ronald M. Lanole, Deputy Director

Ethel M. Falconeri, Clerk

OTHERS PRESENT: Billie Garvin, League of Women Voters

Frank Duffy, Counsel

Mr. Monteiro, President, Falmouth Housing Trust

The general session of the Board of Commissioners of the Falmouth Housing Authority convened at 10:00 a.m. in the Community Room of the Harborview Apartments. Roll call was taken. Mrs. Maguire, here; Mr. Haynes, here; Mr. Glynn, here; Mr. Doyle, here; Mr. Ferzoco was absent.

Approval of Agenda

There were several items to be added to the Agenda. Mr. Haynes moved approval of the Agenda with the addition of Rent Regulation Certification to be signed by the Commissioners; Mr. Monteiro, President of Falmouth Housing Trust and a Proposal from Elder Services under New Business. Mr. Haynes moved approval of the Agenda. Seconded by Paul Glynn. 3 Ayes. 0 Nays. 1 Absent. MOTION CARRIED

Approval of Minutes - Meeting of January 14, 1992. Mrs. Maguire moved approval of the minutes of January 14, 1992. Mr. Glynn seconded the motion. 3 Ayes. 0 Nays. 1 Absent. MOTION CARRIED

Payment of Bills

Mr. Haynes moved approval of payment of bills. Mrs. Maguire seconded the motion. 3 Ayes. 0 Nays. 1 Absent. MOTION CARRIED

OLD BUSINESS

Tenants Association

There were no representatives from the Tenants Associations present.

Status of Chapter 70B Renovation Project

The house at 24 Oak Street has been completed. Mr. Doyle questioned whether there was enough money in interest gained to do some work on the house on Turner Road. Mr. Ridley thought there might be enough money from interest accrual to do some vinyl siding and repairs to the gutters at a later date. It would take about \$2,400 to accomplish some cosmetic work on the house. A major problem with the house is the fact that it has electric heat and it would cost about \$5,000 to convert the heating system to forced hot water. Gas is not available in that area.

The house at 24 Oak Street is now occupied by a family assigned by the Cape Cod Collaborative Transitional Housing Program through Dennis Housing Authority. A table and chairs have been donated and Mr. Glynn offered two sofas from his office. The Community Action Group, the Housing Assistance Corporation and Marlene Hoey (Dennis Housing Authority and President of the Consortium) are processing the applicant.

Mr. Edmund Monteiro, President, Falmouth Housing Trust
Mr. Monteiro was present in place of Mr. Paul Ruchinskis to remind the Board that one more representative is required to fulfill their by-law requirement of two members from the Authority. Mr. Ridley had resigned in October. Ms. Judith Lynam is the one remaining member

from the Authority.

Mr. Monteiro is on the nominating committee seeking new membership and is recommending a Mr. Mike Burton, a mortgage broker to fill the Housing Authority vacancy. Mr. Burton would be a well-qualified candidate according to Mr. Monteiro. Mr. Glynn agreed. Mr. Doyle did not feel that the Trust had the right to appoint anyone to a slot held by the Authority. Mr. Glynn suggested that Mr. Burton attend the next meeting so the Board could meet with him. Mr. Ridley had discussed the Authority opening with Ms. Bousquet of the Housing Trust suggesting that perhaps it could be used as a member-at-large slot. Mr. Doyle wants to see the resume of a representative before any appointments are made.

Staff members, as well as Board members, of the Authority have already served on the Board of the Falmouth Housing Trust. Selection of the applicant was tabled until the next meeting on a motion made by Mr. Haynes when the resume (or resumes) could be reviewed. Seconded by Mrs. Maguire. 3 Ayes. 0 Nays. 1 Absent. MOTION CARRIED

Status of Chapter 689 (167-1) Project

The dedication of the new Chapter 689 facility was held on 30 January and was well attended with about 75 people present. EOCD authorized up to \$250 for the ceremony to be taken from the reserve account and about \$150 was spent on invitations and food. Representatives Cahir and Turkington attended along with DMH officials and the Falmouth Housing Authority. The facility is now occupied.

Davenport Building Co. is going through the punch list. EOCD advised Mr. Ridley that holding back \$16,000 is sufficient and Davenport is responsible for up to nine months. There are also fines assessed for any work that is not completed after a 60 day period. The architect is also aware of this.

NAHRO Conference January 29, 1992

Articles covered at this meeting in January were:

1. Full funding of housing authority operational budgets based upon actual needs. This has been delivered to the Governor and also to EOCD Secretary Padula.
2. Adequate funding of all amended Chapter 707 Rental Assistance Programs. Included in that is the \$30 Admin Fee per 707 unit. That would cover us until July at which time a new budget would be submitted for approval by the Legislature.
3. The Consolidation of Federal Leased Housing resources at local public housing authority: the turnover of Section 8 Certificates and Vouchers to the local housing authority in the town. We have about 51 which should be turned over to Falmouth Housing Authority. This should come about as soon as the Governor signs the bill and it seems fairly sure that it will be signed.
4. Maintaining elderly developments as housing primarily for the elderly: this important item is to be considered by the legislature. We are in favor of limiting to 10% the housing of the non-elderly. This Board approved a non-binding resolution (91-023) on 10 September 1991. A letter was sent to Secretary Padula in regard to this; copies were sent to our Senators and Congressmen as well as to Congressman Donnelly. One of the residents of Harborview had written to Mr. Donnelly (a personal friend) expressing his concern and requesting his support. Congressman Donnelly is the sponsor of the bill to limit the number of handicapped, disabled, etc. in elderly housing.
5. Passage of a housing bill with bond funds for modernization as a top priority: it is recognized that the 667's and 705's are in dire need of preventative maintenance programs and modernization. They are also looking into the recommendation of the housing authorities to sell those units which cannot be rehabbed at a decent price. There would be certain procedures which would have to be followed and which would be set up by EOCD. Mr. Haynes suggested a copy of the letter be sent to AARP; also to get the elderly behind this and encourage

them to write to their representatives. Mr. Doyle suggested a letter be prepared for them, have them sign the letter and send it in as a petition to AARP and the Governor.

Mr. Ridley mentioned the Gray's Organization which originally pushed to increase from 10% the number of mentally disabled, handicapped, etc. to live in with the elderly because there were no specific buildings available for those individuals. Balmouth Housing Authority is now at 45% on average; 67% State and 21% Federal. Mr. Lanoie said the Federal regulation would not be changed and he doubted that the state would. It is understood there will be no interference with states rights. Mr. Doyle suggested that if EOCB's approval is obtained, we could look at another area specifically for housing the handicapped.

NEW BUSINESS

Recommendation for Merit Promotion

A recommendation for Merit Promotion for Barbara Thurston was taken under consideration. Mr. Haynes moved approval of the Merit Promotion from Grade 5, Step 2 to Grade 5, Step 3. Motion seconded by Paul Glynn. This will be effective February 17, 1992. 3 Ayes. 0 Nays. 1 Absent. MOTION CARRIED

Recommendation for Pay Increase Per Union Contract

Mr. Haynes and Mr. Doyle of the Personnel Sub-Committee have discussed this recommendation and Mr. Haynes suggested it be delayed pending approval of the EOCB Budget. Whenever approval does come through, it will be retroactive.

Policy for 30-Day Notice to Vacate (Resolution)

There is one tenant challenging the Balmouth Housing Authority's policy of a 30-day notice to vacate. Mr. Lanoie referred to his memorandum of January 1988 regarding termination of lease with a 30-day notice. There was a discrepancy in dates regarding one termination notice and the landlord did not receive his notice until the seventh day after the first of the month although the tenant had notified the housing authority in proper time. Mr. Lanoie had researched this and found that the notice should be one rental period or 30 days, whichever is longer. The rental period is from the first day of the month. (General Law c. 186) There is no certainty that this will be a problem, but it may be.

The lease says the tenant may vacate by providing the housing authority and the landlord with a written 30-day notice. The landlord cannot do that; he/she must provide a 60-day notice prior to the expiration date of the lease or go to court. A lease is binding on the landlord for the first year on Section 8 unless he/she has just cause then he/she can go to court. The landlord also has the option not to renew the lease when it comes up. Most housing authorities do not agree with the lease termination rules, but they are the ones that must be used. Mr. Haynes moved this Resolution be approved. Mrs. Maguire seconded the motion. 3 Ayes. 0 Nays. 1 Absent. MOTION CARRIED

Mr. Doyle then brought up the subject of evictions for repetitious disruption or use of illegal drugs, and after three warnings to a tenant, a letter of eviction may be sent without including the caveat of free legal services availability. It is thought that Jack Kemp would approve that sort of resolution. It would be one solution for vacating problem tenants. Mr. Doyle was in favor of giving it a try. When questioned on this, Mr. Duffy stated that there is a policy that is clearly defined and to follow it carefully in each case. Mr. Ridley said this would have to be brought to the attention of EOCB. Mr. Duffy suggested finding out if other housing authorities have the same problems and what they do.

Elder Services Program

Sally Fogerty, Director of Elder Services is trying, with input from housing authority clients and residents, for authorization to help these clients and residents live independently and in safety in their apartments, identifying a vendor agency such as the Visiting Nurse Association which would monitor the programs with the elderly, and facilitate meetings with the client management team which will consist

of one or more case managers from Elder Services, CCI, a representative from the FHA, a registered nurse, and a vendor representative (probably from the VNA). It was emphasized that they do not deal with alcoholism, but would have a separate organization such as Council on Alcoholism as the vendor. They want to come to the Board meeting on 13 March 1992 and present a complete program. Ms. Fogarty will attend.

They also have a requirement for allocation of space (possibly at Tatakot) for this individual to use to monitor individuals in need of help. They would be in a position to authorize that person to go to the hospital.

Mr. Haynes moved this item be tabled until March 13, 1992. Seconded by Mrs. Maguire. 3 Ayes. 0 Nays. 1 Absent. MOTION CARRIED

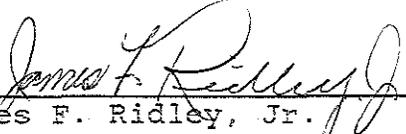
Approval of Revision to Section 8 Admin Plan

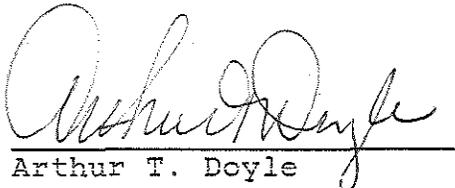
The Section 8 Admin Plan has been revised by deleting the section on Rent Reasonableness for Vouchers since there is no provision in the Federal Regulations for this item. Motion made by Charles Haynes. Seconded by Claire Maguire. 3 Ayes. 0 Nays. 1 Absent. MOTION CARRIED

Announcement by Mr. Doyle

Prior to adjournment Mr. Doyle announced that he had been a "Lame Duck" commissioner since July of last year, so he submitted a letter of resignation to EOCB effective February 29, 1992 in which he also said that he would volunteer to serve if they wish to reappoint him.

Meeting adjourned at 1105


James F. Ridley, Jr.
Executive Director


Arthur T. Doyle
Chairman

FALMOUTH HOUSING AUTHORITY, 115 SCRANTON AVENUE, FALMOUTH, MA

GENERAL SESSION

MARCH 13, 1992

MEMBERS PRESENT: Arthur T. Doyle, Chairman
William J. Ferzoco, Jr.
Charles Haynes
Claire Maguire

MEMBERS ABSENT: Paul Glynn

STAFF PRESENT: James F. Ridley, Jr., Executive Director
Ronald M. Lanoie, Deputy Director
Ethel M. Falconieri, Clerk

OTHERS PRESENT: Billie Garvin, League of Women Voters
Paul Ruchinskis, Falmouth Housing Trust
S. Michael Burton, Candidate for Vacancy FHT
John Gilbert, Resident, Rose Morin Lane
John Durand, Special Programs Administrator, Mass. Union
Public Housing Tenants
Katherine Yolton, Handicapped Resident of Tatakot
Sally Fogarty, Elder Services

The General Session of the Board of Commissioners of the Falmouth Housing Authority convened at 10:00 a.m. in the Community Room of the Harborview Apartments. Roll call was taken. Mr. Ferzoco, here; Mrs. Maguire, here; Mr. Haynes, here; Mr. Doyle, here; Mr. Glynn was absent.

Approval of Agenda

Item (a) under Old Business was removed; added was the Budget. Mr. Haynes moved approval of the Agenda as amended. Seconded by Mr. Ferzoco. 3 Ayes. 0 Nays. 1 Absent. MOTION CARRIED

Approval of Minutes - Meeting of February 11, 1992. Mrs. Haynes moved approval of the minutes of February 11, 1992. Maguire seconded the motion. 3 Ayes. 0 Nays. 1 Absent. MOTION CARRIED

Payment of Bills
Mr. Haynes moved approval of payment of bills. Mr. Ferzoco seconded the motion. 3 Ayes. 0 Nays. 1 Absent. MOTION CARRIED

OLD BUSINESS

Falmouth Housing Trust Nominee

Mr. S. Michael Burton had submitted his resume to the Board of Commissioners for filling the vacancy on the Falmouth Housing Trust Board. The Housing Authority vacancy was created when Mr. Ridley resigned as a member of that Board. Mr. Burton has been in the mortgage business for some time and is well qualified. He would be able to attend the Housing Trust meetings with no problem, and would keep the Authority Board members informed of events at the Trust meetings. Board members approved Mr. Burton as representative of the Falmouth Housing Authority to fill the Authority vacancy on the Falmouth Housing Trust Board.

Ms. Sally Fogerty, Elder Services of Cape Cod

Ms. Fogerty explained the plans to expand the services currently offered to individuals who qualify for the Home Care Program. There is an age requirement of 60 years and older and a need to meet certain functional impairment levels; also to be within certain financial levels. It has been found, over the past ten years, that individuals continue to age in place. Therefore, there is an increased interest and effort to keep these individuals in housing and not have to move them into institutional settings such as rest homes or nursing homes. As part of that effort, the Department of Public Welfare and the Executive Office of Elder Affairs is allowing expansion of the services currently offered to home care clients. This includes personal care services in the evenings and a 24-hour response for individuals who might need additional assistance. Falmouth is the first area in which they would like to implement this program.

For the Housing Authority, it would mean participating as a member of the team on a regular basis. The team would include a case manager from Elder Services, a member of the vendor's staff to provide the services to the elder and a representative from the Housing Authority to meet on a regular basis to identify whether or not the needs of the individual in the program are being met and, if they are not, what modifications are required. They would also be able to identify individuals whose care needs have gone beyond the ability of Elder Services. Then, to work with that individual and others to assure that they are placed in the appropriate level of housing which may mean a nursing home. The goal is to allow individuals to remain in a housing setting as long as possible.

What is needed is a Memorandum of Understanding with each of the Housing Authorities that are willing to participate and allow Elder Services to implement this program in their area.

Individuals currently within the program have been identified. Some projections have been made of other individuals who may be eligible for this program. They study all of the individuals within a housing unit, make an assessment of total needs of all clients (shopping, laundry, etc.), then put together an authorization package for a vendor (that may be 40-hours per week per building), listing the clients and what services would be required. Services provided through Home Care are home making services, basic chore services, personal care services, etc. Alcohol problems are not a part of the Home Care Package. Those individuals may be identified and referred to an appropriate program. Residents must meet the criteria established by the state in order to receive assistance.

Contact for the Authority would be at Pocasset. They are under the jurisdiction of Elder Services. A case manager would go out to make the assessment of the elder, then put together a care plan. The actual services provided to that individual are contracted with local

agencies (such as VNA) who provide the service. Elder Services has an on-going responsibility to monitor and evaluate each situation. Ms. Fogerty anticipates the number of clients will grow. There is no money involved on the part of the Housing Authority.

Ms. Fogerty is looking for an agreement to the Memorandum of Understanding to cooperate with them. They do not deal with alcoholics. Those are referred to the Council on Alcoholism - normally Paul Noonan. Mr. Haynes moved approval of the Memorandum. Mr. Ferzoco seconded the motion. 3 Ayes. 0 Nays. 1 Absent. MOTION CARRIED

Mr. Ridley stated that arrangements would be made for meetings with Tenants Associations for a briefing at their facility so the residents would understand how to apply. It would probably be a Paul Lisle who would be make the presentation. Mr. Ridley will be contacting Ms. Fogerty.

Tenants Association

Mr. John Gilbert, representing the Bayberry Tenants Association was present with Mr. John L. Durand, Special Programs Administrator of the Massachusetts Union of Public Housing Tenants to present a list of complaints as outlined by Mr. Fred Sylvia, President of the Bayberry Tenants Association.

Mr. Durand said the tenants are concerned with what they believe are violations in the Memorandum of Understanding between the residents of Rose Morin and the Housing Authority. Mr. Sylvia, who is presently recuperating from surgery, had a list of 20-25 oversights by the Authority and would like to ask the Housing Authority Board of Commissioners to inquire as to why these things haven't been followed through with and then to instruct the Housing Authority to deal with tenants appropriately as the Memo indicates. Mr. Durand reminded the Board that this Memorandum of Understanding is a legal and binding document and has been court tested. There is nothing in the Memo that is not in the regulations. It is much more clearly stated in the Memo. If not followed, it is merely breaking an agreement between the Housing Authority and the tenants; it is a breach of the regulations as put forth by EOCD. Neither Mr. Ridley nor the Board had any knowledge of the complaints. Mr. Durand will make a list of the items with which residents are concerned. What is not resolved will be presented at the next meeting of the Board of Commissioners.

Limit of Handicapped in Federal and State Projects

Mr. Ridley explained to the Board that the petition has been prepared for each of the Federal and State Projects on the limitation of the number of handicapped to be afforded housing in any one development to the 10% which the Board voted as a non-binding resolution last year.

Status of Chapter 705 Renovation Project

No new houses have been started on the Chapter 705 renovation program. The anticipated funds from FEMA have not yet been received. There is a bid on the house at 103 Turner Road. The lowest proposal so far is \$2,400. The problem with the house on Madeline Road will be discussed in Executive Session.

Status of Chapter 689 (167-1) Project

The Chapter 689 Project is about 99% complete. The punch list has three items to be corrected: the outside light, the vent in the smoking rooms which is inadequate (a contractor responsibility) and a couple of minor things in the basement.

Budget

Mr. Ferzoco had a question on the contract costs at Tatakot. Mr. Ridley explained that one of the costs was the oil leak which had to be cleaned up at a cost of about \$8,000. We are seeking reimbursement for that but will probably be advised that it be taken from the reserve. On the Chapter 705 contract costs - Mr. Ridley has talked to EOCD but there is a question on whether or not we will be reimbursed on the work that was done on 91 Fordham Road. Originally the Authority had been authorized up to \$53,000 but when the work was finally done it amounted to \$60,000. The ramps were verbally authorized by EOCD,

one of which ran about \$3,500. Mr. Ridley will be meeting with FOD, J. Marotto and Paul Bailey to see what can be done to adjudicate some of these problems and get some revisions to bring these areas up to where they should be. We are currently below the minimum reserve in the Chapter 667 and 705 areas. Another question arose concerning legal fees on the Chapter 707's due to cost of evictions and damage claims.

NEW BUSINESS

Resolution Approving Drug and Alcohol Abuse Policy
Mr. Haynes moved approval of the Drug and Alcohol Abuse Policy. Mrs. Maguire seconded the motion. 3 Ayes. 0 Nays. 1 Absent. MOTION CARRIED

New Cable Rates
Ms. Trish Hastings and Ms. Lisa Barrows of Adelphia Cable were available for the residents of all the projects to explain the new cable rates. The basic charge of \$3.00 is still the same. If residents pay an added \$4.50, additional service will be provided.

Repairs to Van
By having the present van repaired at a cost of \$1,575.96 the Authority would get another two years service from it. It was last worked on at Walpole (Cedar Junction) about four years ago. The question remains as to where the money is coming from. Mr. Haynes moved the money be spent provided it can be justified. Mr. Ferzoco seconded the motion. 3 Ayes. 0 Nays. 1 Absent. MOTION CARRIED

The other vehicle (Mercury station wagon) is in limbo pending receipt of a title.

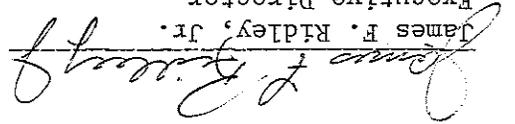
CIAP Improvements - Resolution No. 92-005

The application for CIAP monies to modify the Tatakert building with enclosures and doors for security reasons, installation of a communication system between the apartments and the front directory and repairs to the concrete area outside the second means of egress to the handicapped apartments and renovations to the entrance door to the Nutrition Center at Harborview was approved for submission. Mr. Haynes moved approval and Mrs. Maguire seconded the motion. 3 Ayes. 0 Nays. 1 Absent. MOTION CARRIED

A discussion followed on the changing of locks at Harborview. More expensive keys could have been made which could not be duplicated but this knowledge came after the fact.

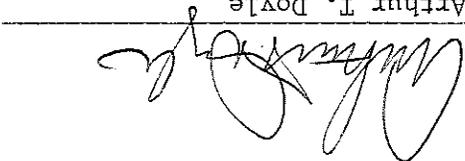
Meeting adjourned at 1110

James F. Ridley, Jr.
Executive Director



Chairman

Arthur T. Doyle



FALMOUTH HOUSING AUTHORITY, 115 SCRANTON AVENUE, FALMOUTH, MA

GENERAL SESSION

APRIL 14, 1992

MEMBERS PRESENT:

Arthur T. Doyle, Chairman
Charles Haynes
Claire Maguire

MEMBERS ABSENT:

Paul Glynn
William J. Ferzoco

STAFF PRESENT:

James F. Ridley, Jr., Executive Director
Ronald M. Lanole, Deputy Director
Ethel M. Falconieri, Clerk

OTHERS PRESENT: Paul Anderson, Cape Cod Times
Mae Hennebry, Salt Sea/Choate Lane Tenants Ass'n
Gertrude Fellows, Harborview Tenants Ass'n
Fred Sylvia, President, Bayberry Tenants Ass'n
John Gilbert, VP Bayberry Tenants Ass'n
Billie Garvin, League of Women Voters
Fred Hazelton, Supervisor Postal Operations

The General Session of the Board of Commissioners of the Falmouth Housing Authority convened at 10:00 a.m. in the Community Room of the Harborview Apartments. Roll call was taken. Mrs. Maguire, here; Mr. Haynes, here; Mr. Doyle, here; Mr. Glynn and Mr. Ferzoco were absent.

Approval of Agenda

Mr. Haynes had one addition to the Agenda; under New Business, add Security at Harborview. Mr. Haynes moved the Agenda closed. Mrs. Maguire seconded the motion. 3 Ayes. 0 Nays. 2 Absent.

Approval of Minutes - Meeting of March 13, 1992.

Mr. Haynes moved approval of the minutes of March 13, 1992. Mrs. Maguire seconded the motion. 3 Ayes. 0 Nays. 2 Absent. MOTION CARRIED

Payment of Bills

Mr. Haynes moved approval of payment of bills. Mrs. Maguire seconded the motion. 3 Ayes. 0 Nays. 2 Absent. MOTION CARRIED

OLD BUSINESS

Tenants Association Representatives

Mr. Sylvia, President of the Bayberry Tenants Association was the first to speak. He wished to address the misunderstanding in reference to the sale of the Chapter 705 houses. Mr. Sylvia said a petition was submitted which had no bearing at all on the sale of the Chapter 667 houses. He said it dealt mostly with the request by Mr. Ridley for the sale of three houses under the jurisdiction of the Chapter 705 Program. It was the opinion of the Bayberry Tenants Association, and they felt very strongly, that it would be more feasible to try to get the money to repair these three houses and put them in livable condition so that there would be homes for three families. The petition was sent to Boston along with many other petitions from all over the state. A bond issue of \$400,000,000 has been requested to renovate the Chapter 705 houses and other existing buildings under their jurisdiction. That is the story of the petition that was put out by Mr. Gilbert, Vice President of the Bayberry Tenants Association, according to Mr. Sylvia.

Mr. Doyle stated that our recommendation to the state was that they sell the houses that cannot be occupied because of the condition they are in, or give us the money to repair them. That is the reason several of the houses have been condemned; they are not habitable. It was recommended to EOOD that they sell the houses, not Falmouth Housing Authority. No word has been received on that request as yet. It is understood that Secretary Padula is entertaining a system whereby each Housing Authority will be allowed to sell but through the control of EOOD. Appraisals were done on the Chapter 705 houses and, although the quotes seemed high at the time, in some cases the cost of the renovations have exceeded the estimates.

Mr. Doyle stated that the authority should not be in the position of landlord if there is no money to maintain the properties; either give the authority money for repairs, or sell the houses and alleviate budget problems. It's not fair to the people who have to live in the houses and definitely not fair to the neighborhoods.

Mr. Sylvia then turned the floor to the Vice President, Mr. John Gilbert who had a question on the lease addendum. The letter received by the Tenants Association said that Section 6, Para. 8 had been deleted. In the letter it said, Termination of Lease, Section 7, Para. B. Mr. Lanoie said that all it referred to was the article about people capable of independent living being deleted.

Mr. Gilbert wanted to know why the houses were allowed to become so deplorable and suggested they be inspected occasionally. Mr. Haynes advised Mr. Gilbert that they are inspected, but the problem is still the state not giving the authority money to properly maintain the units. Mr. Gilbert spoke of the condition of his apartment when he moved in and how much work had to be done to restore it. He didn't think the person that was in there should have been allowed to stay.

Mr. Sylvia said it was the desire of the Bayberry Tenants Association to maintain a good working relationship with the Housing Authority.

Mrs. Hennebery brought up the subject of change in cable rates. She said that she is still being billed for \$6.50 when she had been advised that it would be \$4.50. Mrs. Maguire explained that the change should appear in May.

Mr. Fred Hazelton, Supervisor of Postal Operations had been invited to the meeting by Mr. Gilbert to explain the problem with mail receptacles at Rose Morin. The boxes need to be upgraded a little bit. Mr. Ridley said that they are in the process of replacing them now. According to Mr. Hazelton he believed it to be the size of the box that was in question and the boxes, in some cases, should be elevated for accessibility. Mr. Haynes requested that Mr. Hazelton look at the situation and then advise the Authority in writing of the problem.

Mr. Ridley then explained the request of the Planning Board of the Town of Palmouth for the change in the unit number of the Department of Mental Health and also their request for the change from Rose Morin Drive to Rose Morin Lane.

Mrs. Fellows mentioned the new Homemaker Services which are being initiated and a possible problem with the Laundry Room. The homemakers will be using the Laundry Room between 9 and 3 probably three days a week which may interfere with the use by residents who do not have the homemaker services. This situation will be monitored closely and Mr. Ridley will be advised. Mr. Wilde of the Elder Services Program feels that these problems can be worked out with the Tenants Association. Mr. Ridley thinks the homemakers will be using two machines at a time and not the four that are there.

Budget Review/Bond Sinking Fund

Mr. Ridley quoted the figures of the Bond Sinking Fund and the ending balance for February 1992 as \$38,662.50. The FEMA monies in the amount of \$4,785.00 have been received and there is a negative balance of \$4,125.80. There were some unexpected disbursements made in the amount of \$7,643.25. There is money that is owed to the Authority by both FOCOD and HUD that will go into that account. The initial \$40,000 will be retained.

Status of the Chapter 689 Project

As of this date Mr. Ridley stated that the Chapter 689 Project is 99 1/2% complete. There is a project which the Family Continuity Program (FCP) is paying for; the installation of a new flushometer in the lower floor bathroom to take care of problems which came up. It will cost them about \$385 to do this. A larger toilet facility has been installed on the second floor. There are now eight residents. The problem with the exhaust fans in the recreational room is being worked on and as soon as they are replaced it will be 100% complete.

Memorandum of Understanding With Elder Service

This item was fully explained at the last meeting concerning the Memorandum of Agreement with Elder Services and the resolution approving participation in the program was voted on. The actual agreement is being signed today.

NEW BUSINESS

Caronanne Proccaccini, Community Action

Ms. Proccaccini was not present for her discussion of the Transitional Housing Program.

Alarm Testing Bids

The low bidder for the alarm testing services was Cape Cod Alarm of South Yarmouth with a quote of \$2,320.00 per quarter which would have made it over \$9,000 a year. That was withdrawn by the company. The next low bidder was Vito Marotta of Falmouth who bid \$4,000 for the four quarterly inspections. Mr. Haynes moved the contract be awarded to the low bidder, Mr. Marotta. Seconded by Mrs. Maguire. 3 Ayes. 0 Nays. 2 Absent. MOTION CARRIED

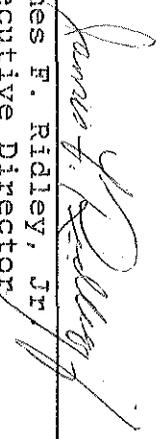
Lawn Cutting Bids

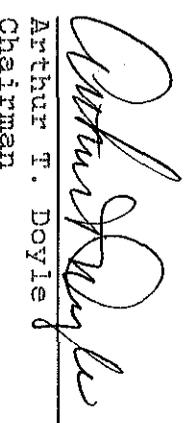
Last year the low bid for lawn cutting was \$405 per cutting and that is approximately every seven days. It used to take the maintenance personnel a week to cut the grass and nothing else was accomplished during that week. It has proved to be more efficient to contract this work out. The low bidder has their own equipment and is bonded. The bid by Ambience Landscapes was \$423.00 per cutting. Mr. Haynes moved the low bidder subject to approval by counsel. Mrs. Maguire seconded the motion. 3 Ayes. 0 Nays. 2 Absent. MOTION CARRIED

Security at Harborview

Mr. Haynes mentioned that one of the individuals, Mr. Paquette, is still carrying a billy club around when he has had instructions not to. Mr. Ridley said that he has spoken to him and advised him that he is not protected under our insurance program at all when he carries the club. If he is hurt, or if he injures someone, he is liable. Chief Rodrigues has also advised him that this is illegal. Mr. Haynes wondered if the police could be requested to confiscate it to avoid any possible problems. Mr. Ridley will advise Mr. Paquette to refrain from carrying the night stick.

Meeting adjourned at 1040


James F. Ridley, Jr.
Executive Director


Arthur T. Doyle
Chairman

FALMOUTH HOUSING AUTHORITY, 115 SCRANTON AVENUE, FALMOUTH, MA

GENERAL SESSION

MAY 12, 1992

MEMBERS PRESENT: Arthur T. Doyle, Chairman

Charles Haynes
Claire Maguire
William J. Ferzoco, Jr.
Paul Glynn

STAFF PRESENT: James F. Ridley, Jr., Executive Director

Ronald M. Lanoie, Deputy Director
Ethel M. Falconieri, Clerk

OTHERS PRESENT: Mae Hennebry, Salt Sea/Choate Lane Tenants Ass'n

Gertrude Fellows, Harborview Tenants Ass'n
Anthony Flaherty, TAP Program and
Anne Woodward, Associate
Brian McDermott, Attorney
Mark Dillon
Richard Bigos, Community Action
Anne Vincent, Community Action

The General Session of the Board of Commissioners of the Falmouth Housing Authority convened at 10:00 a.m. in the Community Room of the Harborview Apartments. Roll call was taken. Mr. Ferzoco, here; Mrs. Maguire, here; Mr. Haynes, here; Mr. Doyle, here; Mr. Glynn, here.

Approval of Agenda

There were several additions to the Agenda: Request for Extension of Time in the Section 504 Handicap, the VFW Contract and the Chairman of Board Reappointment. Mr. Haynes moved the agenda closed; seconded by Mrs. Maguire. 4 Ayes. 0 Nays. MOTION CARRIED

Approval of Minutes - Meeting of May 12, 1992

Mr. Haynes moved approval of the minutes of April 15, 1992. Mrs. Maguire seconded the motion. 4 Ayes. 0 Nays. MOTION CARRIED

Payment of Bills

Mr. Haynes moved approval of payment of bills. Mrs. Maguire seconded the motion. 4 Ayes. 0 Nays. MOTION CARRIED

The regular order of business was postponed to accommodate visitors allowing them to make their presentations first.

NEW BUSINESS

Mr. Anthony F. Flaherty, Director MHA Tenants Assistance Program
Mr. Ridley introduced Mr. Flaherty, a member of the Massachusetts Housing Finance Agency and Editor in Chief of the Tenants Assistance Program (TAP), a publication put out for the interests of all agencies in the Massachusetts area. He was invited to speak to the Commissioners concerning some of our problems and what assistance TAP could provide in resolving some of the problems.

Mr. Flaherty introduced the program which initiates a new concept in management. He feels that the management team can no longer resolve the problems without strong relationships with the residents. Problems stem mainly from alienation, isolation, and alcohol/substance abuse among elderly residents. Mr. Flaherty went on to relate the problems of mixed age groups involving younger handicapped persons from DMH and those on SSDI. Mr. Flaherty went in great detail on all the programs available to housing managers in which their assistance is offered.

Managers and support persons are trained in groups of 25. All of the training programs are paid for at the rate of \$10 per unit per year. There is also an opportunity to participate in insurance premium reduction given by the American International Group to brokers in Massachusetts. Substantial reductions in the premiums help to pay for the training programs. HUD has authorized this as a project expense within the budget. Mr. Flaherty believes that they soon will be adopting six PHA's and he would like to see one on Cape Cod because of the mix here. Mr. Ridley believes this to be a good program and he thinks the Authority should look into it considering the number of people, particularly the handicapped, being put out of hospitals. Mr. Flaherty is recommending that the program be considered and tested out to break down the barriers between management, the resident and the community.

Mr. Brian McDermott spoke of his experience living with an alcoholic. He feels that something should be done for the residents; that the program should be put in place to train the managers. When questioned by Mr. Doyle, Mr. Flaherty said that TAP would train the Authority personnel to do what they should do; they would be tied up with local resources and keep a continuing education program to get through to the tenant; even perhaps involving the tenants so they could join in.

Mr. Ridley will look into setting up a program asking for this training (provided funds are available) and meet with the rest of the authorities on the Cape and the Community Action group. The meeting could be held in the Harborview Community Room which would hold about 100-120 people for the training program

Richard Bigos, CAC and Anne Vincent, Case Worker
Mr. Bigos introduced himself as the Director of the Community Action Program having the service contract for the public part of the Transitional Housing Program and Anne Vincent, a Case Manager. The Community

Action Program is a private organization out of Hyannis and is one of 850 or 900 established by the Office of Economic Opportunity throughout the country. There are 27 in Massachusetts. The funding comes from the Federal Government through the State, community services block grants, DPM and some from private foundations.

The discussion involved the house at 24 Oak Street which had been newly renovated (\$30,000) and which had been damaged by the first occupant under the Program. Mr. Bigos wanted to talk about the aim of the Transitional Housing Program which is an alternative to the Emergency Assistance Program which puts families into motels which is very expensive.

About two years ago, Community Action worked with the State to develop an application to the Federal government for a demonstration project of which there are about ten. This involves taking families who have had troubled tenancies in the past and providing them with adequate support services so they can begin to live independently. Mr. Bigos was familiar with some of the problems encountered during the tenancy of a family at 24 Oak Street but was not aware of any alleged drug dealings or damage to the property. He did reaffirm that this program deals with people with the most problems and they try to figure out a way for them to live with the help of support systems.

Mr. Bigos explained that the Community Action Group is the service provider and it is up to the Dennis Housing Authority to advise Falmouth of prospective tenants. Mr. Bigos went on to explain the cooperation of DSS, the assurance of adequate health care, mental health counseling, arrangements made for a total psychiatric evaluation, and the availability of parent aid. The tenant at 24 Oak Street was non-responsive and is now in a shelter. Mr. Bigos said this is the first difficulty they have encountered, that the lease was with the Dennis Housing Authority and the interviewing was done by them. The Community Action Group and Welfare Department do a major screening of prospective tenants and then advise the Housing Authority of the person's status. The misunderstanding occurred because this particular person was a transfer from Dennis to Falmouth. Mr. Ridley had not been briefed by the Dennis Housing Authority.

Mr. Bigos stressed again that the Transitional Housing Program is for the people with the most problems including major mental disabilities and an alcoholic who has gone to rehab for 30 days and CAC is trying to reach him for J-Tech services. Mr. Bigos said they all have some sort of abuse problem. He admitted that these are not the ideal tenants - that they are dealing with major problems. The aim is to provide support to people who normally cannot make it on their own. Mr. Bigos apologized for the problems encountered. He went on to say that there is one person who has made the transition and is now going to college, she has been provided with child care services and will be leaving the program in about a month.

Mr. Doyle and Mr. Haynes both expressed their extreme disappointment in the Program.

Mr. Bigos stated that he had spent considerable time with legislators to initiate this program which has finally happened. He also stated that there is no problem for them in trying to get the money to recoup the damages to the house at 24 Oak Street. Mr. Bigos stated that Mr. Klimm had contacted him and advised him of Neighborhood/Small Cities Money that may be available to the FHA and he is trying to get some for Hyannis. Mr. Bigos would like to see the Authority get the money to repair this unit, to go with Mr. Ridley to Mr. Crimmins, talk to the neighbors and explain the program to them, then review the application of a prospective tenant and start this program in Falmouth over again. He wants to see it work the way it was designed to work. Mr. Bigos also stated that he would like to have the opportunity to come back and talk about the unit and see if the Authority is willing to stay in the Program before anyone else moves into the unit. He again admitted that this is not a perfect program and that there would not be a perfect tenant. Mr. Bigos then mentioned a six-part program they are sponsoring for housing authorities involving substance abuse.

Mr. Doyle said they would find out how much money it will cost to repair the house at 24 Oak Street, and if the money can be obtained, to repair one of our other Chapter 705 houses. He invited Mr. Bigos to the next meeting to talk about it. Mr. Bigos said he would like to meet with the commissioners again, get this house fixed up, then send the Authority the procedure but he would like the Authority to stay open on this program. He apologized again for the experience of this Authority with the first tenant in the Transitional Housing Program since it is not designed to work that way. Mr. Ridley mentioned the occupancy of two people in a four bedroom house as inviting problems. Mr. Doyle said the house would stay vacant until there was money to fix it up. Board members agreed to keep an open mind on the program.

Mr. Bigos suggested John Klimm be given a call regarding the money MHA had for neighborhood/small towns improvement and no one on the Cape and Islands has asked for that kind of money. Mr. Bigos will call Tom Lynch in regard to a house he has in Hyannis.

Mr. Bigos said the Chapter 707 monies are going to come up a little bit more. Mr. Ridley said that the guidelines in the budget still show a \$15 Admin Fee. There is a \$10 increase now until June 30, 1992. Then on July 1 it goes back down to \$15. Mr. Bigos' understanding is that it will be going back up again. The minimum Admin Fee for operating the Chapter 707 Program is considered to be \$32-\$33.

Mr. Doyle said that Mr. Ridley would be in touch with Mr. Bigos or he could come to the next meeting.

OLD BUSINESS

Status of Mail Boxes Rose Morin

No word has been received from the Post Office on the status of the mail boxes. None of the elderly have complained about the height or the size of the mail boxes which are located under windows and cannot be moved up; they would have to be moved to the other side of the door which would be an inconvenience for the elderly persons. The other mail boxes have been installed. The Authority is asking for a waiver on the boxes which are located under the windows.

VFW Contract

Mr. Ridley had copies of the old contract with the VFW. This one expired in 1991. Rents have been received - they have not yet sent the check for 1992. It will be sent after their next meeting. According to the present contract it can be agreed to for another five years at the end of this five years. No landscaping has been done and the path going to the Stop & Shop has not been corrected. The present path is too steep for wheelchairs. The rent is \$250 per year.

Mr. Ridley called Mr. Casey but he was not available. The Secretary called and her records show that the checks were drawn and issued in April of 1990 and April of 1991.

A motion was made to offer a new lease to the VFW for a \$500 up-front payment and \$350 a year thereafter for three years. Motion seconded. 4 Ayes. 0 Nays. MOTION CARRIED

Section 504 Transition Plan (CIAP)

A request for extension of time for completion of the Section 504 CIAP has been submitted.

Approval of Resolution 92-009, PHMAP

HUD Form 50072 is a certification of the standing of the Authority (in percentages) in the Federal Public Housing and the Tenants Accounts Receivable. Motion made by Charles Haynes to approve the report. Seconded by Mrs. Maguire. 4 Ayes. 0 Nays. MOTION CARRIED

Statement of Renewal of Appointment

Mr. Arthur Doyle announced that he was reappointed by the State effective July 1991 for a period of five years.

Meeting adjourned at 1150 A.M.


James F. Ridley, Jr.
Executive Director


Arthur T. Doyle
Chairman

FALMOUTH HOUSING AUTHORITY, 115 SCRANTON AVENUE, FALMOUTH, MA

SPECIAL SESSION

JUNE 4, 1992

MEMBERS PRESENT: Arthur T. Doyle, Chairman
Charles G. Haynes
Claire Maguire
Paul Glynn

MEMBERS ABSENT: William J. Ferzoco, Jr.

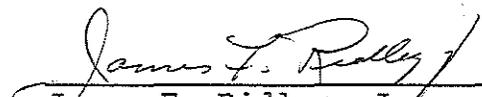
STAFF PRESENT: James F. Ridley, Jr., Executive Director

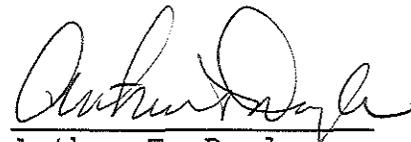
The Special Session of the Board of Commissioners of the Falmouth Housing Authority convened at 12:00 noon in the Community Room of the Harborview Apartments. Roll call was taken. Mr. Haynes, here; Mrs. Maguire, here; Mr. Doyle, here; Mr. Glynn, here. Mr. Ferzoco was absent.

Approval of Revision #1 to FY92 Budget/Resolution 92-010
Revision #1 to the State Operating Budget for FY92 was reviewed and approved. Mr. Haynes moved that Resolution #92-010 be approved. Motion seconded by Mrs. Maguire. 4 Ayes. 0 Nays. 1 Absent. MOTION CARRIED

Resolution No. 92-011
Final invoice payment of the architect's contract in the amount of \$1,002.00 for the Chapter 689-1 Project was approved. Motion made by Mr. Haynes and seconded by Mrs. Maguire. 4 Ayes. 0 Nays. 1 Absent. MOTION CARRIED

Meeting Adjourned at 12:30 P.M.


James F. Ridley, Jr.
Executive Director


Arthur T. Doyle
Chairman

FALMOUTH HOUSING AUTHORITY, 115 SCRANTON AVENUE, FALMOUTH, MA

GENERAL SESSION

JUNE 9, 1992

MEMBERS PRESENT: Arthur T. Doyle, Chairman
Charles Haynes
Claire Maguire
William J. Ferzoco, Jr.
Paul Glynn

STAFF PRESENT: James F. Ridley, Jr., Executive Director
Ronald M. Lanoie, Deputy Director
Ethel M. Falconieri, Clerk

The General Session of the Board of Commissioners of the Falmouth Housing Authority convened at 10:00 a.m. in the Community Room of the Harborview Apartments. Roll call was taken. Mr. Ferzoco, here; Mrs. Maguire, here; Mr. Haynes, here; Mr. Doyle, here; Mr. Glynn, here.

Approval of Agenda
The Agenda was approved with the addition of a discussion on the Longshank property. Motion made by Mr. Haynes. Seconded by Mrs. Maguire. 4 Ayes. 0 Nays. MOTION CARRIED

Approval of Minutes - Meeting of June 9, 1992
Mrs. Maguire seconded the motion. 4 Ayes. 0 Nays. MOTION CARRIED

Mr. Haynes moved approval of the minutes of June 9, 1992.
Mrs. Maguire seconded the motion. 4 Ayes. 0 Nays. MOTION CARRIED

OLD BUSINESS

Tenants Association Representatives

There were no members of the Tenants Associations present.

Budget Review

Mr. Ridley advised the commissioners that the revised budget, approved at the special June 4, 1992 meeting, had been submitted June 5, 1992. Mr. Marotto will be here on June 23, 1992 to work on the '93 budget. The Chapter 707 Admin Fee still stands at \$16 but that money could be gone July 1, 1992. Mr. Ridley said that all of the reserve for the 705 and 667 had been utilized, but that we are receiving some \$43,000 from EOOD (money that is owed us) which will bring us up to a level. It is anticipated that the Authority will be out of the negative reserve balance by the end of FY93 due to the increase in the tenant contribution from 25% to 30%. The Authority will be out of the deficit part, but that is as far as it will go. With the 30% that the residents are going to be paying in the 667 and the 27% in the 705 we should start building our reserve back up again. There are 12 houses that are now below quality standard and money is required for repairs.

Mr. Ferzoco had some questions on the State budget and the maintenance staff. There are three people in maintenance and there is one person on whom a decision is waiting. Meanwhile, a part-time person is being considered for hire for a six month period. Mr. Doyle did not think all the positions in Admin should be budgeted in view of a projected \$50,000 cut in funding. Mr. Marotto will be here on June 23, 1992 and arrangements can be made to have him present at the July meeting.

Mr. Doyle questioned whether repairs for the 705's were in last year's budget. Mr. Ridley affirmed, but it was based on our reserve and the reserve became depleted. Money should again be in the budget for the repair of the vacant 705 units. If it is not granted, the sale of the houses should again be brought up with EOOD.

Status of 24 Oak Street

The former tenant has moved out, repairs have been made and there is a new family in occupancy. This unit is no longer under the Transitional Housing Program. The total cost to repair the house was \$521 and the bill has been sent to Mr. Richard Bigos, Director of Community Action who claims that it will be paid. There is a grant of \$5,000 for a Community Program that would help the indigent, the handicapped, etc. Mr. Ridley will be sent the application to complete and if it is granted, work could commence on 466 Brick Kiln Road. Basically what the house needs is new windows and a bulkhead. The sum of \$5,000 would cover only the bare minimum requirements.

There followed a discussion concerning the Longshank property. Mr. Doyle suggested the letter and the resolution be held until after the Palmouth Housing Trust has a general meeting. Ownership of the land was questioned by Mr. Glynn who thought that the Trust owned the land; Mr. Haynes believed that when Longshank turned the property over to the town, there was a stipulation that it be used for housing and that if it were not used for housing, it would revert to them. It was suggested that Mr. Duffy be contacted for further information. This item was tabled for discussion at the next meeting.

Status of the Chapter 167-1 (689)

The Chapter 167-1 still has some minor problems such as the air conditioners and smoke exhaust systems which are not working properly. Mr. Ridley has contacted AKRO who will in turn contact the general contractor, Davenport Building Company.

TAP Update

This program will not be supported by the Housing Authority.

VFW Contract

Mr. Ridley had contacted the VFW about having a representative present at today's meeting to explain to the Board what their intentions are. He also spoke to Mr. Duffy who feels that because the contract went beyond the five years that we are locked in for another five years because of an automatic renewal clause. However, it is necessary that they come to the Board and explain what they intend to do there. They have made no improvements such as access to the stop & shop, etc. Questions arose on payment of rent; our records show no payment since 1989 which does not agree with their records. They claim they have paid rent for 1990 and 1991 but not 1992. etc. Mr. Haynes suggested a notice be sent to them cancelling the contract due to non-payment of rent and let them come up with proof.

Transitional Housing Demonstration Contract

Mr. Ridley has advised Mr. Bigos of the requirement for money to renovate/repair a unit at 466 Brick Kiln Road and that house could be utilized for their program. They have a requirement for a tenth house. Mr. Haynes suggest Mr. Bigos not be given an exact figure for repairs to the unit, but bring it up to quality standards.

NEW BUSINESS

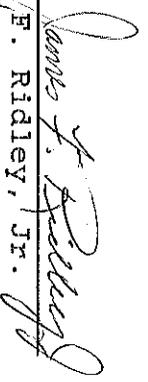
Election of Officers

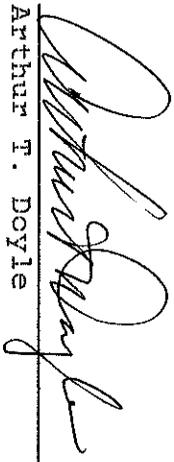
Mr. Haynes made a motion that the Secretary cast one ballot to retain the same slate of officers. The Secretary cast the ballot. 5 Ayes. 0 Nays. MOTION CARRIED

Washing Machine - Choate Lane

The washing machine in question is about two years old and the top was damaged when someone tried to access the coin box. Sears has a complete top and it could be replaced for about \$185 which would include the box and the change control. The cost of labor has to be determined. Mr. Haynes moved the washer be repaired. Mrs. Maguire seconded the motion. 4 Ayes. 0 Nays. MOTION CARRIED

Meeting adjourned at 1020


James F. Ridley, Jr.
Executive Director


Arthur T. Doyle
Chairman

FALMOUTH HOUSING AUTHORITY, 115 SCRANTON AVENUE, FALMOUTH, MA

GENERAL SESSION

JULY 14, 1992

MEMBERS PRESENT: Arthur T. Doyle, Chairman

Charles Haynes
Claire Maguire
William J. Ferzoco, Jr.

MEMBERS ABSENT: Paul Glynn

STAFF PRESENT: James F. Ridley, Jr., Executive Director

Ronald M. Lanoie, Deputy Director
Ethel M. Falconieri, Clerk

OTHERS PRESENT:

Mae Hennebry, President, Salt Sea/Choate Tenants
Billie Garvin, League of Women Voters
Paul Anderson, Cape Cod Times
Dick Carvalho, VFW
Thomas Gorton, Union Steward
Ed Pedro, Union Business Manager
Dennis Horick, RIF Employee
Judith Tynan, RIF Employee
John Marotto, Fee Accountant

The General Session of the Board of Commissioners of the Falmouth Housing Authority convened at 10:00 a.m. in the Community Room of the Harborview Apartments. Roll call was taken. Mr. Ferzoco, here; Mrs. Maguire, here; Mr. Haynes, here; Mr. Doyle, here. Mr. Glyn was absent.

Approval of Agenda
The Agenda was approved with the addition of two items (1) Approval of 30% increase in Rents effective September 1, 1992 and (2) the new Chapter 707 Emergency Case Plan. Mr. Haynes made the motion to approve the agenda as amended. Seconded by Claire Maguire. 4 Ayes. 0 Nays. 1 Absent. MOTION CARRIED

Approval of Minutes - Meetings of June 4 and June 9, 1992
Mr. Haynes moved approval of the minutes as printed. Seconded by Claire Maguire. 4 Ayes. 0 Nays. 1 Absent. MOTION CARRIED

Payment of Bills

The bills were not available at this time.

OLD BUSINESS

Budget Review, John Marotto

Mr. Marotto came before the Board to explain the status of the Budget for FY93 and the new guidelines. The state locally owned, Chapters 667 and 705, have been consolidated (40001) and are no longer considered separate entities. Starting July 1, 1992 separate checking accounts are no longer required and there will be one set of books, one set of budgets and one set of financials. However, Mr. Marotto said he would still keep separate costs entered for the 667 and 705 programs (separate income, separate utilities, separate maintenance and separate non-routine). Administrative expenses can be pro-rated. It will be within one set of books, but will show details in the event they have to be separated at some time in the future.

PHAs with reserves over the maximum will no longer be restricted on their non-utility budget. Falmouth, however, is showing a negative reserve of \$10,000 which Mr. Marotto is hoping can be built up over the next three years. As a one-time only act, an exemption is being given for retirement, group insurance and trash which amounts to about \$1,800 and allowing an increase in the non-utility PUM, which is all expenses other than utilities up to 110%. This was built into the consolidated budget.

Mr. Marotto suggested the commissioners look at the non-utility and see the additional \$25,000. Because of caps that have been imposed, some authorities have been restricted, so extra dollars were given. Mr. Marotto took the increase that was given us, plus the savings in the loss of two positions due to the 707 cutbacks. The cuts in salaries also reflects in the benefits.

Mr. Ferzoco said it appeared that the areas that we ran over in were contract costs and maintenance and asked if they had been included in the new budget. Mr. Marotto affirmed that it had been done and added that the contract costs and maintenance were the problems that had affected the reserves over the years. Many expenses can be attributed to the age of the units and the need for MOD money. Last year the budget situation was kept status quo because permission was granted, one time only, to use half the 707 reserve and the \$40,000 from the Bond Sinking Fund to keep the Chapter 707 Program afloat.

Mr. Marotto pointed out that the maximum reserve has been increased as well as the minimum reserve. The minimum reserve for PHA is \$69,500 which means that technically no non-routine money can be spent until a reserve of at least \$69,500 is reached. Projections indicate that at the end of FY92, there will be a deficit of almost \$11,000. Mr. Marotto said we need about \$80,000 to get back to minimum reserve and, assuming nothing happens, it would take three years to build the reserve to an acceptable level. Mr. Marotto has budgeted no non-routine which means no replacement of hot water heaters, stoves, refrigerators, etc. If anything does happen, there would be a budget revision. You have to be at 50% of maximum for any flexibility and if

you're locked in at the minimum, you still can't spend money.

Many of the problems are associated with the 705 program and the fact that we can't afford to do anything with it and EOCD does not want to hear it. Mr. Doyle wondered if the PILOT could be readjusted for the houses that are off-line. Mr. Marotto suggested that would be taken up with the town assessors. Only \$8,000 is involved there. Mr. Ridley said that if there is any major problem with a 705 house there is no option except to close them. Mr. Doyle added we should close them as they become vacant. Mr. Ferzoco does not believe the budget can ever be straightened out with those homes out there.

Mr. Doyle suggested sending a letter to the state saying that as the 705 houses become vacant they are going to be closed or request they sell the houses and use the money for the budget - at least see if a reply is forthcoming. Mr. Marotto suggested adding to the letter a request for MOD money to get them up to par and enough money to build our reserves and maintain them. According to law, the Housing Authority cannot sell the houses.

He also questioned the use of the Bond Sinking Fund. Mr. Marotto reminded those present that the plan was to use the \$40,000 of the Bond Sinking Fund to supplement the 707 program for staff. In the revision that Mr. Marotto submitted, he knocked that \$40,000 down to \$35,000 because an Admin fee of \$25 was received for four months. The Bond Sinking Fund is gone. Mr. Lanoie said that we would also be losing some Admin fees because of the reduction in the number of certificate holders.

A discussion followed on the use of the Section 8 Reserve. Mr. Marotto said the Federal programs are in good shape. There is reserve money in the Section 8 and in the 47 Federal accounts. HUD has been restrictive on its use in the past because it has been somewhat abused. However, you can use your Section 8 Reserve for locally owned properties, but a Board vote is required and a threshold is required. It may be used for housing purposes such as extraordinary maintenance that can't be done otherwise - hot water heaters in the 705's as an example. Mr. Marotto recommended a Board vote on every dollar that is spent out of the Section 8 which has a reserve of about \$75,000. HUD has not dictated what the threshold would be. Mr. Doyle suggested a threshold figure of \$500.

Mr. Lanoie said that there were going to be problems this winter on heating systems. The plan was to go over them this summer and nothing has been done. Circulating pumps will run about \$300. Mr. Marotto mentioned health and safety as a number one priority with EOCD - particularly if you are talking elderly housing. That should be included in the appeal to the state for more money since it is a necessary winter expense. Mr. Doyle said he would hate to use the Section 8 reserve now. We could be open to criticism later on. The contractor, Mr. Nidositko was going to give us an estimate on the pumps, but he has been ill and just recently out of the hospital. Mr. Doyle suggested getting a total figure for the emergencies although individual replacements might be around \$500. the vote would then be on a total amount. Mr. Ridley will coordinate with Mr. Ferzoco on the monies.

Fee Accountant's Contract

There was no increase in the contractual fee for the Fee Accountant which has remained the same for the past several years. (This is the beginning of the fourth year).

Tenants Association Representatives

Mae Hennebry, President of the Salt Sea/Choate Lane Tenants Association asked about the bill which Gov. Weld had pending raising the rents to 35%. She was wondering if anyone had heard about it. Mr. Ridley said it was proposed by Mr. Finneran but did not receive a welcome in the Senate. The House is looking at it but Mr. Ridley does not believe that it will pass.

Status of Chapter 705 House on Oak Street

Mr. Ridley said that there is new family comprising a mother and

four children; one child is disabled and there is one other child at home to attend that one. The family seems to be doing very well. There is no money forthcoming from Mr. Bigos as yet for the repairs that were required after the previous tenant vacated.

Chapter 689 Project

The Project is complete except for the air conditioning and the landscaping. The landscaping will be done in September. The persons operating the A/C have been informed of correct use of the controls and the importance of keeping the doors and windows closed when the A/C is operating.

Mr. Dick Carvalho, Manager of the VFW

Mr. Carvalho was present to explain their records on rent payments which they claim have been made. The VFW banks with the Credit Union and with the changes there, some confusion has resulted. He will try to get copies of the checks showing payment and by whom the check was endorsed. Mr. Carvalho was new to the VFW and all previous activities involving the VFW were new to him. Mr. Doyle said there was supposed to be a picnic area above the parking lot, an access established to the Stop & Shop lot from the parking lot, and also to make the walkway wider right above the retaining wall - one that will accommodate wheelchairs. Mr. Carvalho said that it was unfortunate that everyone that had been working on this was no longer there.

He will go to his Board and bring up the subjects. The VFW meets every 2nd and 4th Monday of the month at 7:00 P.M. Mr. Carvalho gave his telephone number (540-2569) for Mr. Ridley to call to set up a meeting at his convenience to go over things firsthand and Mr. Carvalho will know what is expected of the VFW.

Longshank Property

At a recent meeting it was found that the Falmouth Housing Trust still had a problem with Lot #16 on which the first and only house has been built. The Trust has run out of banks that are willing to support the program. The land is never owned by the purchaser, it is owned by the Trust for a period of 99 years. They are trying to sell lots or get another developer in there to develop that property. It would not be advantageous for us to send a letter forward asking that they hold the property for the Authority. The Town will in all probability hold on to the property. If, in the future there is a need for property, and if the Housing Authority gets a new construction project, it could then be considered. Mr. Burton, who was recently voted in to represent the Housing Authority, also attended the meeting and will be working with Mr. Ridley. Mr. Ruchinskas is no longer with the Trust having left early in June.

Section 8 Operating Reserve/Approval of Operating Budget
Discussion and approval of the use of the Section 8 Operating Reserve was covered earlier in the session with Mr. Marotto.

Audit Report

There was no resolution required on the Audit Report, merely an acceptance by the Board. Mr. Haynes moved that the Audit Report be accepted. Mrs. Maguire seconded the motion. 4 Ayes. 0 Nays. 1 Absent. MOTION CARRIED

Approval of Resolution 92-012

To confirm this date Resolution 92-012 authorizing final payment of \$16,606 to General Contractor, Davenport Construction Company which was approved at the Special Meeting held on June 4, 1992 at 12 noon.

NEW BUSINESS

Chapter 707 Emergency Case Plan

There is a change in the 760 CMR 5.10 Emergency Case Plan recently put out by EOOD. It's a new program and tells the Authority how to deal with people in need of housing under the Chapter 707 Program.

Increase in Rents to 30% of Income/New State Income Limits
Resolution 92-016 approved the new state net income limits by household

size for determining admission to state-aided housing programs effective April 1, 1992 and Resolution 92-017 approved the new state increase of 30% of net income for rent in the Chapter 667 Program effective September 1, 1992. Motion made by Mr. Haynes. Seconded by Mrs. Maguire. 4 Ayes. 0 Nays. 1 Absent. MOTION CARRIED

Ms. Judith Tynan, Leave Pay Grievance

Mr. Dennis Horick, Leave Pay Grievance

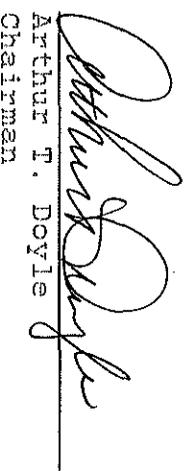
Mr. Pedro, Ms. Tynan, Mr. Horick and Mr. Gorton came in. Mr. Pedro requested Executive Session. It was explained that the grievance concerning leave pay would be discussed first and that it would be done in the General Session.

Mr. Pedro took issue with the interpretation of the word pro-rated with regard to leave pay. This was discussed at length and finally agreed that the two employees, Ms. Tynan and Mr. Horick, were entitled to their vacation pay.

Mr. Ferzoco moved that the two employees get their vacation time in accordance with the Union Contract. Mr. Haynes seconded the motion. 4 Ayes. 0 Nays. 1 Absent. MOTION CARRIED

General Session adjourned at 11:20 A.M.


James F. Ridley, Jr.
Executive Director


Arthur T. Doyle
Chairman

FALMOUTH HOUSING AUTHORITY, 115 SCRANTON AVENUE, FALMOUTH, MA

GENERAL SESSION

AUGUST 11, 1992

MEMBERS PRESENT: Arthur T. Doyle, Chairman
Charles Haynes
Claire Maguire
Paul Glynn

MEMBERS ABSENT: William J. Ferzoco, Jr.

STAFF PRESENT: Ronald M. Lanoie, Deputy Director
Ethel M. Falconieri, Clerk

STAFF ABSENT: James F. Ridley, Jr., Executive Director

OTHERS PRESENT: Frank Duffy, Counsel
Mae Hennebry, President, Salt Sea/Choate Tenants
Gertrude Fellows, President, Harborview Tenants
Fred Sylvia, President, Bayberry Tenants Ass'n
John Gilbert, VP, Bayberry Tenants Association

The General Session of the Board of Commissioners of the Falmouth Housing Authority convened at 10:00 a.m. in the Community Room of the Harborview Apartments. Roll call was taken. Mrs. Maguire, here; Mr. Haynes, here; Mr. Doyle, here. Mr. Ferzoco was absent.

Approval of Agenda

The Agenda was approved with the addition of (1) Remove Status of VFM under Old Business and under New Business add F. Contract Housing Inspections; F. Revision of Tenant Selection Regulations; G. Charges by Union of Prohibitive Practices and H. Hearing Dates for Arbitration. Mr. Haynes moved the Agenda closed. Mrs. Maguire seconded the motion. 4 Ayes. 0 Nays. 1 Absent. MOTION CARRIED

Approval of Minutes - Meeting of July 14, 1992

Mr. Haynes moved approval of the minutes as printed. Seconded by Claire Maguire. 4 Ayes. 0 Nays. 1 Absent. MOTION CARRIED

Payment of Bills

Mr. Haynes moved payment of the bills. Mrs. Maguire seconded the motion. 4 Ayes. 0 Nays. 1 Absent.

OLD BUSINESS

Approval of Memorandum of Agreement With Union

Mr. Glynn moved that this item be referred to the Personnel Sub-Committee to report back at the next meeting. Seconded by Mrs. Maguire. 4 Ayes. 0 Nays. 1 Absent. MOTION CARRIED

Change of Commissioners Meeting Date

It was recommended that the September meeting of the Board of Commissioners be postponed to September 15, 1992 because the regularly scheduled meeting of September 8 falls on the day after Labor Day. Mr. Haynes moved approval of the change of meeting date. Mr. Glynn seconded the motion. 4 Ayes. 0 Nays. 1 Absent. MOTION CARRIED

Tenants Association Representatives

Mr. Sylvia, President of the Bayberry Tenants Association, commented on the improved morale of the residents of Rose Morin Lane since the visit of the Executive Director and suggested these visits be made every two or three months. There are still problems in the area due to the construction of the new mental health facility which has left a recess in the road serious enough to cause damage to vehicles passing over it. The recess is about 14' long and 16" wide and 2 1/2" deep. Mr. Lanoie said this would be referred to the architect and that he would get in touch with them.

Mr. Gilbert, Vice President of the Bayberry Tenants Association, had submitted a list of work orders for units in the complex and wondered when something would be done. He was also concerned about the length of time it takes for maintenance to be accomplished on the vacant apartments and the lack of personnel to perform maintenance. In addition, he mentioned the use of the recycling baskets. Mr. Doyle advised Mr. Gilbert that a contract was about to be awarded for trash collection which would include recycling.

Mr. Lanoie explained to Mr. Gilbert that there are not enough people to go around considering the man-hours actually worked. He also advised Mr. Gilbert that the Authority is looking into a contract program for certain forms of maintenance, but that has yet to be budgeted. Budgets are still being negotiated and it is all a matter of funding. Mr. Lanoie added that we are authorized five maintenance employees but have only budgeted for three. This is because the year was started off with a \$75,000 deficit. In addition, two employees were laid off in the administrative division simply because there is no funding due to cutbacks. Mr. Gilbert said he realizes that funding is scarce and suggested that the Authority take care of it the best they can.

NEW BUSINESS

Proposed Letter to BOD

Mr. Haynes moved that discussion on this letter be moved to the Executive Session. Mrs. Maguire seconded the motion. 4 Ayes. 0 Nays. 1 Absent. MOTION CARRIED

Rubbish Collection Bids

Mr. Lanoie said the Waste Management Company of Mass. South Shore was awarded the bid and they will be putting their new receptacles out on the 13th. Old receptacles will be removed August 12, 1992. The number one bidder, Five Star Enterprises, did not include recycling in their bid. WDI had no itemized prices at the five locations. Therefore, Waste Management of Mass. South Shore was awarded the bid. Mr. Haynes wanted to be sure that the Number One bid was clarified as to the recycling before awarding the contract. Mr. Haynes then moved Waste Management be accepted. Mr. Glynn seconded the motion. 4 Ayes. 0 Nays. 1 Absent. MOTION CARRIED

Charges by Union of Prohibitive Practices

This was referred to the Executive Session.

Hearing Dates for Arbitration

Mr. Doyle said that hearing dates have been set for November 12, 1992 for Walter Stevens and December 2, 1992 for Ms. Tynan and Mr. Horick.

Contract Housing Inspector

Mr. Lanoie had distributed comparison figures on a survey he accomplished on the cost of contract inspections compared to the cost of an employee working as a housing inspector. Mr. Lanoie referred to a letter from an organization called Public Housing Inspections. A Mr. Richard Brown, former housing inspector and also a public housing manager (who is also endorsed by Plymouth, Fitchburg and Barnstable Housing Authorities) had submitted a proposal to do inspections at \$22.00 per unit with a re-inspection free. Comparison figures showed that inspections could be done by contract for half what it costs for an employee to do the same job. Mr. Brown has said that he could do up to ten inspections a day. No travel or employee benefits are involved.

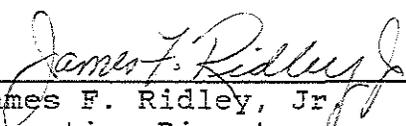
Mr. Lanoie would like to discuss this with the Fee Accountant on his next visit and ask if there could be a budget revision of about \$20,000 to go contract on the inspections. Mr. Doyle saw no problem with that. Mr. Haynes requested further information be brought to the next meeting for final approval. Mr. Lanoie went on to say that EOCD is constantly making procedural changes which are costly in the term of man-hours.

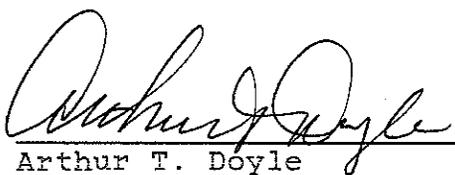
Revision of Tenant Selection Regulations

A notice from EOCD concerned a decision by the Massachusetts Supreme Judicial Court which rendered EOCD's Chapter 707 Tenant Selection Regulation known as 760 CMR 44.00 invalid. This relates to all the work accomplished by Mrs. Ford in the past several years in revising the Tenant Selection Program and going back to the April 1986 regulations and procedures.

Along with the regulation changes, the new standards for the Emergency Case Plan was submitted which EOCD expects all communities will adopt as written. Mr. Lanoie had reviewed the plan and it is exactly the plan that was in effect before. The new instruction goes on to say that the new rankings will go into effect immediately upon receipt and a vote is required to reaffirm adoption of 760 CMR 5.00. A copy of the Board vote on each will be forwarded to EOCD. Mr. Lanoie said it is exactly what was being done before. Mr. Haynes moved acceptance of the changes. Mr. Glynn seconded the motion. 4 Ayes. 0 Nays. MOTION CARRIED

Meeting adjourned at 10:25 A.M.


James F. Ridley, Jr.
Executive Director


Arthur T. Doyle
Chairman

FALMOUTH HOUSING AUTHORITY, 115 SCRANTON AVENUE, FALMOUTH, MA

GENERAL SESSION

SEPTEMBER 16, 1992

MEMBERS PRESENT: Arthur T. Doyle, Chairman
Charles Haynes
Claire Maguire
Paul Glynn
William J. Ferzoco, Jr.

STAFF PRESENT: James F. Ridley, Jr., Executive Director
Ronald M. Lanoie, Deputy Director
Ethel M. Falconieri, Clerk

OTHERS PRESENT: Patrick T. O'Regan, Jr., Attorney
Billie Garvin, League of Women Voters

The General Session of the Board of Commissioners of the Ralimouth Housing Authority convened at 10:00 a.m. in the Community Room of the Harborview Apartments. Roll call was taken. Mr. Ferzoco, here; Mrs. Maguire, here; Mr. Haynes, here; Mr. Doyle, here. Mr. Glynn, here.

Approval of Agenda

The Agenda was approved with Item C being deleted (Update on Contract Housing Inspections). Mr. Ferzoco added one item under New Business, Update on Financial Status. Mr. Haynes moved the Agenda approved. Mrs. Maguire seconded the motion. 4 Ayes. 0 Nays. MOTION CARRIED

Approval of Minutes - Meeting of August 11, 1992

Mr. Haynes moved approval of the minutes as printed. Seconded by Claire Maguire. 4 Ayes. 0 Nays. 1 Absent. MOTION CARRIED

Payment of Bills

Mr. Haynes moved payment of the bills. Mr. Glynn seconded the motion. 4 Ayes. 0 Nays. MOTION CARRIED

OLD BUSINESS

Tenants Association Representatives

There were no representatives from the Tenants Associations present. Mr. Lanole said that the road repairs have been completed at Rose Morin; Mr. Sylvia, President of the Bayberry Tenants Association, had brought this to the attention of the Board at the previous meeting. Also, the repairs to the washers and dryers at Harborview were completed within a week.

Status of VFW Contract

Mr. Ridley attended a meeting Monday night with the Board of Governors of the VFW concerning the development of the strip of land leased to them. They will pursue the original goal of developing the handicapped level approach to the Ocean State Job Lot going through their parking lot and up the side. They will brief the Authority on how it will be accomplished. There is, however, an insurance problem with the picnic area above that which the Authority was not aware of. They were unable to find out who would insure that property against personal injury claims. Mr. Ridley assumes that the Authority would be responsible for anyone falling in that area but that would be a part of the consideration by the VFW. They have been advised by their attorney that they should not accept the total responsibility in that area. Mr. Ridley suggested they come to the Board and let them know, in writing, what they are planning to do.

Status of Grievances

The grievances of Tyan, Horick and Stevens are still pending for the dates specified at the last meeting. Mr. Duffy has had further correspondence concerning Ms. Tyan; she has taken one complaint out of MCAD and is taking it through as a Civil Court case on her own. The status of Mr. Stevens is uncertain; no one has been able to contact him. Mr. Doyle suggested that Mr. Ridley contact Mr. Duffy to find out about the time frame for responses.

Memorandum of Agreement With Union

The agreement must first be approved by BOD before it is signed. There has been no word from them.

NEW BUSINESS

Letter to Mr. Glynn

Mr. Doyle interrupted the regular order of business to read the letter thanking Mr. Glynn for his years of service (since September 1986) as a Commissioner for the Ralimouth Housing Authority. Mr. Glynn thanked the Board and said he felt it was time to rotate and offer the position to another person who would have a fresh outlook and would approach the position with added enthusiasm.

Approval of Low Bidder for Plumbing Contract

The low bidder for the plumbing contract was D&R Plumbing of East Falmouth. Mr. R. A. Costa owns the company and has been in business for about nine years. His bid on a normal day was \$25 per hour, Falmouth Plumbing was \$35 per hour and the third bid, John Maurer of Pocasset was \$40 per hour. The insurance documentation for D&R Plumbing came through. Mr. Nidositko notified the Authority that he had to give up the contract because of ill health. Mr. Haynes moved the low bidder be approved. Mr. Ferzoco seconded the motion. 4 Ayes. 0 Nays. MOTION CARRIED (Resolution 92-024)

NAHRO Fall Conference

The annual fall Conference of NAHRO is being set up to involve EOOD and HUD concerning the Chapter 707 Certificate Program conversion to a Voucher Program. This is a combined training program for both commissioners and directors. There will be further information in the near future on the location of the conference.

Meeting of September 21, 1992 with Selectmen

There is a meeting at 7:00 p.m. with the Selectmen to fill the vacancy due to Mr. Glynn's resignation. Mr. Glynn pointed out to Mr. O'Regan that this was a different kind of a meeting, the others involving a variety of matters and people. It was suggested that Mr. O'Regan submit a letter of intent to the Town Selectmen, with a copy to the Executive Director of the Authority, notifying him also.

Massachusetts Rental/Voucher Program

Mr. Lancois spoke on the new regulations which went into effect on September 4, 1992 entitled 760CMR49.00. This regulation terminates the Chapter 707 Rental Program as of October 31, 1992. The Voucher Program, which is to replace the 707 Program, has not been clearly defined at this time.

The Admin Fee looks to be about \$8.00 per family per month. What is not known at this time is the amount of the Voucher. However, by a process of mathematics, it would appear to be about \$294 per month based on the projected state funding. This means we would no longer subsidize the rent. If the landlord's rent is \$600, the tenant would have to come up with another \$300 in addition to his voucher. If leases were signed for a year just two months ago, people are now being told the lease will terminate October 31 and they have not been advised that the Housing Authority will no longer be a part of the lease, will no longer be involved with damage claims, no longer pay the tenants portion of the rent - many unknowns and many blank areas. All the tenants and landlords must be notified by September 18 and there is still no information available from EOOD.

It has already been determined that there are seven Chapter 707 tenants who are ineligible financially due to income. They will not receive a voucher. The elderly automatically get a priority to go into the Chapter 667 Projects provided they meet eligibility requirements. In addition, there are 54 others ineligible because they owe the Housing Authority money and no attempt has been made for reimbursement. That's 61 people out of 234 tenants. The 54 people, and the other seven, can file an appeal or a grievance and request a hearing. The letters of ineligibility have already been sent to the tenant and the landlord. A tenant not in good standing is defined as one who owes back rent, has not entered into a repayment plan, owes for damages, failed to comply with all terms, fraud, has been evicted for good cause, the tenant or a member of the household has a history of criminal violations of the state's civil rights acts or a history of criminal activity, including crimes of physical violence etc.

Appeal is made to a hearing officer and a meeting must be scheduled to make the selection. This must be a person independent of the Housing Authority to make decisions on the appeals. The hearing officer must be interviewed and selected by the Board and the local tenants associations. There is ten days for an appeal to be scheduled, action must be taken within ten days of that and the hearing officer has to make a determination within so many days and then there are so many days for further appeal to EOOD. If any person finds the Grievance Procedures illegal, they have the right to demand another

hearing. The inspections have proved very costly to the housing authorities and the secretary, through her Deputy, has admitted that HUD is being very watchful to be certain that no Federal funds are being used for the state properties.

Change in October meeting Date

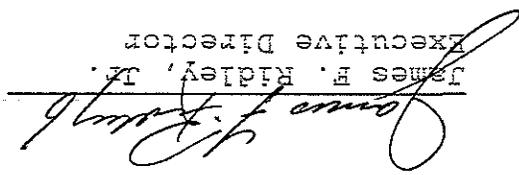
The meeting date for the month of October has been changed from Tuesday the 13th to Wednesday, October 14 because the regular meeting date would fall on the day after the Holiday.

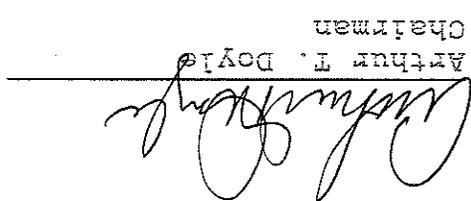
Mr. Ferzoco, July Budget Statements

Mr. Ferzoco had a question on the utilities/general costs not being booked for the month of July. This involved all the Federal/State Programs. There were no costs for utilities, insurance or employee benefits and a variance on the Tatakert/Harborview statement of \$4,000. Mr. Ridley will check that with Mr. Marotto when he is here September 22, 1992. Mr. Ferzoco suggested that perhaps August would be different. He also had a question on the Admin fees which are a quarterly requirement.

Mr. Lanole suggested that September 22, 1992 would be a good date for the selection of the Hearing Officer and also to meet with John Marotto.

Meeting adjourned at 1100


James F. Ridley, Jr.
Executive Director


Arthur T. Doyle
Chairman

FALMOUTH HOUSING AUTHORITY, 116 SCRANTON AVENUE, FALMOUTH, MA

SPECIAL SESSION SEPTEMBER 22, 1992

MEMBERS PRESENT: Arthur T. Doyle, Chairman

Charles G. Haynes

Claire Maguire

MEMBERS ABSENT:

William J. Ferzoco, Jr.

STAFF PRESENT:

Ronald M. Lanole, Deputy Director

Ethel M. Falconeri, Clerk

STAFF ABSENT:

James F. Ridley, Jr., Executive Director

OTHERS PRESENT:

Mae Hennebery, President, Salt Sea/Choate Tenants

Anne Nicholls, President, Tatakert Tenants

Gertrude Fellows, President, Harborview Tenants

John Gilbert, VP, Bayberry Tenants Association

Paul Anderson, Cape Cod Times

Robert Milkie, Nominee for Hearing Officer

The Special Session of the Board of Commissioners of the Falmouth Housing Authority convened at 10:00 A.M. in the Community Room of the Harborview Apartments. Roll call was taken. Mrs. Maguire, here; Mr. Haynes, here; Mr. Doyle, here. Mr. Ferzoco was absent. One Board vacancy.

Approval of the Agenda

Mr. Haynes moved approval of the Agenda. Seconded by Mrs. Maguire. 3 Ayes. 0 Nays. 1 Absent.

OLD BUSINESS

Update on Chapter 707 Voucher Program

Mr. Lanole advised the Board that the new regulations governing the transition of the Chapter 707 Housing Program to the Massachusetts Rental Voucher Program were received in the Authority offices September 21, 1992. The package included everything but the dollar amount

of the voucher which should be received by Wednesday. The only changes appear to be in the Emergency Instructions for which another week was granted because the information from EOCD was not available.

The 54 tenants ineligible for the program have been notified and advised of their options. The letter went out on September 15, 1992. There were seven that were ineligible because they were over-income. One was an elderly. They can also appeal. An elderly person is limited to \$13,620 gross, no deductions. A family of four, \$27,900 gross. This is 200% of the Federally established poverty level. The Federal poverty level figures change from year to year. EOCD has used that as their basis for determining eligibility as far as income. The maximum allowable rent for a 4BR family under the Voucher Program would be \$900 even, including utilities. The amount they would be subsidized is not known under the Voucher Program. Right now the tenant pays 30% of their adjusted net income towards his rent. With the Voucher, income is irrelevant other than the fact that a person is either eligible or not. The voucher will be based on the number of members in the family or the number of bedrooms for which they are eligible and the geographic location.

Mr. Lanoie estimated that the value of a voucher would be about \$294 a month based on the amount of money available from November 1992 to June 1993. The vouchers in the Boston area would be considerably higher than in some of the outlying areas. There are currently 233 Chapter 707 residents. If a person's rent was \$50, and they get a \$300 voucher and the contract rent is \$650, that person is going to have to contribute another \$300. One family's portion of the rent is \$400 because they are employed. If they get a \$300 voucher, their rent may actually go down.

When questioned on inspections, Mr. Lanoie said that when the Admin Fees went down to \$15, inspections were cut out and he sent a letter to EOCD saying that there was no funding available for inspections. Secretary Padua admitted that the inspections constituted a major expense to the LHA's. However, if a Chapter 707 tenant calls in with a bona fide complaint, their unit will be inspected to be certain their house meets quality standards. Annual inspections are not being done having been stopped a while back.

According to the new regulations, it is indicated that there will be a contract forthcoming. The LHA will enter into that contract with the landlord. The owner will provide verification that the unit is in compliance with Article 2 of the State Sanitary Code. The majority of the LHA's had recommended to the State that we get out of the inspection business unless the Authorities are paid to do it and turn it over to the Board of Health. Initially, it is the responsibility of the Board of Health to be sure that houses are in compliance with the Code, but they are not ready to handle this either.

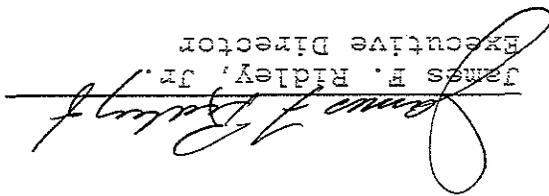
The Housing Authority is in compliance with all regulations that have come in and as soon as information is received on voucher amounts the letters will be going out. This should be accomplished by September 25, 1992. Mr. Lanoie has set aside Tuesdays and Thursdays for people wishing to appeal. Tenants having damage claims, may enter into a repayment agreement and go back on the program. The people who have entered into a payment plan in the past and have ignored their agreement, will not be given a second chance by Mr. Lanoie. They can go before the Hearing Officer and explain their position. If they are not satisfied with the decision of the Hearing Officer, they have the option of having that decision reviewed by EOCD and EOCD has 30 days to make judgment. Mr. Lanoie said the Board is not involved in it. It's not that the Board couldn't be, Mr. Lanoie thought it easier because it would be something occurring on an every day basis.

Mr. Lanoie will be talking to the people and reviewing each on a case by case basis and perhaps arriving at a decision at that time. 90% of the persons with damage claims supposedly were told by a member of the Authority staff that they did not have to worry about the damage claims. Mr. Lanoie will record those portions and give them

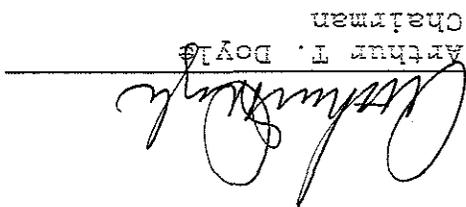
The Tenants Union is involved because they may also file a grievance for any complaint about the Authority, the behavior of an Authority employee, agent or contractor. Mr. Lanole explained in detail to Mr. Gilbert that the subject pertained to the Grievance Procedure and did in fact relate to tenant grievances.

Mrs. Maguire made a motion that Mr. Milkie be nominated as Hearing Officer. Mr. Haynes seconded the motion. The following officers of the Tenant's Association voted: Mrs. Hennebery, President of the Salt Sea/Choate Lane Association, Aye; Mrs. Nicholas, President of the Tatakot Association, Aye. Mrs. Bellows, President of the Harborview Association, Aye. Mr. Gilbert, Vice President of the Harborview Association, Aye. 7 Ayes. 0 Nays. 1 Absent. 1 Board Vacancy. MOTION CARRIED

Meeting adjourned at 1040



James F. Ridley, Jr.
Executive Director



Arthur T. Doyle
Chairman

FALMOUTH HOUSING AUTHORITY, 115 SCRANTON AVENUE, FALMOUTH, MA

GENERAL SESSION

OCTOBER 20, 1992

MEMBERS PRESENT:

Arthur T. Doyle, Chairman
Charles Haynes
Claire Maguire
William J. Ferzoco, Jr.
Patrick T. O'Regan, Jr.

STAFF PRESENT:

James F. Ridley, Jr., Executive Director
Ronald M. Lanole, Deputy Director
Ethel M. Falconieri, Clerk

OTHERS PRESENT:

Gertrude Fellows, President, Harborview Tenants
Mae Hennebery, President, Salt Sea/Choate Lane Tenants
Billie Garvin, League of Women Voters

The general session of the Board of Commissioners of the Falmouth Housing Authority convened at 10:00 a.m. in the Community Room of the Harborview Apartments. Roll call was taken. Mr. Ferzoco, here; Mrs. Maguire, here; Mr. Haynes, here; Mr. Doyle, here. Mr. O'Regan, here.

Approval of Agenda

The Agenda was approved with the addition of Accounts Receivable and Financial Statements under New Business. Mr. Haynes moved the Agenda closed. Mrs. Maguire seconded the motion. 4 Ayes. 0 Nays. MOTION CARRIED

Approval of Minutes - Meetings of September 16 and 22, 1992

Mr. Haynes moved approval of the minutes as printed. Seconded by William J. Ferzoco, Jr. 4 Ayes. 0 Nays. MOTION CARRIED

Payment of Bills

Mr. Haynes moved payment of the bills. Mrs. Maguire seconded the motion. 4 Ayes. 0 Nays. MOTION CARRIED

OLD BUSINESS

Tenants Association Representatives

Mae Hennebery, President of the Salt Sea/Choate Lane Tenants Association brought up the question of the flag pole at Salt Sea. The flag has been down for several months because of a problem at the top of the flag. Mrs. Hennebery was wondering if perhaps the Fire Department could be of some assistance in getting the flag back up since maintenance is not equipped to reach the top. Assistance from the Fire Department will be requested.

Status of VFW Contract

Mr. Ridley has not yet received the proposal from the VFW on their plans for developing the land leased to them. He will contact them again by letter for their response.

Update on Contract Housing Inspections

Mr. Lanoie said that we have the contract with PHI (Public Housing Inspectors) out of Kingston, MA. Verbal bids were received over the telephone per Mr. Duffy's instructions. Mr. Brown, Public Housing Contractor, is the best qualified and will be available tomorrow. Mr. Lanoie will be spending a day on inspections with him to become familiar with his system. Mr. Brown will do up to twelve inspections a day, charging \$20 per inspection. Reinspections will be done at no cost. Mr. Lanoie will accompany him periodically and whenever there is a new inspector. Inspections will normally be done on Thursdays. These are inspections on Federal units, there being no requirement for inspection of state units. Inspections should not exceed 400 per year. This contract can be discontinued by either party on a 30-day notice. There are no benefits involved, no travel, no liability and no medical. Mr. Brown has given the Authority his insurance coverage. The Authority will still handle the administrative work and the contractor will bill the Authority weekly listing the inspections he has done which can be compared to the list the Authority will have.

Status of Tenant Grievances

Mr. Lanoie has met with several tenants recently regarding their ineligibility for the new voucher program. There was only one tenant who scheduled a meeting with the Hearing Officer, Mr. Wilkie. This person was to get certain documentation from welfare but that has not yet been received.

Update on Chapter 707 Program

The Authority has met the deadlines imposed by EOCD in getting the information and vouchers out, but there are still changes forthcoming. The entire staff has worked wherever possible to assist the coordinator with her additional workload. The data that goes to the landlord is still not available and his contract ends in two weeks. Mr. Lanoie has called EOCD but there will be nothing in the mail until after a hearing today. It will be the latter part of the week before there is any word. Basically, it appears that the housing authorities will be out of the administrative work with the exception of handling the voucher itself. It is still not known how to requisition the money and Mr. Lanoie has no idea if EOCD knows how many vouchers are given out because they are not asking for a count. Overall it doesn't appear there will be any saving of monies.

NEW BUSINESS

Board Reorganization

Mr. Doyle will remain Chairman; Mr. Haynes will fill the vacancy of Vice Chairman; Mr. Ferzoco will continue as Treasurer; Mrs. Maguire will continue as Assistant Secretary and Mr. O'Regan will be the new Assistant Treasurer.

Pet Committee

There should be one representative from each of the Tenant's Associations concerned with any pet problem in their complex and two members of the Board. They would hear the tenant's request or complaint and then make a decision which would be final. Appeal could be made to either HUD or EOCD. It must be the President or a representative appointed by the President. This can be accomplished at their Tenant meetings. Mr. Sylvia would take care of Bayberry, Mrs. Fellows, the Harborview Apartments; Mrs. Nicholls the Tatakot Apartments and Mrs. Hennebry, Salt Sea and Choate Lane. Mr. Ridley requested the names of the appointees before the next meeting of the Board of Commissioners. Mr. Haynes will serve with Mr. Ridley on the Pet Committee. Mr. Ridley will take care of notifying the presidents of the Tenants Associations.

Financial Statements

Mr. Ferzoco brought up the subject of the August statements for Tatakot and Harborview and asked about the \$6,000 item which had to do with

the boiler at Tataket. Mr. Ridley told Mr. Ferzoco that we are not reimbursed for that, that it would have to come out of the reserve. The authority is currently at 38% of the reserve, but they want us at 40%. That will be attained after 1 July 1993. The boiler money would come from the reserve in the 47-4/5 account. That reserve is at about 38%. \$26,000 a month comes in and the expenditures run about \$20-22,000 a month for the cost of the two buildings. The difference remaining would be the reserve and estimate is about \$18,000 going into that reserve. That would bring the authority up to about 41% of the gross income for the 47-4/5 -- the minimum is 40%. HUD monitors the use of the reserves very closely.

There is a problem coming up with the eaves at Tataket which have only had a primer coat of paint since installed. There is a tentative estimate of \$35,000 to install vinyl or about \$18,000 to put a prime coat of paint on the eaves. Scaffolding is a major expense when painting. Board approval is required for that amount of money to come from the Section 8 Reserve. That reserve is at \$76-77,000 at the present time. It is estimated that reserve will go to \$91,000 by the end of June 1993. Painting the eaves would be a constant maintenance problem every three years. Vinyl would take care of the problem for the next 20 to 30 years. The \$35,000 required would come from the Section 8 reserve. The Board would have to recommend it, it would then go to HUD and they would make the final decision. HUD must have the whole history of plans. Mr. Ridley is optimistic about HUD approval. Mr. Haynes suggested that an architect would be required adding a 10% cost to the estimated \$35,000. Mr. Haynes said he would go along with getting the proposals and bids and to ask HUD if we can use the Reserve. The Section 8 area is not accountable for the 40% reserve. Verbally, HUD does not want to authorize more than 50% of that Reserve because of contingencies. HUD will want facts, figures and justification. They will then draw up the specifications for the authority and define the procedures for bidding etc. Mr. Ferzoco moved that a letter be forwarded to HUD with the request. Mr. Haynes seconded the motion. 4 Ayes. 0 Nays. MOTION CARRIED

Accounts Receivable

On a recent trip to EOCD, Mr. Doyle said that management was criticized for not having enough money in the reserve and they suggested that stronger measures be taken on the rent collections. Mr. Ridley said that there about 6 in arrears in the Federal facilities and 14-15 in the State facilities. The elderly are not usually the major problem. Mr. Doyle suggested that after two months a letter go out to the tenant on any arrearages to be made up.

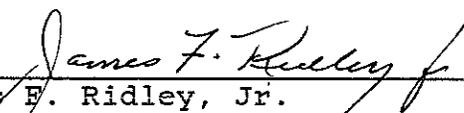
Mr. Ridley said that the list they were looking at was not all rent, that it was also damage claims and very difficult to collect. Under the new program there are about 50 people ineligible for housing assistance because of monies that are owed. The authority has been reimbursed by EOCD and HUD and a good portion has been collected. The authority is not in the Performance Funding System and there is now permission to turn the listing over to the Credit Bureau. Mr. Ferzoco requested it be printed out to show what the Authority is out of pocket for. Mr. Ridley thought it could be available before the next meeting.

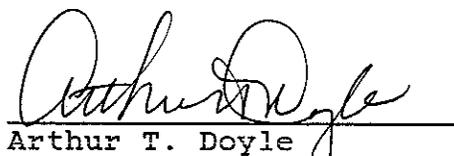
All of the 707 people on the list either had no payment plan, or a payment plan which was breached and therefore were declared ineligible under the new voucher program. Most of them had been advised by a former staff member not to worry about it - Mr. Lanoie has the statements in writing and also on tape. Under the Section 8 Program the regulation states that you cannot take a person's certificate away from them until they request to enter into a new lease. So a damage claim could drag on for years and no pressure applied other than sending a letter that a new certificate will not be issued or a new lease entered into for them. If the letter did not go out, the tenant could go to Legal Services.

Mr. O'Regan will be given a letter to be taken to Town Hall confirming his appointment to the Board. He will also receive some literature on the programs of the Housing Authority, etc.

Mr. Lancoie said that under the 707 Program tenants have an open line to Legal Services and are being advised not to pay more than \$20 per month and the attorney actually recommends \$5.00 per month. In one particular case, the woman claimed she submitted a request for a hearing and that her request had been ignored. Mr. Lancoie never saw the request. However, this tenant has been a constant problem. Legal Services is very much against the transition of this whole program. Evictions in any case are a costly procedure.

Meeting adjourned at 1050


James F. Ridley, Jr.
Executive Director


Arthur T. Doyle
Chairman

FALMOUTH HOUSING AUTHORITY, 115 SCRANTON AVENUE, FALMOUTH, MA

GENERAL SESSION

NOVEMBER 10, 1992

MEMBERS PRESENT: Arthur T. Doyle, Chairman
Charles Haynes
Claire Maguire
Patrick T. O'Regan, Jr.

MEMBERS ABSENT: William J. Ferzoco, Jr.

STAFF PRESENT: James F. Ridley, Jr., Executive Director
Ronald M. Lancoie, Deputy Director
Ethel M. Falconieri, Clerk

OTHERS PRESENT: Frederick Sylvia, President, Bayberry Tenants
John Gilbert, VP, Bayberry Tenants Association
Billie Garvin, League of Women Voters
Madeleine Felker, Resident of Tatakot

The General Session of the Board of Commissioners of the Falmouth Housing Authority convened at 10:00 a.m. in the Community Room of the Harborview Apartments. Roll call was taken. Mrs. Maguire, here; Mr. Haynes, here; Mr. Doyle, here. Mr. O'Regan, here. Mr. Ferzoco was absent.

Approval of Agenda

The Agenda was approved with the addition of the Resolution to continue the freeze on the Fair Market rents. Mr. Haynes moved the Agenda closed. Mrs. Maguire seconded the motion. 3 Ayes. 0 Nays. 1 Absent. MOTION CARRIED

Approval of Minutes - Meeting of October 20, 1992

Mr. Haynes moved approval of the minutes as printed. Seconded by Claire Maguire. 3 Ayes. 0 Nays. 1 Absent. MOTION CARRIED

Payment of Bills

Mr. Haynes moved payment of the bills. Mrs. Maguire seconded the motion. 4 Ayes. 0 Nays. MOTION CARRIED

OLD BUSINESS

Tenants Association Representatives

Mr. Sylvia, President of the Bayberry Tenants Association spoke on the problem with the recess in the road on Rose Morin Lane. Repairs had been made in mid-August but the problem still persists. The contractor reviewed the situation a week ago and has agreed to repair those areas, also to repair cracks which have developed in the dry wall within the Chapter 689 building and also to take care of the landscaping. This has been scheduled for completion prior to Thanksgiving.

Mr. Sylvia also mentioned the problem with alcoholism on Rose Morin Lane and he believes the Board should take some action on it. He feels the residents are entitled to a peaceful environment and they

should not be annoyed by problems associated with alcohol. It was suggested to Mr. Sylvia that the Police Department be contacted when there is a disturbance. Mr. Sylvia thought a state representative might be contacted to come down and talk to the people, but was advised that course of action may not be the most effective solution. Mr. Sylvia was also made aware that cab companies which are licensed may transport and deliver alcohol.

Mr. Gilbert, the Vice President, spoke on the three vacancies in the Bayberry project and again spoke of the need for additional help in maintenance to properly maintain the 26-27 year old apartments. Mr. Ridley reminded Mr. Gilbert again that unless money is available not much can be done. The apartments are cleaned and painted between occupants and minor repairs are made. Mr. Sylvia mentioned the loss of heat due to the condition of the windows which need to be replaced. Mr. Ridley realizes this problem and has already received a quote of \$3,700 to repair/replace them. The income from the increase in rents to 30% will not be realized for another year to year and a half at least.

Status of VFW Contract

Mr. Ridley said there is no change in the status of the VFW. They are going through a reorganization and until that is accomplished nothing can be done. The VFW is looking for a new manager.

Update on Contract Housing Inspections

Mr. Lanoie said the contractor is still on the job. He will be meeting with him in a few days to discuss differences in the format of final inspections. Otherwise the contractor seems to be working out well.

Status of Tenant Grievances

Mr. Ridley mentioned that some of the problem evictions have been resolved, but there are others at Rose Morin that are in need of disposition. The Chairman mentioned the two year time frame and \$7,000 expense associated with evictions for very serious offenses.

Update on Chapter 707 Program

Mr. Lanoie said the requirements of the regulations from EOCOD have been met. Landlord checks have been mailed within a reasonable time frame. Some have not been mailed because their paper work is incomplete. On October 23, 1992 the required paper work was received from EOCOD, on Monday, October 26 the forms were printed and on October 27 the forms were mailed out. The process was completed with staff cooperation and no overtime. The Section 8 rents were late going out because of the work on the Chapter 707 Program. One problem area is with the Board of Health inspections. There was a meeting with the Town Administrator and the Health Agent regarding inspections which they will be required to do. If landlords have not been able to schedule an inspection, their checks are still being processed. Mr. Lanoie is waiting to see what February will bring. There have been no other hearings for tenants (about ten) who are ineligible. How money is to be requisitioned from the state is not known; this month the Authority was given the same amount of money as usual for the Chapter 707 Program. There has also been a change in the calculation of the tenants income which for most of them increases their portion of the rent. There are already two meetings scheduled to appeal the way the rents were calculated. The authority has received some waivers which are being sent to Secretary Padula. The waivers are being produced by Legal Services and being sent to the Secretary since she is the only one who can grant the waiver.

Financial Statements

The two Federal buildings have a \$57,000 plus reserve and as of 30 September 1992, there would be \$19,832 added to that. The next quarterly statement will show the standing. Some of the budgets have to be revised because of extraordinary maintenance with heating units. In regard to the two buildings ice melt had to be ordered at a cost of \$465 which is required under cost control. Then a 1/4 hp circulator motor which added \$325 and that comes under extraordinary maintenance. On the Section 8 Program, there is a reserve of \$91,000 which cannot be used for state programs but may be used for Federal. Decision will be made at the next meeting with the Fee Accountant.

As far as the State programs go, there is only \$481 and a deficit of \$8,000 to make up in that area.

NEW BUSINESS

December 8, 1992 Board Meeting

The December meeting of the Board of Commissioners will be held in the Community Room at Tataketa.

Audit Contract

Mr. Ridley had received three proposals for the annual audit, the lowest being \$3,000. The audit is to be conducted in January. Mr. Ridley explained to Mr. O'Regan the purpose of the audit and the fact that there is no charge for the state portion of the audit. Mr. Haynes moved approval of the low bid. Seconded by Mrs. Maguire. 3 Ayes. 0 Nays. 1 Absent. MOTION CARRIED

Management Checklist

The Management Checklist was signed by each of the Commissioners present. The Commissioners were reminded that the checklist is maintained in the authority offices and consists of the basic regulations which are available for their review at anytime.

Freeze on FMR's

The resolution to continue the freeze on the Section 8 Fair Market Rents (Resolution 92-026) was approved. Mr. Haynes made the motion. Seconded by Claire Maguire. 3 Ayes. 0 Nays. 1 Absent. MOTION CARRIED

Mr. Ridley went into detail explaining the freeze on rents which is set on the Section 8 Certificates that come to us from HUD and it's the Fair Market Rent which in some areas are \$100 to \$150 more than what the state FMR's call for. The authority controls that and determines that our FMRs for the Section 8 program will not exceed a level that is comparable to the state FMRs. This has been done for past several years and it has worked out well.

Madeleine Felker

The Chairman introduced Ms. Felker, a resident of Tataketa. She would like to reorganize the Tenants Association of that complex, one that would actively involve the residents, to make available a wide variety of recreational activities and programs which would be of interest to everyone, one that would be comparable to the one in the very high rent apartment in which her daughter lives paying \$1,200 a month and they have the same problems as those found at Tataketa.

Ms. Felker stated that she would like to see a strong Tenants Association at the Tataketa complex. She would like to give to the newspapers a better image of the Tataketa Apartments. She has spoken to residents of Tataketa and has become acquainted with their desire for quality programs and activities. She will organize committees for these programs and would be happy to extend invitations to the other housing complexes. She would also like the building to be smoke free, particularly the laundry room, the lobby and the community room.

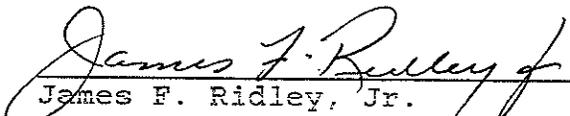
The Chairman stated that he was very happy to see her taking the initiative in starting a new association and was sure that the Executive Director of the Authority would cooperate with her. He also stated that the Board has been most anxious to have someone interested in reactivating the Tenants Association. This will be further discussed at the next meeting which will be at Tataketa.

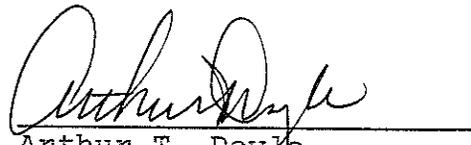
Mr. Haynes advised her that she would have to get all the tenants of the building and have an election of officers forming this new association. Most of the major problems at Tataketa have been resolved. Ms. Felker stated that you must sit down once a month and speak about problems and the director could bring the problems to the commissioners meeting.

Mr. Doyle and Mr. Ridley agreed to give the new association their full support. Assistance with bulletins and notices would be provided. Ms. Felker had complained about the type of information on the Bulletin

Board.

Meeting adjourned at 1050


James F. Ridley, Jr.
Executive Director


Arthur T. Doyle
Chairman

FALMOUTH HOUSING AUTHORITY, 115 SCRANTON AVENUE, FALMOUTH, MA

GENERAL SESSION

DECEMBER 8, 1992

MEMBERS PRESENT: Arthur T. Doyle, Chairman
Charles Haynes
Claire Maguire

MEMBERS ABSENT: William J. Ferzoco, Jr.
Patrick T. O'Regan

STAFF PRESENT: James F. Ridley, Jr., Executive Director
Ronald M. Lanoie, Deputy Director
Ethel M. Falconieri, Clerk

OTHERS PRESENT: Frederick Sylvia, President, Bayberry Tenants
John Gilbert, VP, Bayberry Tenants Association
Billie Garvin, League of Women Voters
Madeleine Felker, Resident of Tatakot
Anne Nicholls, Resident of Tatakot
Tiny Catrambone, Resident of Tatakot
Sunny Roderick, Resident of Tatakot

The General Session of the Board of Commissioners of the Falmouth Housing Authority convened at 10:00 a.m. in the Community Room of the Tatakot Apartments. Roll call was taken. Mrs. Maguire, here; Mr. Haynes, here; Mr. Doyle, here. Mr. O'Regan and Mr. Ferzoco were absent.

Approval of Agenda

The Agenda was approved with the addition of selection of the Outstanding Resident of the month. Mr. Haynes moved the Agenda closed. Mrs. Maguire seconded the motion. 3 Ayes. 0 Nays. 2 Absent. MOTION CARRIED

Approval of Minutes - Meeting of November 10, 1992

Mr. Haynes moved approval of the minutes as printed. Seconded by Claire Maguire. 3 Ayes. 0 Nays. 2 Absent. MOTION CARRIED

Payment of Bills

Mr. Haynes moved payment of the bills. Mrs. Maguire seconded the motion. 3 Ayes. 0 Nays. 2 Absent. MOTION CARRIED

OLD BUSINESS

Tenants Association Representatives

Mr. Sylvia, President of the Bayberry Tenants Association and Mr. Gilbert, Vice President attended the meeting. Mr. Gilbert had some information on a housing program and wanted to know if some of the money could be obtained for improvements to the Bayberry development. Mr. Ridley advised them that Mass Housing and Finance Agency (MHFA) has the money. It would go through EOCD and, with their recommendation, would go where it is needed. A letter has been submitted to EOCD in reference to our present situation with modernization. The Authority has no information on the process of application for monies from MHFA.

Update on Chapter 707 Program

Mr. Lanoie informed the commissioners that our ACC would be changing monthly now. It's close to what it was before and it will stabilize. The ACC will be the number of people you have leased out for a particular month so if a transfer that comes in in January, it will increase by one; if we transfer two people out in February, then we would

decrease by two. So it will fluctuate. The last established annual contribution contract that we had was in July of '91. We had 257 707; when the 707 program was closed out for the year we closed out with 227. Currently we have 209. People who are appealing are still being counted until they have been deemed ineligible. Right now there are nine people on mobility that we have received from various locations all on the Cape except one from Quincy. We have transferred six out of Falmouth all to the Cape. Financial requisitions have been submitted for November and December based on these figures. According to the new regulations the requisition will be monthly based on our actual expenses rather than projected expenses. We spend the money and then requisition to get it back. All the regulations that we have to date are workable. There is still legislative action pending with the 707 program and still possible changes. Secretary Padula indicated that there were no families that were homeless due to the changes.

Madeleine Felker

Ms. Felker said that there are a few tenants who do not wish to come to the meetings and some who are unable to come. She stressed that if all worked together it would be a wonderful place to live. There will be a meeting with Mr. Ridley; Mrs. Maguire, Commissioner and also former president of the Harborview Tenants Association and other interested residents of Tatakot at the close of the Executive Session.

Financial Statements

Mr. Marotta will be here on December 17, 1992. The reserve balance in the Section 8 remains at \$91,000 plus. Our reserve in the 47-4/5 is still \$57,000 and the composite reserve between the 667 and 705 is \$7,200. There will probably not be an increase in the state reserve before July. They are paying less money now in rents than they were before; many people have lost jobs, incomes have gone down and as a result there is a lesser percentage of money towards their rent. There is no other subsidy other than utilities.

NEW BUSINESS

Resolution on No Smoking Areas

Mr. Ridley had a copy of the Resolution, as it will read, for the commissioners to vote on at today's meeting. Mr. Ridley said that there will be no smoking in the Tatakot building, it would have to be done outside since it is a Federal building. EOCD has one area that allows smoking. Individuals have their own apartments if they wish to smoke. There will be no smoking in the washer/dryer room, the main lobby and the Community Room.

Mrs. Nicholls said that there should be one area which the residents could use while waiting for their mail or transportation. She felt that there was discrimination against the smokers. Mrs. Felker spoke firmly on the Federal law and said that people could smoke in their own apartments. The Chairman suggested that this issue be brought up at their meeting which was to be held at the close of the Executive Session. Mrs. Nicholls spoke on a room to be set aside for the smokers.

Mr. Haynes moved that the small room between the lobby and the Community Room be designated as a smoking area. This will keep the smoke out of the lobby and the laundry room. Motion seconded by Claire Maguire. 3 Ayes. 0 Nays. 2 Absent. MOTION CARRIED

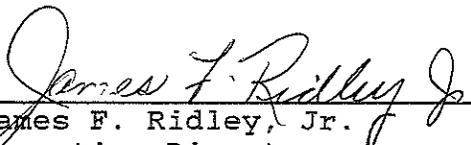
Outstanding Resident of the Month

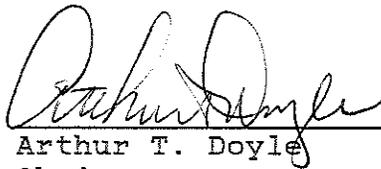
The Tenants Association of Tatakot is now being revived by Mrs. Felker. There is a new program recognizing the outstanding resident of the month. For the month of November Cynthia Ballentine, Apartment 211 and her volunteers, were recognized for preparing, serving and delivering 20 Thanksgiving meals. The names of the volunteers were on the Bulletin Board in the lobby. Ms. Ballentine is confined to a wheelchair and certainly deserves the recognition. There was a gift certificate for use at Purity Supreme by Ms. Ballentine.

Congregate Living

This item was referred to the Executive Session.

Meeting adjourned at 1030


James F. Ridley, Jr.
Executive Director


Arthur T. Doyle
Chairman

FALMOUTH HOUSING AUTHORITY, 115 SCRANTON AVENUE, FALMOUTH, MA

GENERAL SESSION

JANUARY 12, 1993

MEMBERS PRESENT: Arthur T. Doyle, Chairman
Charles Haynes
Claire Maguire
William J. Ferzoco, Jr.
Patrick T. O'Regan

STAFF PRESENT: James F. Ridley, Jr., Executive Director
Ronald M. Lanoie, Deputy Director
Ethel M. Falconieri, Clerk

OTHERS PRESENT: Madeleine Felker, Resident of Tataket
Katherine Yolton, Resident of Tataket
Gertrude Fellows, President, HV Tenants Assn.

The General Session of the Board of Commissioners of the Falmouth Housing Authority convened at 10:00 a.m. in the Community Room of the Harborview Apartments. Roll call was taken. Mrs. Maguire, here; Mr. Haynes, here; Mr. Doyle, here. Mr. O'Regan and Mr. Ferzoco arrived shortly after roll call.

Approval of Agenda

Mr. Haynes moved approval of the agenda with the addition of PHMA Certification, Confirmation of Union Contract, 667 MOD Program Funding and Annual Legislative Day on January 27, 1993 in Boston. In addition, Mr. Haynes wished to discuss the pool hall hearing. Item B, Approval of MRVP ACC, under Old Business was deleted. Mrs. Maguire seconded the motion. 4 Ayes. 0 Nays. MOTION CARRIED

Approval of Minutes - Meeting of December 8, 1992

Mr. Haynes moved approval of the minutes as printed. Seconded by Claire Maguire. 4 Ayes. 0 Nays. MOTION CARRIED

Payment of Bills

Mr. Haynes moved payment of the bills. Mrs. Maguire seconded the motion. 4 Ayes. 0 Nays. MOTION CARRIED

OLD BUSINESS

Tenants Association Representatives

Katherine Yolton, a resident of Tataket, was present on behalf of the residents of Tataket. Mrs. Felker arrived shortly after the meeting started. She had a few positive things as well as negative things to report to the Board. The positive things are the beginning of organizing the association, there will be people to talk at the meetings, the Visiting Nurses Association will come once a month to screen blood pressure, blood sugar, etc. She said Mr. Ridley would discuss the request for a TV-VCR which would be used for free movies with a coffee hour from four to six every Friday. Mrs. Felker has a good collection of VCR movies and books. She said there is a requirement for an extra key for the kitchen. She was asking for support from the commissioners on this request. Mr. Ridley believes there is a key to the kitchen and closet which was given to Cynthia Ballentine who is now in the hospital. It is not known exactly when she will return. Mr. Ridley said he would get another key but he prefers that there not be too many keys out. Mrs. Felker wanted to know about a key to the laundry room as a safety measure so that outsiders would not have access. She wanted to know also about the no smoking signs and was told they would be ready shortly.

Financial Statements

This will be discussed at the next meeting when more information is available.

Update on the MRVP

Mr. Lanoie said that a new tape has been put into the computer which is going to make calculations easier on the rentals; two more people who were deemed ineligible made a payment plan so have been brought back in. The original number of persons deemed ineligible (11) has been brought down to six. Two people voluntarily went off the program. The only problem we have, and it's an on-going problem, is getting the houses inspected by the Board of Health. The Authority will not be doing the inspections which means that the Board of Health must do them. Landlords are having a difficult time and are calling around to get a registered sanitarian. Mr. Lanoie is recommending that they call Representative Turkington. Calling Mr. Boyer hasn't solved anything. The town by-law is very specific concerning inspections which the town must do. According to the State, the persons displaced throughout the Commonwealth is not in the great numbers that were anticipated.

Resolution on No Smoking Area, Harborview

Having the main lobby of the Harborview complex designated as a smoking area creates a problem for everyone. Mr. Ridley suggested that the Community Room be designated as the smoking area. Mrs. Fellows said that there are people who are upset because they can't smoke in the lobby but she recognizes the law also. There is no smoking in the Nutrition Center. Mr. Ridley suggested a survey be taken and Mrs. Fellows agreed to cooperate. He also said he would put a questionnaire out for residents to state their preference. Mrs. Fellows said she could not speak for everyone but she would ask the smokers.

Confirmation of the Union Contract

Mr. Ridley said there was nothing recorded that covered confirmation of the Union Contract in December and that a declared vote is required. Mr. Haynes moved that the Union Contract be accepted. 4 Ayes. 0 Nays. MOTION CARRIED

NEW BUSINESS

Bi-Annual PMHA Training

There is World Wide Training Seminar in Williamsburg, Virginia from January 31 - February 4, 1993 which Mr. Lanoie has attended in the past. It is a week of intensive training with courses day and night and is a HUD supported program. Mr. Lanoie will be going as an Associate Member and has already paid. Mr. Haynes moved that Mr. Lanoie be funded in the amount of \$250 for the course. Mr. Doyle said that no per diem or travel would be authorized. Mr. Ferzoco seconded the motion. 4 Ayes. 0 Nays. MOTION CARRIED

Change in Fuel Oil Delivery Contractor (Resolution No. 93-003)

The Chairman advised the Board that heat had gone off in two buildings of an elderly project. They ran out of fuel which should have been provided by Economy Fuel and Services. The next lowest bidder, P. S. Ideal was called and provided fuel immediately. Mr. Haynes moved the new contractor complete the term of the contract. Seconded by Mrs. Maguire. 4 Ayes. 0 Nays. MOTION CARRIED

Purchase of TV-VCR for Tatakot Tenants Association

Mr. Ridley said that there is \$500 in the Tatakot Tenants Association account. There is \$250 per year allocated for each of the Tenant Associations. Money from last year was not utilized, nor money from this year and there will be \$250 in July. Nothing has been spent. There is a combination Emerson TV-VCR available for \$400 and there is a security kit for \$49 to secure it to the table. Mr. Haynes asked if they had an election of officers approved for the association. Mr. Ridley said there is a temporary group operating and they seem to be doing very well. Mr. Doyle did not think there was any money in the account because there was no association. Mr. Ridley said it was there in any case. Mr. Haynes wanted to be sure it was legal and that it was an established association. Mr. Ridley said it was legal and the present officers asked for this particular unit.

Mrs. Felker said that they have a Vice President, President, Treasurer, Secretary all temporary until next September when another election will be held. Ms. Yolton said there are those who are undercutting the people that are trying to make something of the association and the efforts of the present group are very important to many people. Until the President of the Association is available, Mrs. Felker would be responsible for the TV-VCR. The security kit could be installed by our maintenance people.

Public Housing has \$39,000 in reserve and the Section 8 has \$91,000 in reserve. The deficit is in the State programs. Mr. Haynes moved that the purchase be held off until next month and contact is made with the Fee Accountant. Mr. Ferzoco seconded the motion. 4 Ayes. 0 Nays. MOTION CARRIED

Section 8 Portability (Resolution No. 93-001)

Mr. Lanoie explained that all Section 8 Certificates are now portable. Once a portability certificate is received by a person, they must stay within the jurisdiction of that housing authority for one year. Then they become portable. If a person received a certificate in Falmouth they could move anywhere they wished within the State after one year. Falmouth would pay the rent and then requisition the money from the Housing Authority the person went to. There would be an increased cost to the Authority. Portability deters people from shopping around for a fast moving waiting list by having to live under the jurisdiction of the issuing authority for one year. A Board resolution would have to be made to adopt this policy which has already been established. We have no problem with this since our waiting list is closed. Mr. Haynes moved to approve the resolution. Mrs. Maguire seconded the motion. 4 Ayes. 0 Nays. MOTION CARRIED

667 MOD Program Funding (Resolution No. 93-004)

Mr. Gorton had been working on this modernization program for the 667-1/2/3 state elderly projects. Pictures were included showing the sorry condition of the areas. Secretary Padula is also receiving a copy of the request. The total is almost \$900,000. Mr. Haynes moved approval of a resolution to submit this request for funding. Mrs. Maguire seconded the motion. 4 Ayes. 0 Nays. MOTION CARRIED

Pool Hall Hearing

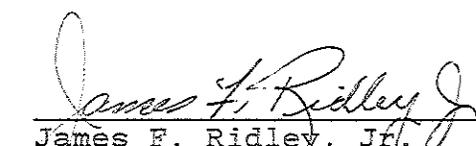
Mr. Haynes said there is a hearing before the Appeals Board in Falmouth for a pool hall over near the proposed location of Papa Gino's and also near the Bayberry complex on Rose Morin. It's up to the abutters to support it or not support it. Mr. Ferzoco was not in favor of it. Mr. Haynes will be attending the meeting and opposing it as an abutter.

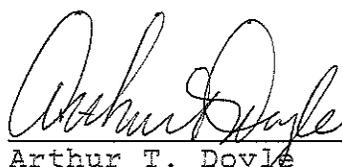
Mrs. Felker spoke again on the very good people that live in the Tatakot Apartments. She added that no one cares about the apartments and if she had the money she would buy the TV-VCR. She did not understand that it is money allocated for Tenants Associations; she thought it was money taken from them. Mr. Doyle explained this was not money that was taken from the residents but rather was in the budget and controlled by the Authority. Mr. Doyle said if it could be worked out, it would be voted on at the next meeting.

Approval of PHMA Indicators (Resolution No. 93-001)

The required report on Public Housing Management Assessment Program Certification was reviewed. Mr. Haynes moved approval of the report. Seconded by Claire Maguire. 4 Ayes. 0 Nays. MOTION CARRIED

Meeting adjourned at 1055


James F. Ridley, Jr.
Executive Director


Arthur T. Doyle
Chairman

FALMOUTH HOUSING AUTHORITY, 115 SCRANTON AVENUE, FALMOUTH, MA

SPECIAL SESSION

JANUARY 26, 1993

MEMBERS PRESENT: Arthur T. Doyle, Chairman
Charles Haynes
Claire Maguire
William J. Ferzoco, Jr.
Patrick T. O'Regan

STAFF PRESENT: James F. Ridley, Jr., Executive Director
Ronald M. Lanoie, Deputy Director
Ethel M. Falconieri, Clerk

The Special Session of the Board of Commissioners of the Falmouth Housing Authority convened at 9:30 a.m. in the Community Room of the Harborview Apartments. Roll call was taken. Mr. Ferzoco, here; Mrs. Maguire, here; Mr. Haynes, here; Mr. Doyle, here; Mr. O'Regan, here.

Resignation of the Executive Director

Mr. Doyle said the purpose of the meeting was to discuss Mr. Ridley's decision to retire and the official submission of his resignation to the Board today. The Personnel Sub-Committee asked Mr. Ridley to consider staying on after February 28, 1993 to continue with some of the special projects he's working on to maintain the continuity of the programs.

Mr. Doyle then said he would entertain a motion that they would like to continue his insurance for a year if possible. Mr. Haynes moved that our portion of the health insurance be continued for one year. Mr. Ferzoco seconded the motion. 4 Ayes. 0 Nays. MOTION CARRIED
Mr. Haynes moved that Mr. Ridley be retained on a part-time basis, approximately two and one-half days a week, for a period of 60 days, at his current rate with the option of renewing after that if necessary. This would be a position as consultant at about half his present salary. Severance pay has not been considered at this point. There is still 30 days for consideration.

Mr. Ridley thanked the Board and said he enjoyed working with the Housing Authority, that it was a real challenge, but he did derive satisfaction from the accomplishments and the support of the personnel in the Authority. The next concentration should be on building up the money so that vacant units can be restored. He is recommending painting and cleaning in the units and repair as necessary without taking on any major projects per unit. The less expensive units would be restored first. He is also recommending that a part-time worker be hired at \$200 per unit, see what this person can do with one unit and then go from there. The CAC people and the Dennis Housing Authority are looking at restoration of the house at 4 White Pine Lane. They are willing to spend the money on it so that it can be used as a Transitional Family House. Mr. Haynes wondered if it would not be less expensive to replace the carpeting with tile floors. Mr. Doyle said he would entertain a motion to make Mr. Lanoie the acting director as of March 1, 1993. Mr. Ferzoco wanted to know if it had been made clear to him that this would be an acting position. Mr. Ridley will be making the job public and applications will be taken, all of which will take time perhaps as long as two months. The NAHRO monitor requires time for publication so it will be about February 20 and March before there is a response. It will also be published in the local NAHRO. The position is specialized and advertised in the so-called trade papers.

Mr. Haynes moved that Mr. Lanoie be appointed acting executive director, effective March 1, 1993. Mrs. Maguire seconded the motion. 4 Ayes. 0 Nays. MOTION CARRIED

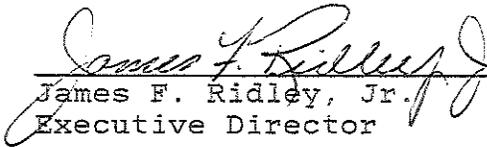
Mr. Ferzoco moved that Mr. Doyle and Mr. Haynes, acting as the Personnel Sub-Committee, write the letter of acceptance of the resignation of the executive director for the Board. Seconded by Claire Maguire. 4 Ayes. 0 Nays. MOTION CARRIED

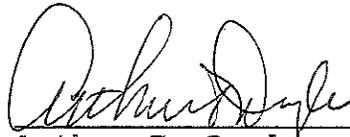
Mr. Paul Anderson of the Cape Cod Times was thought to be in the area. It was expected that he would be at the office where a message had been left for him.

A reception to be held at a later date was discussed. The Presidents of the Tenant Associations will be contacted.

Mr. Doyle then asked that the staff be brought over.

Meeting adjourned at 0950


James F. Ridley, Jr.
Executive Director


Arthur T. Doyle
Chairman

FALMOUTH HOUSING AUTHORITY, 115 SCRANTON AVENUE, FALMOUTH, MA

GENERAL SESSION

FEBRUARY 9, 1993

MEMBERS PRESENT: Arthur T. Doyle, Chairman
Charles Haynes
Claire Maguire
Patrick T. O'Regan

MEMBERS ABSENT: William J. Ferzoco, Jr.

STAFF PRESENT: James F. Ridley, Jr., Executive Director
Ronald M. Lanoie, Deputy Director
Ethel M. Falconieri, Clerk

OTHERS PRESENT: Cynthia Ballentine, Tatakot Tenants Association

The General Session of the Board of Commissioners of the Falmouth Housing Authority convened at 10:00 a.m. in the Community Room of the Harborview Apartments. Roll call was taken. Mrs. Maguire, here; Mr. Haynes, here; Mr. Doyle, here; Mr. O'Regan, here. Mr. Ferzoco was absent.

Approval of Agenda

Mrs. Maguire moved approval of the agenda with the addition of MRVP Update and Salary Increase for part-time employees. Mr. Haynes seconded the motion. 4 Ayes. 0 Nays. 1 Absent. MOTION CARRIED

Approval of Minutes - Meetings of January 12 and 26, 1993

Mr. Haynes moved approval of the minutes as printed. Seconded by Claire Maguire. 4 Ayes. 0 Nays. 1 Absent. MOTION CARRIED

Payment of Bills

Mr. Haynes moved payment of the bills. Mrs. Maguire seconded the motion. 4 Ayes. 0 Nays. 1 Absent. MOTION CARRIED

OLD BUSINESS

Tenants Association Representatives

Ms. Cynthia Ballentine of the Tatakot Tenants Association brought to the attention of the Board the injuries sustained by Mrs. Felker when crossing, in the crosswalk, the street in front of the Tatakot Apartments. There was a discussion on various safety measures that might be taken because it is a dangerous cross walk. Mr. Ridley will contact Capt. Price to see what, if anything, can be done since that portion of the road is state highway.

Financial Statements

Mr. Marotto said that we are improving on our EOOD accounts, there is about \$15,000 in the reserve right now or will be by July 1, 1993 provided there are no emergencies. Snow removal should have no adverse effect on the monies. Mr. Marotto did recommend if we have any construction or maintenance work that we take it from the Section 8 reserve for housing maintenance purposes. This would require a Board resolution.

Resolution on No Smoking Area, Harborview, Resolution No. 93-007

The lobby of the Harborview Apartments as the designated smoking area was voted on by the residents of Harborview. Mr. Haynes moved that the lobby be the designated smoking area. Mrs. Maguire seconded the motion. 4 Ayes. 0 Nays. 1 Absent. MOTION CARRIED

Purchase of TV-VCR for Tataket

Mr. Ridley said that a lot of opposition had been shown to the purchase of the TV-VCR for Tataket. There is no security controlled area and it is preferred that until the Tataket Tenants Association has been solidified, that purchase be held off. Money allocated for the Tenants Associations must go to an organized, established association. The request could be considered in September. Ms. Ballentine's group had looked forward to the Friday afternoon socials with the movie and refreshments bringing people together. She said that there is opposition to the formation of this organization and a blatant lack of respect for neighbors. She hopes that once they become more organized and more structured, with more people involved, there will be less of the negative behavior and more cordiality shown. By having the movies and refreshments people could come together and associate with one another. The key situation and the changing of locks for security purposes was discussed.

Mr. Haynes moved that the TV-VCR request be tabled until September. Mrs. Maguire seconded the motion. 4 Ayes. 0 Nays. 1 Absent. MOTION CARRIED.

Mr. Lanoie suggested using, on a shared basis, the TV-VCR that was purchased by the Authority for training purposes which is stored at Harborview. When there is a lock change at Tataket the TV can be moved over there.

MRVP Update

Mr. Lanoie discussed the memorandum from EOCD on the voucher budget indicating that the Chapter 707 budget, which was submitted and approved, will also be considered approval for the voucher program effective November 1, 1992 and will continue to the end of our fiscal year. The Admin fee is still at \$15.00.

With the voucher program, EOCD has approved the wage-match from the tenants of the voucher program with the IRS and the office has been working on this on a mechanical basis but a program has also been put into the computer. EOCD has said the diskettes are not to be sent to MCS, they consider it a violation of confidentiality. Rather, they should be labelled and sent to EOCD. Mr. Lanoie will confirm these instructions since there seems to be a conflict as to where the data should be sent. The wage matching law was enacted to include only the voucher recipients. Mr. Lanoie would like to see it go to all programs.

NEW BUSINESS

Salary Increase for Part-Time Employees

Mr. Haynes stated that the Personnel Sub-Committee had discussed the salary increase for the non-union employees to be effective February 1, 1993. Mr. Haynes made a motion for a 5% increase effective February 1, 1993. Seconded by Claire Maguire. 4 Ayes. 0 Nays. 1 Absent. MOTION CARRIED

Nomination of EEO Officer

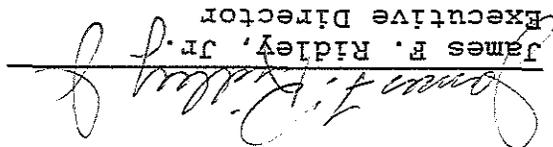
In the event of a dispute among the employees or the tenants versus the housing authority employees, the EEO officer would interview the parties and come up with a recommendation or have it turned over to our attorney. Mr. O'Regan was nominated for the position of Equal Employment Opportunity Officer. Mrs. Maguire seconded the motion. 4 Ayes. 0 Nays. 1 Absent. MOTION CARRIED

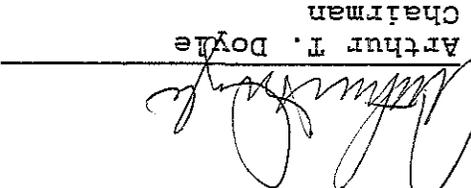
Public Information Officer

Mr. Haynes was nominated for the position of Public Information Officer. Seconded by Mr. O'Regan. 4 Ayes. 0 Nays. 1 Absent. MOTION CARRIED

Resolution for Maintenance Money, Resolution No. 93-006
A motion was considered for taking money from the Section 8 Reserve
for housing maintenance purposes, a sum not to exceed \$10,000 which
is the threshold. Mr. Marotto has said this was in order as long
as we pay it back eventually. Mr. Haynes moved the sum of (up to)
\$3,000 for renovations to 86 Meredith Drive. Seconded by Mrs. Maguire.
4 Ayes. 0 Nays. 1 Absent. MOTION CARRIED

Meeting adjourned at 1025.


James F. Ridley, Jr.
Executive Director


Arthur T. Doyle
Chairman

FALMOUTH HOUSING AUTHORITY, 115 SCRANTON AVENUE, FALMOUTH, MA

GENERAL SESSION

MEMBERS PRESENT: Arthur T. Doyle, Chairman

Charles Haynes

Claire Maguire

Patrick T. O'Regan

William J. Ferzoco, Jr.

STAFF PRESENT: Ronald M. Lanoie, Acting Director

Ethel M. Falconieri, Clerk

James F. Ridley, Jr.

OTHERS PRESENT:

Cynthia Balleentine, Tatakot Tenants Association

Gertrude Fellows, President, HV Tenants Association

Mae Hennebry, President, Salt Sea/Choate Tenants
Billie Garvin, League of Women Voters

The general session of the Board of Commissioners of the Falmouth
Housing Authority convened at 10:00 a.m. in the Community Room of
the Harborview Apartments. Roll call was taken. Mrs. Maguire, here;
Mr. Haynes, here; Mr. Doyle, here; Mr. O'Regan, here. Mr. Ferzoco,
here.

Approval of Agenda

Mr. Haynes moved approval of the agenda with several additions: Extension
for Compliance with Elevator Code, Part-time Maintenance Employee,
New State Regs for Rent Determination, Vehicle Title, Obligation
for Expanding Capital Improvement Funds, Expenditure of Funds for
State Units Upkeep and Board Members Saturday Seminars. Mrs. Maguire
seconded the motion. 4 Ayes. 0 Nays. MOTION CARRIED

Approval of Minutes - Meeting of February 9, 1993

Mrs. Maguire moved approval of the minutes as printed. Seconded
by Mr. Haynes. 4 Ayes. 0 Nays. MOTION CARRIED

Payment of Bills

Mr. Lanoie had a question on certain bills submitted for payment
which required further clarification. He is holding one from a contact
electrician dated November 1992 for \$70.00 and one on Fleet Bank
which should be deleted for non-renewal of the safety deposit box,
\$80.00. Mr. Ridley said the bill for the vault box at Fleet Bank
has been cancelled and the check voided. Mr. Duffy said there is
no requirement for a safe deposit box for the deeds to the chapter
705 houses since the properties are registered with Barnstable County
Registry of Deeds. Mr. Lanoie will review the bills as they come
in and initial them as approved prior to payment being authorized.
Mr. Haynes moved that the bills be paid with the exception of the
two mentioned by the Acting Director. Mrs. Maguire seconded the
motion. 4 Ayes. 0 Nays. MOTION CARRIED

Tenants Association Representatives

Mae Hennebry, President of the Salt Sea/Choate Lane Tenants Association,
asked if any progress had been made with the Fire Department for
assistance with the flagpole at the Salt Sea Project. Mr. Ridley
said the maintenance foreman was making the arrangements for a lift
truck to replace the pulleys on top of the poles at Salt Sea and
Harborview.

Mrs. Fellows, President of the Harborview Tenants Association, asked if the money from the washers/dryers stayed within the building and, if so, would it be possible to get new refrigerators with that money? It was explained to her that the money goes into the general fund, but with the next submission of the budget, there would be a request for new refrigerators. The money that comes in from the washers/dryers is for replacement of same.

Mr. Bill Hathaway, resident of Harborview, is requesting space for a vegetable garden and would like to include other residents for therapeutic reasons. One resident already has a garden and Mr. Lanoie is willing to speak to her about it to effectively pool the resources. It should also be discussed at the Harborview Tenants Association meetings. Mr. Lanoie is willing to assist in determining the area and arrange for help clearing the brush.

Ms. Ballentine said there is a requirement for a new key for the Bulletin Board which should go to Arlene Ferguson. Since her accident, Mrs. Felker has been unable to locate her key. Ms. Ballentine said that the TV-VCR worked great on Saturday with seven people attending. Also there are several petitions circulating concerning the dangerous cross walk in front of the Tatakak Apartments.

Financial Statements

Mr. Lanoie is planning, using the financial statements, to establish a spread sheet to determine the budget status and to balance the budget going forward. The financial statements show each area separately and Mr. Lanoie would like to have it on one sheet to read collectively. Mr. Ferzoco offered his assistance. The authority is in the negative on admin salaries in all projects, the combined MRVP and HUD. With the curtailment of one salary in another month or so it appears that we may be well within our needs. The authority is in a negative situation with legal fees (\$2,300) and an increase and possible budget revision is anticipated.

MRVP Update

Mr. Lanoie said that there are 213 people on the program. The newspapers have misconstrued the possible number of homeless with the changeover to the MRVP. There are nine people under an interim agreement who have not entered into a contract with their landlord. The remainder are all under contract which is good until June 30, 1993. All nine people have had a voucher since November 1, 1992 and were given six months to locate a unit. They were all told in November that their landlord was not going to enter into a lease so it is nothing new to the tenants. All the other people were able to find units. Letters will be going out to the nine people and their names will go through EOCD to the Safety Net Program as established in Community Action in Hyannis (our service provider for the Cape). They also will become involved by calling the tenants and landlords to see what can be accomplished. If absolutely nothing is done by April 30, there would still be only the nine families that are homeless. Their voucher would have expired and cannot be regained. Community Action is now looking at steps to extend that time but it would not seem an extension during the summer months would be of much help.

Extension for Compliance with Elevator Code

A letter was received authorizing an extension of time for compliance with the elevator code to January 1, 1996, the maximum time that can be granted by law. It will now become a CIAP Project (estimated cost \$35,000) in order to acquire the funding to conform. Circuitry has to be added to the elevators to bring them to the ground floor. As it is now, they stop at the nearest floor. Once the CIAP NOFA is received, it will be included with the CIAP.

NEW BUSINESS

Amending the Age Requirement/State Elderly Housing - Resolution No. 93-009

Mr. Ridley explained that an act had been passed by the House and Senate reducing the age requirement from 62 to 55 which would permit the housing authority to accept more elderly residents in the two Federal projects and the State Public Housing facilities. It must be a resolution approved by the Board. Mr. Haynes moved to approve

the resolution. Seconded by Claire Maguire. 4 Ayes. 0 Nays. MOTION CARRIED

Falmouth Local Planning Committee (Sub-Committee)

Referring to press releases in the newspaper stating that their was a planning committee (sub-committee) for the purpose of establishing affordable rental housing in the town of Falmouth, Mr. Lanoie said that this committee had been established to discuss, talk about and make motions to alter or assist the rental programs. Neither the housing authority nor any of its members were approached for assistance. This committee is not part of the planning board, it's not one that was established by the town and the town administrator has no knowledge of this committee. It is simply an ad hoc committee that was organized by Ms. Freda Feigenbaum of Human Services for the purpose of helping people with rental assistance in Falmouth. Apparently this committee is not aware of the structure of the Housing Authority and Ms. Feigenbaum is not aware of our concern for the tenants.

Mr. Doyle said we had provided the survey to EOCOD and they were in the process of providing it to HAC in Hyannis. The state representatives were told that we would provide them with all the statistical data that the form requested except for names and addresses. It would be stat data only. The form which was received had no relationship to the one Ms. Feigenbaum said she wanted to mail out, it was not approved by EOCOD and the authority was advised not to mail it. Mrs. Garvin of the League of Women Voters expressed her concern since she is also on the Human Services Board and sees little interaction between the Authority and Human Services. Their services would also be welcome at the Safety Net Program which was designed by Secretary Padula to prevent people (such as the nine we have) from falling through the cracks. NAHRO is coming up with programs that may be accepted by the Senate and Community Action is working on surveys representing the Cape.

Approval of MRVP/ACC

Mr. Lanoie said the Annual Contributions Contracts were signed and then a notice was received from NAHRO to hold back because they were trying clarify certain items with EOCOD. The ACC brings us to a total of 227; 30 families have been lost through attrition over a period of several years because families moved and did not take their certificate with them. There were no evictions. The authority would be funded for 227 should the 707 Program come back.

Falmouth Housing Trust Representative

There is an opening on the Board of the Falmouth Housing Trust due to the retirement of Mr. Ridley. This Board meets once a month on Monday nights. Mr. O'Regan volunteered to represent the Authority.

Chapter 705 Unit Refurbishing

The house on Meredith Drive has been completed and a family will be moving in. EOCOD was questioned on current Chapter 705 regulations in the event of a serious problem and a family had to be moved from a 705 unit and there were no other 705's available. Vouchers could not be given. Formerly, a 707 certificate could be issued. Now there is no type of funding available. Mr. Lanoie suggested that if a family were to move out of a 705 unit that was in decent shape, that we take another 705 family from a really rundown unit and move them into that one rather than take someone off the list.

The Transitional Housing Program was interested in restoring the house at 4 White Pine Lane (which had been renovated and subsequently trashed) but nothing has been heard from them. It would take about \$2,500 to \$3,000 to make it livable. The house is being boarded up. Mr. Ridley said if we lose a 705 house, that under emergency procedure we have the authority to use 1% of our Section 8 Program to put an emergency family into Section 8 and issue a certificate over and above the 287 that we have. The binder there is, if we lose a person off the Section 8 Program we cannot reissue that certificate until we are down to the 287. Mr. Doyle feels that the more 705's that are boarded up, the greater the pressure will be on EOCOD to do something.

Request for Additional Section 8 Certificates

Mr. Lanoie received a verbal request from a former commissioner, Mr. Matthew Walsh, asking if we would write a letter directly to Congressman Studds. Congressman Studds is interested in the status of housing in this area and would push any request for additional Section 8 Certificates. Mr. Lanoie is suggesting that we contact HUD for the forms and the language required to request additional Section 8 Certificates to replace the 30 which were lost in the transition from the Chapter 707 Program to Massachusetts Rental Voucher Program. When this request is submitted to HUD for additional Section 8 Certificates, a copy would be provided for Congressman Studds office. The Board agreed.

Part-Time Maintenance Employee

Mr. Lanoie expressed his concern over salaries and feels that it is in the best interest of the housing authority to have a maintenance person working over the weekends. A completed survey showed a substantial saving in overtime dollars by having one staff person working over the weekends plus the visibility of an available employee in the developments. Mr. Lanoie proposes that we hire, on a temporary basis, a person to work weekends, suggesting a 10-hour day, 20 hour week at a rate not to exceed what the part-time employees are now receiving. This would assist on turn arounds which are way behind and take as long as a month. In addition, it would provide someone for lockouts, etc. Others suggested hiring one more full time person for maintenance. To be further discussed in Executive Session.

New Rent Determination Regs/State Aided Public Housing

New rent determinations for State Aided Public Housing become effective March 15, 1993. The 667 developments have already been adjusted in the majority of cases and a copy will be going out to the Chapter 667 Tenant Associations. It will also affect the Chapter 705 participants because of a new heat deduction not used previously. Their rents will be lowered because of the heat deduction at the time of their annual recertification.

Vehicle Certificate/Title Don Marshall's Car

Mr. Lanoie said that he had received an unsigned title to Don Marshall's car. It was thought when Mr. Duffy came into the meeting he could explain what the next step would be. The title arrived in the office March 8, 1993.

Obligation of Expenditure of Capital Improvement Funds

A letter was received from Richard Kluck, Director of the Management Division of HUD, referring to a letter from Secretary Cisneros expressing his concern for accelerating the expenditure of Capital Improvement Funds awarded to the housing authority. The staff at HUD is ready to assist but funds should be obligated not later than June 30, 1993. Mr. Ridley has already been in contact with HUD and the architect. The plans and specs should be back soon. Funds will be obligated by June 30 and the work completed by September 30, 1993.

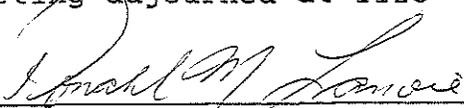
Expenditure of Funds for Upkeep of State Units

Mr. Lanoie said that there are 8 units available in the 667 developments for turnover. They all have to be painted and there is a person that charges \$250 per unit. Units will be done one at a time. Mr. Ridley suggested using the Section 8 reserve monies which amount to \$91,000 which could be lost if taken back. It was previously decided to use \$3,000 on the Chapter 705 house at 86 Meredith Drive which is ready to move into. Over \$1,000 has been put into it so far and there is still some minor work to be done but it does not appear that it will exceed \$2,000. Some of the monies went into an occupied house on Turner Road.

Board Members Saturday Seminar

There will be a one day seminar for commissioners at the Easton Housing Authority on April 24, 1993 for Board members. Mr. O'Regan indicated his interest in attending. Mileage and the \$20 fee are granted.

Meeting adjourned at 1125



Ronald M. Lanoie, Acting Executive Director



Arthur T. Doyle, Chairman

FALMOUTH HOUSING AUTHORITY, 115 SCRANTON AVENUE, FALMOUTH, MA

GENERAL SESSION

APRIL 13, 1993

MEMBERS PRESENT: Arthur T. Doyle, Chairman
Charles Haynes
Patrick T. O'Regan

MEMBERS ABSENT: Claire Maguire
William J. Ferzoco, Jr.

STAFF PRESENT: Ronald M. Lanoie, Acting Executive Director
Ethel M. Falconieri, Clerk

OTHERS PRESENT: Cynthia Ballentine, Tatakot Tenants Association
Arlene Ferguson, Tatakot Tenants Association
Mae Hennebry, President, Salt Sea/Choate Tenants
Billie Garvin, League of Women Voters

The General Session of the Board of Commissioners of the Falmouth Housing Authority convened at 10:00 a.m. in the Community Room of the Harborview Apartments. Roll call was taken. Mr. Haynes, here; Mr. Doyle, here; Mr. O'Regan, here. Mr. Ferzoco and Mrs. Maguire were absent.

Approval of Agenda

Mr. Haynes moved approval of the agenda with the addition of the Performance Funding System (PFS Resolution), Legislative Hearing April 14, 1993 and Amendment to the State ACC. Mr. O'Regan seconded the motion. 3 Ayes. 0 Nays. 2 Absent. MOTION CARRIED

Approval of Minutes - Meeting March 9, 1993

Mr. Haynes moved approval of the minutes as printed. Seconded by Mr. O'Regan. 3 Ayes. 0 Nays. 2 Absent. MOTION CARRIED

Payment of Bills

Mr. Haynes moved the bills be approved for payment. Seconded by Mr. O'Regan. 3 Ayes. 0 Nays. 2 Absent. MOTION CARRIED

Tenants Association Representatives

Mrs. Hennebry of the Salt Sea/Choate Lane Tenants Association mentioned emergency situations caused by storms when residents would be without heat, particularly in the cold weather. During a recent power outage, she tried calling the utility company, maintenance, the police, etc. but could get no information on when the power would be restored. Mr. Haynes said that a new system for emergency preparedness had been set up at town meeting and he would get the information to her. Mr. Lanoie said that the Harborview Building would be available. It was generally agreed that it would be a good idea if the Housing Authority had its own emergency preparedness system.

Cynthia Ballentine of the Tatakot Tenants Association said that there are now over 30 people signed up for the Association. She mentioned the need for new oven racks for the community kitchen. The Tenants Association at Tatakot has a petition which they are circulating asking for traffic lights at the cross walk in front of the complex which has been the scene of so many accidents.

Financial Statements/Accounts Review

After a review the accounts Mr. Lanoie said it appears the authority will have to ask for a budget revision due to over-expenditure on legal fees which are \$3,500 over not including the \$2,200 for March. Responsibility for the additional expense is attributed to the Union grievance. Mr. Lanoie will be reviewing the budget and revisions with the Fee Accountant.

MRVP Update

This is the last and most critical month for the recipients. In November 1992, there were 227 people on the Chapter 707 Program. At the present time, there are 210. Of the 17 that were lost, it was due to transfer, income, or they just went off the program.

There is no one who made an appeal for whom a compromise was not made. Richard Bigos is busy with the Safety Net Program at this time. There are five people who will lose their voucher by the end of April. One is being evicted, two are having a problem locating a unit and the other two are unfortunate - their homes are being foreclosed on. They have all been contacted by the Safety Net Program. The statistical data will be sent to the representatives.

Rescission of Resolution No. 93-009 (Resolution No. 93-013)

At the last meeting a resolution was made amending the age requirement for elderly housing. This was premature based on erroneous information and a resolution is required to rescind it. Mr. Haynes moved the rescission. Mr. O'Regan seconded the motion. 3 Ayes. 0 Nays. 2 Absent. MOTION CARRIED

Falmouth Local Planning Committee (Sub-Committee)

For the first time, the housing authority was not represented at a meeting held by this committee on April 8, 1993. Mr. Lanoie spoke to the reporter covering the meeting and was told that there were only two tenants at the meeting. The ad hoc committee members have never contacted the housing authority for input and are not putting out accurate information.

Don Marshall's Car

According to Mr. Haynes, Don Marshall's car has never officially appeared on the Falmouth Housing Authority books and the vehicle has been disposed of. Mr. Doyle thought a vote should be taken to approve the sale of Marshall's car for \$150.00. The Board voted favorably and it was declared a vote.

VFW Contract

There is some confusion as to past agreements with the VFW which seem to have been overlooked after a period of time. Mr. Lanoie will do further research. At one time there was to be a handicapped ramp built for access to the shopping area from Tatakak along with a picnic area. Mr. O'Regan thought it might be a good idea if the contract and agreements were reviewed.

NEW BUSINESS

Traffic Light at Tatakak

Mr. Haynes moved that the Board of Commissioners of the Falmouth Housing Authority give the Tenants Association a letter stating our approval of the requirements for a traffic light. Mr. O'Regan seconded the motion. 3 Ayes. 0 Nays. 2 Absent. MOTION CARRIED

Representative for Selection of New Executive Director

Mr. Haynes suggested that while there were two representatives from the Tenants Association present, they would like them to meet with Claire Maguire next week to appoint one of their members to the committee for selection of a new Executive Director. There is one vote for the four Tenant Associations.

Performance Funding System - Resolution No. 93-015

Mr. Lanoie said that we had never used the Performance Funding System before and the fee accountant is suggesting that we apply for it. The application is also a revision of the budget required because of the \$14,300 spent on floor repairs, replacement of the oil burner in Harborview, carpet replacement here and brick replacement at Tatakak that was not funded. That is the revision we are submitting along with the Operating Subsidy request under the PFS for \$62,671. It will be submitted as of Fiscal 93 and if we are approved, the money will go into maintenance; if it is not approved, then nothing is lost. Mr. Marotto feels that we are eligible for this now because of our Performance Funding. Mr. Haynes moved approval of the request for PFS. Mr. O'Regan seconded the motion. 3 Ayes. 0 Nays. 2 Absent. MOTION CARRIED

Designation of Rental Check Signer - Resolution No. 93-011

Mr. Haynes moved that Mrs. Leslie Greene be appointed cosigner with Mr. Lanoie of the rental checks on a temporary basis. Seconded by Mr. O'Regan. 3 Ayes. 0 Nays. 2 Absent. MOTION CARRIED

Revised Income Limits for MRVP - Resolution No. 93-010

Mr. Haynes moved approval of the new Revised MRVP Income Limits for Eligibility. Seconded by Mr. O'Regan. 3 Ayes. 0 Nays. 2 Absent. MOTION CARRIED

Manville Property Damage Settlement

Mr. Lanoie said that the Authority received a check for \$588 and believes this is entry into the final phase of the settlement. This was for the removal of asbestos from the 667 Project.

Approval of Low Bidder for Lawn Maintenance - Resolution No. 93-012

Mr. Haynes moved that the low bidder for lawn maintenance, F. W. Enterprises be awarded the contract for lawn maintenance for the 1993 season. Seconded by Mr. O'Regan. 3 Ayes. 0 Nays. 2 Absent. MOTION CARRIED

NAHRO Alert (Pending House Bills)

The NAHRO Alert referenced Senate 509 which will be coming up April 14, 1993 and involves requests for grant monies which could be an asset to some of our properties. Public Housing Legislation will be heard and the bills that they will be hearing will be Senate 508 having to do with the purchase of affordable housing, 519 which amends the age requirement for elderly housing, Senate 521 which requires LHA's to spend any excess rental income on modernization, and House Bill No. 2575 would require the Commonwealth to return to the LHAs any payments made under the state employees furlough law of 1991. House Bill 3369 would give priority to the elderly for units designated for the elderly and for the disabled to the disabled. Representatives are encouraged to make on-site visits to the 705 houses and the 667 Project at Bayberry to view first hand the requirements for modernization monies. Mr. Haynes suggested contacting Mr. Cahir and Mr. Turkington.

New EOCD Mangement Representative

The new Management Representative for Falmouth Housing Authority is John Gannon who is replacing Owen Ahearn.

Personnel Policy Revision for Review

The Commissioners have received copies of the Personnel Policy with the proposed revisions for their review and input. This will be on the agenda for the next meeting.

MASSAVE Energy Audit/Rose Morin

A letter was received from EOCD saying that Falmouth had been selected for a Pilot Program on MASSAVE Energy. Ms. Pam Lavoie has been assigned to the Authority to view the Bayberry Project and is here today. Commissioners will be informed of the findings. There is no information on the new CIAP yet, but Mr. Lanoie has a meeting at HUD on 23 April 1993. The old one must be completed by 30 June 1993.

Meeting adjourned at 1055



Ronald M. Lanoie
Acting Executive Director



Arthur T. Doyle
Chairman

FALMOUTH HOUSING AUTHORITY, 115 SCRANTON AVENUE, FALMOUTH, MA

GENERAL SESSION

MAY 11, 1993

MEMBERS PRESENT: Arthur T. Doyle, Chairman
Charles Haynes
Patrick T. O'Regan
Claire Maguire

MEMBERS ABSENT: William J. Ferzoco, Jr.

STAFF PRESENT: Ronald M. Lanoie, Acting Executive Director
Ethel M. Falconieri, Clerk

OTHERS PRESENT: Cynthia Ballentine, Tataket Tenants Association
Mae Hennebry, President, Salt Sea/Choate Tenants
Billie Garvin, League of Women Voters
Antoinette Saulen, Tenant Advocacy Group
Claire Cohen, Tenant Advocacy Group
Freda Fiegenbaum, Tenant Advocacy Group
Matthew Walsh, Tenant Advocate

The General Session of the Board of Commissioners of the Falmouth Housing Authority convened at 10:00 a.m. in the Community Room of the Harborview Apartments. Roll call was taken. Mrs. Maguire, here; Mr. Haynes, here; Mr. Doyle, here; Mr. O'Regan, here. Mr. Ferzoco was absent.

Approval of Agenda

Mr. Haynes moved approval of the agenda with the addition of CIAP FY88, Insurance Renewals and Consolidated Investment Funds under Old Business and CIAP FY94 under New Business. Mr. Haynes moved to approve the Agenda. Mrs. Maguire seconded the motion. 4 Ayes. 0 Nays. 1 Absent. MOTION CARRIED

Approval of Minutes - Meeting April 13, 1993

Mrs. Maguire moved approval of the minutes as printed. Seconded by Mr. Haynes. 4 Ayes. 0 Nays. 1 Absent. MOTION CARRIED

Payment of Bills

Mr. Haynes moved the bills be approved for payment. Seconded by Mrs. Maguire. 4 Ayes. 0 Nays. 1 Absent. MOTION CARRIED

Tenants Association Representatives

Ms. Cynthia Ballentine of the Tataket Tenants Association stated that one of the residents is again parking his vehicle by his apartment. Of the two keys to the Community Room, Ms. Ballentine has one and Grace O'Hara has the other. Ms. O'Hara has volunteered to take care of the flag pole and the garden and to open and close the Community Room and the Laundry Room. The flag pole needs repair; the pole itself is adequate. Ms. Ballentine also questioned whether there was any money for purchasing plants and wondered at the availability of water hoses. Mr. Lanoie thought that perhaps a hose could be made available to the Tenants Association. Ms. Ballentine also commented on the more pleasant atmosphere at Tataket with the advent of the warmer, sunny weather.

Mr. Haynes commented that smoking in the public areas would have to be eliminated altogether according to the new by-laws of Falmouth.

Mr. Lanoie then read the letter of support for the crosswalk improvements which was addressed to the director of the Department of Public Works in Taunton and which was given to the Tenants Association of Tataket. He is also working on a supplement to the Residents Handbook on Emergency procedures.

Financial Statements and Accounts Review

Mr. Lanoie stated that there will have to be a budget revision due to the rising legal fees. Mr. Marotto will be here soon and Mr. Lanoie will be working on the FY94 budget with him.

MRVP Update

An extension has been granted on the MRVP to May 31, 1993 for the people who have not located housing and who still have a voucher. Mrs. Claire Cohen of the Tenants Advocacy Group was not familiar with the State/Federal Public Housing Tenants Associations nor the difference between public housing and subsidized housing. The members of the Board of Commissioners, four elected and one appointee, serve as representatives to the subsidized tenants and are in turn accountable to EOCD and HUD.

VFW Contract Review

Mr. O'Regan will review the present contract with the VFW. There are certain agreements in the contract which have not been strictly adhered to. Thought will be given to future negotiations, particularly concerning the handicapped accessibility. Mr. Lanoie will provide

Mr. O'Regan with a copy of the contract and also set up a meeting with the VFW.

Revised Personnel Policy

Review of the revised Personnel Policy was postponed to the regular meeting of June 8, 1993.

MOD Funds for Local State-Aided Developments

There has been no contact with the local representatives for a review of the Chapter 705 sites needing improvements/renovations. They are in agreement with Senate Bill #509. An on-site visit by our legislators to Carolyn Lane, Turner Road and the Bayberry Complex is recommended.

CIAP FY88

A meeting May 7, 1993 was held with Mr. Duffy, Mr. Giampietro, Mr. Ridley, Mr. Lanoie and Mr. Eichner of the Attorney General's Office. The result was an agreement with the AG's office concerning the time table for completion of the work. Preparations for the IFB will be May 17, advertise bids will be May 26, bid submission to HUD by June 4, review of bids June 7, award the bids on June 8 after Board approval. Construction phase could be started around June 24, the estimated completion date would be July 26 with the HUD inspection in August. If the construction phase is not approved by HUD by June 30, 1993 the CIAP money will no longer be available. The work must be completed for the Section 504 emergency egress from the handicapped apartments. The new architect drawings and revised dates were acceptable to the Architectural Access Board. The major problem is meeting the June 30 deadline. Mr. Lanoie has been in touch with HUD on all phases of the submissions.

NEW BUSINESS

Insurance Renewals

Two insurance policies are coming up for renewal, Worker's Compensation and General Liability. Mr. Lanoie has a package ready for mailing to several companies for proposals.

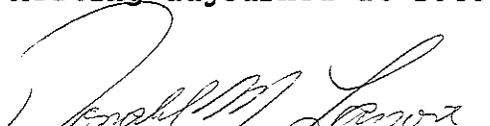
CIAP FY94

There is \$15,000,000 available for the entire region in this particular NOFA. The CIAP would be awarded by priority. There is work that is required at the Tatakot Apartments but it is not of an emergency nature and Mr. Lanoie does not think it could compete with asbestos removal and lead paint. It would require an engineer and hiring of an architect to prepare the plans, and if the CIAP were not awarded to us, the Authority would have to pay for engineering and architectural services out of pocket.

Consolidated Investment Funds

There are five different accounts that our state money is in. The state has consolidated all the state projects and the fee accountant is recommending that the money be deposited into one investment account. This would require a Board vote. The Commissioners would like to meet with the Fee Accountant and discuss it with him. A special meeting will be called when it has been determined when Mr. Marotto will be in Falmouth.

Meeting adjourned at 1040



Ronald M. Lanoie
Acting Executive Director



Arthur T. Doyle
Chairman

FALMOUTH HOUSING AUTHORITY, 115 SCRANTON AVENUE, FALMOUTH, MA

SPECIAL SESSION

May 25, 1993

MEMBERS PRESENT: Arthur T. Doyle, Chairman
Charles Haynes
William J. Ferzoco
Claire Maguire

MEMBERS ABSENT: Patrick T. O'Regan

STAFF PRESENT: Ronald M. Lanoie, Acting Executive Director
Ethel M. Falconieri, Clerk
Barbara Thurston
Melody Hammond

OTHERS PRESENT: Sean Walsh, The Enterprise
Gertrude Fellows, Harborview Tenants Association
Fred Sylvia, Bayberry Tenant Association
John Gilbert, Bayberry Tenants Association
Madeleine Felker, Tatakot Tenants Association
Freda Fiegenbaum, Tenant Advocate
Antoinette Saulen, Tenant Advocate
Claire Cohen, Tenant Advocate
Leo McCarty, Falmouth Resident

The Special Session of the Board of Commissioners of the Falmouth Housing Authority convened at 10:00 a.m. in the Community Room of the Harborview Apartments. Roll call was taken. Mrs. Maguire, here. Mr. Haynes, here. Mr. Doyle, here. Mr. Ferzoco arrived shortly after the meeting began. Mr. O'Regan was absent.

Resolution 93-016, Approval of Architectural Section 504 Work
Approval of FY93 State Budget Revision

Mr. Haynes moved approval of Resolution 93-016 for the Architectural portion of the Section 504 work for the handicapped units. Mrs. Maguire seconded the motion. 3 Ayes. 0 Nays. 2 Absent. MOTION CARRIED

Mr. Haynes moved approval of the FY93 State Budget Revision. Mrs. Maguire seconded the motion. 3 Ayes. 0 Nays. 2 Absent. MOTION CARRIED

Mr. Lanoie said that May 11, 1993 a letter was sent to the Division of Capital Planning requesting a waiver of the normal bidding procedure bypassing the Central Register. The request was disapproved. The normal bidding process through the Central Register takes eight days plus fourteen days for bid advertising. On May 20, 1993 HUD reviewed the plans and specs and approved them for contracting and the Invitation to Bid was sent to the Central Register by FAX, a requirement according to the Division of Capital Planning. Mr. Lanoie said that the deadline of June 30, 1993 as established by HUD will be met. The Attorney General's completion date is on track.

FY93 State Budget Revision

There was a budget revision to line item 4130 to increase the legal fees under the MRVP from \$4500 to \$9300. Also, another \$5,000 was added to line item 6580, Collection Loss. There was an increase in overtime from 7600 to \$15,000. Mr. Lanoie then left the meeting.

The first four of eight candidates were scheduled to be interviewed at this meeting. There will be four more interviews May 26, 1993.

The tenant advocacy group had submitted a list of questions they wished to have each candidate answer concerning changes to the MRVP, affordable home ownership for first time buyers, employment of minorities, working with legislators and the issue of MRVP tenants inclusion in a vote for the new director. Each candidate at both sessions will be asked for their answers to these concerns.

Kathleen Braga

Ms. Kathleen Braga was the first candidate to be interviewed. Ms. Braga is a coordinator for a program called Intrax, an International Training

and Exchange Program which brings students from other countries to this country. Students are taught American Culture and English. As a coordinator she finds teachers and contracts places students to receive instruction. Students are here for a period of two to four weeks. Ms. Braga has two degrees, an Associates from Cape Cod Community College and a Bachelor's in History from UMass. Ms. Braga has budget experience on a small scale. She has a staff of four to six people depending on the type of program. Ms. Braga is a Falmouth native and has strong ties in Falmouth.

Robert H. Murray

Mr. Murray stated that he had no actual experience in running a housing authority, but he does have a great deal of experience in administration and management. Mr. Murray assisted in the development of the Family Pantry in Harwich, the Harwich Community Development Corporation for first time home buyers, the Harwich Ecumenical Council for the Homeless, the Upper Cape Homeless Coalition. He and his wife own a small business in Hyannis. Mr. Murray works full time at the Housing Assistance Corporation and successfully fought for state funding for the Pilot Program for Homeless in Barnstable County. He has been successful in all fund raising ventures and feels that his unique style of management would be an asset to the Authority. Mr. Murray is currently a grant writer for the Housing Assistance Corporation. He feels strongly that an Executive Director be budget involved and aware of all financial circumstances on a day to day basis. Mr. Murray is a graduate of the Massachusetts College of Pharmacy and a member of the Harwich Finance Committee and also serves on the Home Advisory Committee of the Barnstable County Consortium.

Brenda Neily

Ms. Neily lives in Attleboro and also has a house in Harwichport. She worked for several years in the private sector as office manager in a family owned business. Following that, she took a position with the U.S. Department of Labor in the Wage and Hour Department monitoring private industry for compliance with minimum wage standards/overtime, etc. After leaving the Department of Labor, Ms. Neily worked in the community and with political campaigns. She is interested in public housing and is now at the Yarmouth Housing Authority involved with Section 8 and policy writing for Section 504. She will be in Yarmouth through the summer. Ms Neily worked at the Taunton Housing Authority for approximately two months as part of Cambridge College Master's Program. In Attleboro she served as a consultant for about eight months. Ms. Neily also has her PHM Certification.

Mario R. Spencer

Mr. Spencer thanked the Board for the opportunity for being a finalist for the position of Executive Director. Mr. Spencer is now at the Raynham Housing Authority. Prior to being at Raynham, Mr. Spencer was Senior Housing Manager at the Taunton Housing Authority, a somewhat larger housing authority than Falmouth. Prior to being associated with housing authorities, Mr. Spencer worked in the Human Services field. Prior to that he was involved with Boy's Clubs in Taunton and Lowell working together with children and families. Mr. Spencer believes he is a good administrator and is a pro-tenant administrator although a stern one and is in faor of tenant participation. He has also had experience, and a good working relationship, with both EOCOD and HUD. He is familiar with the Farmer's Home Administration having received approval to build 24 additional elderly units through their program. Mr. Spencer is Cape Verdean and speaks fluent Creole, fluent Portuguese and some Spanish. Mr. Spencer was also a consultant for the Rehoboth Housing Authority. He is also aware of funding problems with HUD and EOCOD and believes this Authority must look to Community Development money that would provide money to rehab the 705 units.

Meeting adjourned at 1:30 p.m.



Ronald M. Lane
Acting Executive Director



Arthur T. Doyle
Chairman

FALMOUTH HOUSING AUTHORITY, 115 SCRANTON AVENUE, FALMOUTH, MA

SPECIAL SESSION

May 26, 1993

MEMBERS PRESENT: Arthur T. Doyle
Charles Haynes
William J. Ferzoco
Claire Maguire
Patrick T. O'Regan

STAFF PRESENT: Ronald M. Lanoie, Acting Executive Director
Ethel M. Falconieri, Clerk
Barbara Thurston

OTHERS PRESENT: Gertrude Fellows, Harborview Tenants Association
Cynthia Ballentine, Tatakak Tenants Association
Madeleine Felker, Tatakak
Fred Sylvia, Bayberry Tenants Association
John Gilbert, Bayberry Tenants Association
Sean Walsh, The Enterprise
Paul Anderson, Cape Cod Times
Leo McCarthy, Falmouth Resident
Antoinette Saulen, Tenant Advocate
Frances Moore, Tenant
Matthew Walsh, Tenant Advocate

CANDIDATES: Ronald M. Lanoie
Deborah Converse
Ian McLauchlan
Annemarie Shannon

The Special Session of the Board of Commissioners of the Falmouth Housing Authority convened at 10:00 a.m. in the Community Room of the Harborview Apartments. Roll call was taken. Mr. Ferzoco, here; Mrs. Maguire, here; Mr. Haynes, here. Mr. Doyle, here; Mr. O'Regan arrived after the meeting started.

General Liability Insurance

Mr. Lanoie quoted the bids from J.K.L. Insurance Agency, the William F. Sullivan Insurance Agency and the Housing Authority Risk Retention Group (HARRG) and J.K.L. Insurance Agency was low bidder at \$6,478.16, coverage \$1,000,000 with \$1,000 deductible. Mr. Haynes moved approval of the J.K.L. Insurance Agency (Resolution No. 93-017). Seconded by Claire Maguire. 4 Ayes. 0 Nays. MOTION CARRIED

Interviews with candidates for the position of Executive Director continued following the brief business meeting.

Ronald M. Lanoie

Mr. Lanoie, Deputy Director of the Falmouth Housing Authority, is currently the Acting Executive Director. Mr. Lanoie responded to questions which had been submitted by the Tenant Advocacy group in regard to the Massachusetts Rental Voucher Program and plans to assist those who had lost subsidies or wanted to leave the subsidized programs, the hiring of minorities, working with the legislators, collection of rent arrearages. Questions from the commissioners related to the budget and staffing. Mrs. Felker asked what he would do about the problem of ethnic unrest and prejudice in the Tatakak Apartments. Mr. Lanoie has contacted the Cape Cod and Islands Mediation Service and asked for their assistance. Mr. Lanoie stressed that all tenants would be treated equally. Mr. Lanoie is familiar with, and actively involved in, all phases of operation of the housing authority programs. Mr. Lanoie served as assistant director for approximately two years and has been Deputy Executive Director since 1989.

Deborah Converse

Ms. Converse has worked at Housing Assistance Corporation for about nine years and Barnstable Housing Authority about two years. She was co-founder of Falmouth Housing Trust and has worked on the Home Ownership Program. Ms. Converse gave her views on the same questions

asked the other candidates. She was also Energy Director in charge of the Weatherization Program which was a million dollar program with a staff of ten people. She is currently program director for fund raising and development with a staff of five people. Ms. Converse would be involved in administrative procedures including accounting procedures. Ms. Converse received her bachelor's degree in psychology from University of New York-Potsdam and a master's degree in business administration from Leslie College.

Ian McLauchlan

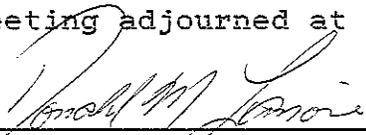
Mr. McLauchlan is currently the Executive Director of the Needham Housing Authority. He was Assistant Director at the Nashua Housing Authority and Executive Director of Woburn Housing Authority. He is a graduate of Tufts University and Bangor Theological Seminary. He has been in the housing field since 1967. He is well versed on Federal programs and has seen some success with the Home Ownership Program in Nashua. Mr. McLauchlan is also aware of the physical and fiscal problems with the Authority and is confident of his ability to fulfill the duties as an active Executive Director. The problems in Needham would approximate those of the Falmouth area.

Mr. Leo McCarthy, a resident of Falmouth and former commissioner of the Nashua Housing Authority, spoke highly of his association with Mr. McLauchlan.

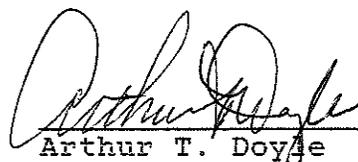
AnneMarie Shannon

Ms. Shannon has been employed by the Brookline Housing Authority as manager in the applications department for the past five and one-half years. She is familiar with both State and Federal programs, tenant selection, manages a small condo development, develops policies, has been involved in grant writing and some budget work with the Executive Director. She has worked with the Mass Housing Finance Agency for minorities training interns in the housing field. Ms. Shannon is responsible for the hiring/firing of her own staff with final approval from the Executive Director. Ms. Shannon has a BA out of Simmons College.

Meeting adjourned at 1:05 p.m.



Ronald M. Lanoie
Acting Executive Director



Arthur T. Doyle
Chairman

FALMOUTH HOUSING AUTHORITY, 115 SCRANTON AVENUE, FALMOUTH, MA

GENERAL SESSION

JUNE 8, 1993

MEMBERS PRESENT: Arthur T. Doyle, Chairman
Charles Haynes
Patrick T. O'Regan
Claire Maguire
William J. Ferzoco, Jr.

STAFF PRESENT: Ronald M. Lanoie, Acting Executive Director
Ethel M. Falconieri, Clerk

OTHERS PRESENT: Cynthia Ballentine, Tatakot Tenants Association
Arlene Ferguson, Tatakot Tenants Association
Mae Hennebry, President, Salt Sea Tenants Association
Gertrude Fellows, President Harborview Tenants
Fred Sylvia, President Bayberry Tenants Association
John Gilbert, VP Bayberry Tenants Association
Freda Fiegenbaum, Tenant Advocacy Group
Matthew Walsh, Tenant Advocate

The General Session of the Board of Commissioners of the Falmouth Housing Authority convened at 10:00 a.m. in the Community Room of the Harborview Apartments. Roll call was taken. Mrs. Maguire, here; Mr. Haynes, here; Mr. Doyle, here; Mr. O'Regan, here. Mr. Ferzoco, here.

Approval of Agenda

Mr. Haynes moved approval of the agenda with the addition of CIAP FY88. Mrs. Maguire seconded the motion. 4 Ayes. 0 Nays. MOTION CARRIED

Approval of Minutes - Meeting May 11, 1993

Mr. Haynes moved approval of the minutes as printed. Seconded by Mr. O'Regan. 4 Ayes. 0 Nays. MOTION CARRIED

Payment of Bills

Mr. Haynes moved the bills be approved for payment. Seconded by Mrs. Maguire. 4 Ayes. 0 Nays. MOTION CARRIED

OLD BUSINESS

Executive Director Position

Mr. Doyle said that the selection of the new executive director had been postponed for a week in order to complete background checks. An announcement is tentatively scheduled for Wednesday, June 16, 1993 at 10:00 a.m.

Tenants Association Representatives

Ms. Cynthia Ballentine of the Tatakot Tenants Association asked if there was any news on the Mediation Program or the official no smoking policy. There was no further information available on the Mediation Program and the policy on no smoking has not been established by the Town of Falmouth. Ms. Ballentine requested four more No Smoking signs and removal of ash trays from the inside area.

Mr. Sylvia, President of the Bayberry Tenants Association, inquired about the request for renovation money in the amount of \$842,000. The request had been forwarded to EOCB but there has been no action by them so obviously there was no approval. Mr. Lanoie stressed the importance of keeping in touch with the legislators on bills currently before the legislators which involve money for renovations on state owned property. The letter which was sent to EOCB would have some impact should these bills be passed. Mr. Haynes is contacting Mr. Cahir and Mr. Turkington requesting their review of the property so they will have a better understanding of the requirements for modernization money.

Financial Statements/Accounts Review

Mr. Lanoie said the last statement from the Fee Accountant dated April 30, 1993 did not reflect the revision discussed at the last Board Meeting so there is still a deficit showing.

MRVP Update

A letter received from the Secretary of EOCB, Ms. Mary Padula, indicated some people had their vouchers end on May 31 and others who were granted a waiver to August 31, 1993. There are only two authority families who have not been renewed only because there has been no word from them and two who have been extended to August 31, 1993.

VFW Contract

Mr. Lanoie has met with a member of the Board of Directors, who is also a past Post Commander of the VFW. The Board understands and knows about the automatic five year extension and the lease which is still in effect and will be until April 1, 1996. The walkways and lighting were installed; the lighting was removed for reasons unknown and the current Board is looking at honoring the contract as far as replacing the lighting. A copy of the contract will be sent to Mr. O'Regan for his information and input.

Approval of Revised Personnel Policy (Resolution No. 93-018)

After a short discussion on the reporting requirements defined and added to the revised Personnel Policy, Mr. Haynes moved approval. Seconded by Claire Maguire. 4 Ayes. 0 Nays. MOTION CARRIED

Consolidated Investment Funds

The Fee Accountant is recommending that the investments be consolidated into one fund to maximize the return on our investment as a whole rather than having the money in five separate accounts. Mr. Haynes

moved that Mr. Ferzoco look at the problem and give his recommendation as to how the money should be invested. Seconded by Mr. O'Regan. 4 Ayes. 0 Nays. MOTION CARRIED

Mr. Ferzoco and Mr. Lanoie will work out the details.

Wetlands Regulation/Zoning Bylaws

This item refers to a hearing on the reconstruction work at the Inner Harbor and notification of a public hearing May 17, 1993 was sent to the Housing Authority as abutters. There was no objection to the work being done there.

Admiralty Apartments Request for Permit

There is a request for a permit to allow 30 new one and two bedroom apartments on property at Scranton Avenue and Queen Street on 5.9 acres of land, a site which includes the present Admiralty Apartments. Mr. Haynes said that he would attend the meeting June 16 at 7:30 p.m. to get further information.

FY88 CIAP

There is a change to the work schedule but the completion date is still July 26, 1993. This involves the renovations to the emergency egress from the handicapped apartments at both Harborview and Tatakak and the entranceway to the Nutrition Center at Harborview. An additional two weeks of advertising through the Central Register caused the extra delay. HUD has approved the bid packages and they are being distributed to the contractors. There will be a special meeting of the Board on June 18, 1993 for the selection of the contractor. If HUD gets the information on that Friday, they will complete their review in two days. The Authority will have to bear the cost of replacing the electrical light and the Horton door closures. There should be excess monies left over from what HUD approved to complete that part of the project.

NEW BUSINESS

Contract for Financial Assistance Chapter 167-1

Mr. Haynes moved the amended contract for financial assistance to the State-Aided Housing Chapter 167-1 Project be approved. Seconded by Mrs. Maguire. 4 Ayes. 0 Nays. MOTION CARRIED

Organization of Board Officers

The present Board is comprised of Arthur T. Doyle, Chairman; Charles G. Haynes, Vice Chairman; Claire Maguire, Assistant Secretary; William J. Ferzoco, Jr., Treasurer; Mr. Patrick T. O'Regan, Assistant Treasurer. Mr. Haynes moved retention of the same slate of officers. Seconded by Mrs. Maguire. 4 Ayes. 0 Nays. MOTION CARRIED

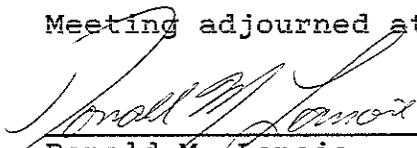
Matthew Walsh, Former Commissioner

Mr. Walsh inquired about rotation of meetings and if any progress or action has been taken to enhance the safety of the crosswalk from the Tatakak Apartments to the Falmouth Mall. A discussion followed on the possibility of renovations required to the eaves and fascia at the Tatakak Apartments. Mr. Lanoie is watching for any NOFA that might become available.

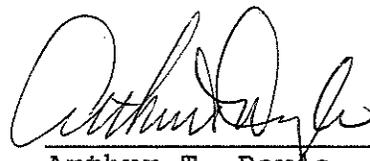
Special Meeting

Members were reminded of the Special Meeting June 18, 1993 at 10.

Meeting adjourned at 10:25 a.m.



Ronald M. Lanoie
Acting Executive Director



Arthur T. Doyle
Chairman

FALMOUTH HOUSING AUTHORITY, 115 SCRANTON AVENUE, FALMOUTH, MA

SPECIAL SESSION

June 18, 1993

MEMBERS PRESENT: Arthur T. Doyle, Chairman
Charles G. Haynes
William J. Ferzoco, Jr.
Claire Maguire
Patrick T. O'Regan

STAFF PRESENT: Ronald M. Lanoie, Acting Executive Director
Ethel M. Falconieri, Clerk

OTHERS PRESENT: Gertrude Fellows, President, Harborview Tenants
Mae Hennebry, President, Salt Sea Tenants
James F. Ridley, Jr., Retired Executive Director
Sean Walsh, The Enterprise
Paul Anderson, Cape Cod Times
Residents of Harborview

The Special Session of the Board of Commissioners of the Falmouth Housing Authority convened at 10:00 A.M. in the Community Room of the Harborview Apartments. Roll call was taken. Mr. Ferzoco, here; Mrs. Maguire, here; Mr. Haynes, here; Mr. Doyle, here; Patrick O'Regan, here.

Approval of the Agenda

Mr. Haynes moved approval of the agenda. Seconded by Mrs. Maguire. 4 Ayes. 0 Nays. MOTION CARRIED

OLD BUSINESS

Approval of Mod Rehab Bid

There was just one bid received from Benn Construction Company of Sandwich, MA in the amount of \$26,844. Benn Construction is properly bonded, the amount bid is within the range of requirements and they have worked for the authority before. Mr. Lanoie recommended that the authority go with Benn Construction provided HUD approves. Mr. Haynes moved approval of the bid with the proviso that it be approved by HUD. Seconded by Claire Maguire. 4 Ayes. 0 Nays. MOTION CARRIED

Selection of Executive Director

Mr. Doyle announced the names of the four candidates which had been considered for the post of Executive Director. In alphabetical order they were: Deborah Converse, Ronald M. Lanoie, Robert Murray and Mario Spencer. A roll call vote was taken for appointment to the position. For the Tenants Associations, Mae Hennebry declared their vote to be for Mr. Lanoie under no pressure from anyone. Mr. Ferzoco voted for Robert Murray; Claire Maguire, Robert Murray; Mr. Haynes, Mr. Murray; Arthur Doyle, Mr. Murray; Patrick O'Regan, Mr. Murray. Mr. Murray was appointed as Executive Director. Mr. Doyle said that Mr. Lanoie has been asked to stay on as Deputy Director because of the value placed on his services.

NEW BUSINESS

Mr. Lanoie's Comments

Mr. Lanoie first thanked everyone that supported him over the last two months while awaiting this decision. Especially the people that supported him during the last two or three weeks when anonymous phone calls and detrimental letters, also anonymous, were received. He particularly thanked the staff of the Falmouth Housing Authority for expressing their support while working under these pressures. He also thanked the four tenant organizations, as well as the fifth which is being organized at this time, for their vote of support and to all the tenants within the five developments. He also thanked Mr. Doyle and Mr. Haynes for advising him that he had not been selected but recognizing the fact that he is well qualified for the position of Executive Director and offering him a secure position with the housing authority under the new director.

At this time, Mr. Lanoie notified the Board of Commissioners of the Falmouth Housing Authority that he is appealing the selection of Mr. Murray as the executive director. He is appealing the method by which the decision was arrived at and appealing the entire selection process. Mr. Lanoie expects that the Chairman and Falmouth Housing Authority Counsel Mr. Duffy, will be receiving a written appeal from Mr. Lanoie's attorney outlining the details within the next two weeks.

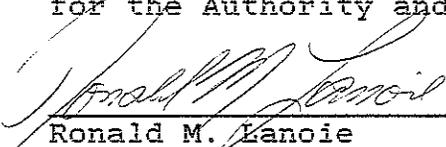
When asked by Sean Walsh, reporter for The Enterprise, Mr. Lanoie told him his his attorney was Shaun Ellis of Sandwich. Mr. Lanoie stated that he had no further statements to make.

In answer to Mr. Anderson's question, Mr. Lanoie said that the statement that he made was from notes he had prepared to preclude any omissions from his presentation thanking his supporters. There are several avenues of appeal, all of which will be pursued.

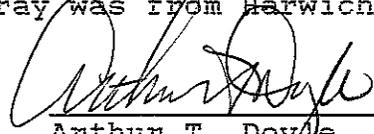
Mr. Ferzoco wished to make a few comments in Executive Session. Mr. Doyle said they had not intended to go into Executive Session nor whether any other comments would be appropriate at this time. Mr. Doyle said he could not understand on what basis Mr. Lanoie would be consulting an attorney, but guessed that we would find out. Mr. Ferzoco was amazed at the comments. Mr. Doyle said it would be best for Mr. Duffy to handle the legal side of the problem.

Mr. Haynes moved the meeting be adjourned at 10:12 A.M. and that Executive Session be held with the Acting Executive Director and Secretary.

Prior to leaving the meeting Mr. Anderson confirmed the vote just taken, that a discussion would be held in Executive Session about the subject Mr. Lanoie had just presented, that Mr. Duffy was counsel for the Authority and that Robert Murray was from Harwich.



Ronald M. Lanoie
Acting Executive Director



Arthur T. Doyle
Chairman

FALMOUTH HOUSING AUTHORITY, 115 SCRANTON AVENUE, FALMOUTH, MA

GENERAL SESSION

JULY 13, 1993

MEMBERS PRESENT: Arthur T. Doyle, Chairman
Charles Haynes
Patrick T. O'Regan
Claire Maguire

MEMBERS ABSENT: William J. Ferzoco, Jr.

STAFF PRESENT: Ronald M. Lanoie, Acting Executive Director
Ethel M. Falconieri, Clerk

OTHERS PRESENT: Madeleine Felker, Tatakot Tenants Associatio
Gertrude Fellows, President Harborview Tenants
Billie Garvin, League of Women Voters

The General Session of the Board of Commissioners of the Falmouth Housing Authority convened at 10:00 a.m. in the Community Room of the Harborview Apartments. Roll call was taken. Mrs. Maguire, here; Mr. Haynes, here; Mr. Doyle, here; Mr. O'Regan, here. Mr. Ferzoco was absent.

Approval of Agenda

Mr. Haynes moved approval of the agenda. Mrs. Maguire seconded the motion. 4 Ayes. 0 Nays. 1 Absent. MOTION CARRIED

Approval of Minutes - Special Meetings of May 25-26, 1993,
Regular Meeting of June 8, 1993 and Special
Meeting of June 18, 1993.

On page 2 of the June 18, 1993, under Mr. Lanoie's comments, Mr. Haynes asked that the word "secure" be eliminated. Mr. Lanoie said he believed that was what was stated. Mr. Haynes said if there was a challenge he was open to suggestions. Mr. Haynes moved approval of the minutes as printed. Seconded by Mrs. Maguire. 4 Ayes. 0 Nays. 1 Absent. MOTION CARRIED

Payment of Bills

Mr. Haynes moved the bills be approved for payment. Seconded by Mrs. Maguire. 4 Ayes. 0 Nays. 1 Absent. MOTION CARRIED

OLD BUSINESS

Tenants Association Representatives

Mrs. Fellows, President of the Harborview Tenants Association, mentioned repairs to a washing machine which were needed and said she would call maintenance. The lawn mowing contractor is not satisfactory; grass is coming up through the concrete and, once mowed, the clippings are not removed. Mr. Lanoie will speak to the maintenance foreman about the complaint since there have been several others. The parking lot is being used by people going to the islands, not only on weekends, but during the week. Mrs. Fellows asked if each person in the building could have their own parking place and perhaps have the vocational school make designated signs for a reasonable fee. Residents vehicles have stickers and passes are available for their guests. Mr. Lanoie suggested that signs indicating tow area might preclude the problem. If noted by personnel on duty, police could be called for towing.

Mrs. Felker, Tatakot Tenants Association, mentioned that the front door at Tatakot is always open and outsiders are using the laundromat which costs the authority money. Also, children riding at high speed on bikes are a menace to the safety of the residents. Mr. Lanoie suggested that the Tenants Organization come up with a self-enforcing policy as far as securing the front doors. The suggestion was made to use tokens in the washers/dryers. Mrs. Felker also complained about unauthorized vehicles in the parking lot and people staying as guests for three or four weeks at a time.

Financial Statements/Accounts Review

The year end statement is not available but as of May 31, 1993 it appears that the deficit in administrative salaries is largely due to overtime and legal fees. If the budget revision is not approved, then we're thousands of dollars in the hole.

MRVP Update

There are still two people on extension to August 31, 1993. One is being transferred and will be moving into Hyannis during the month of July and the other found a house but it was found to have lead paint. As of July 7, 1993 there was a decrease in the budget calculations for admin fees. The \$15 per unit stands but they have to be calculated in such a way that there will be less money than before.

VFW Contract

Mr. O'Regan said the contract is still valid but there are two conditions in the lease, one is the lighting and the other is an access walkway. Mr. O'Regan suggested a letter be written requesting correction of the deficiencies, otherwise they will be found in violation of the lease. The lease can be cancelled. Write to them and remind them that these are in the lease and to make the corrections. It should get them started, otherwise cancel the lease. It may have to be done through the court. The deficiencies are the result of an individual who is no longer with the VFW and the new Board of Directors said they were going to do that but that was verbal according to Mr. Lanoie.

Mr. O'Regan said if the letter was written in draft form, he would be happy to review it.

CIAP88

Work has started on the handicapped alterations. Paperwork has been completed and approved by HUD. There have been no complaints from the resident advocate for the handicapped.

Consolidated Investment Funds

This has been turned over to Mr. Ferzoco for some sort of decision on where to invest the funds. Mr. Doyle suggested that he would be comfortable if Mr. Lanoie and John Marotto made the decision on where to invest.

NEW BUSINESS

Mr. Duffy's Contract

Mr. Lanoie had given the commissioners a copy of the previous contract which expired in January 1993. Mr. Lanoie wondered if the Board wished to continue with Mr. Duffy or go with someone else. Mr. Doyle said if the fees were the same as the old one, there would be no objection, that it would be approved. If fees went up, then it would be discussed.

Alarm Systems Contractor

The alarm systems contract was approved last February authorizing Vito Marotto as our contractor but there was no recorded resolution. Mr. Lanoie requested after the fact approval of the resolution since the bid and routine paper work were in order. Mr. Haynes moved approval and Mrs. Maguire seconded the motion. 4 Ayes. 0 Nays. 1 Absent. MOTION CARRIED

Fee Accountant's Contract

The Fee Accountant's Contract is in two parts which appear identical. One is for State and one is for Federal. The Federal amount is the same as last year. The EOCD amount is slightly higher (up about \$1,000 over last year) because new budget guidelines are being used. Under the new Federal guidelines, HUD is requesting that authorities solicit telephone estimates from other fee accountants. Mr. Lanoie is suggesting that because of the changes in management this year we continue with John Marotto and the change be effective next year. He will write to HUD explaining the situation and that action will be taken next year. Mr. Haynes moved approval of continuing with the present fee accountant for another year. Mrs. Maguire seconded the motion. 4 Ayes. 0 Nays. 1 Absent. MOTION CARRIED

Approval of Collection Losses

The approval of collection losses was recommended by the Fee Accountant. Mr. Lanoie explained that when the budget revision went in last month we added \$5,000 for state and \$2,500 for Federal in collection losses. If they don't approve the budget revision then we won't want to write off the losses. If it is approved, then the losses will be written off. The names will be kept in the computer in the event the people owing the money come back into the program. The name of the seventh person on the Federal list was discussed and whether or not she should be on that list - Mr. Lanoie will check into this. Mr. Haynes moved that these be written off subject to approval of the budget from EOCD and HUD and elimination of one name on the list. Mrs. Maguire seconded the motion. 4 Ayes. 0 Nays. 1 Absent. MOTION CARRIED

Meeting adjourned at 1035

Ronald M. Lanoie
Acting Executive Director

Arthur T. Doyle
Chairman