

FALMOUTH HOUSING AUTHORITY
COMMISSIONERS GENERAL SESSION BOARD MEETING MINUTES

Wednesday, May 15, 2024
115 Scranton Avenue, Falmouth, MA 02540
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The Falmouth Housing Authority conducted a General Session Commissioners Board Meeting Wednesday, May 15, 2024. The general session began at 4:30 p.m. The Board did its best to adhere to posted time frames, but times may have varied. The meeting(s) was held via a virtual meeting pursuant to Massachusetts Governor Charles D. Baker's Order Suspending Certain Provisions of the Open Meeting Law dated March 12, 2020; extended to 2025. The public were invited to join in the general session meeting by going to:

Link: www.zoom.com Meeting ID: 403 303 9685
Audio Access: 1-646-558-8656 Meeting ID: 403 303 9685

MEMBERS PRESENT: Stephen Patton, Chair
Patricia Favulli
Michael Galasso
Kathleen Haynes

STAFF PRESENT: Bobbi Richards, Executive Director
Leslie Pearce, Assistant Director
Charles Starr, Fiscal Officer
Kevin Donovan, Maintenance Supervisor

OTHERS PRESENT: Laura Bancroft; Tricia Rush -Power Options;
Maureen McIver, Recording Secretary

OPEN SESSION

At 4:37 p.m. Stephen Patton called the meeting to order and reviewed regulations for open and remote meetings.

Bobbi Richards requested that items be taken out of order to accommodate presenter's schedule.

Resolution 2024-149

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

A roll call vote was taken:

Stephen Patton -aye

Patricia Favulli-aye

Michael Galasso-aye

Kathleen Haynes-aye

4 Ayes (Patton, Favulli, Galasso, Haynes)

0-Nays

MOTION CARRIED

-Natural Gas Renewal pricing, Power Options-Tricia Rush – vote
Tricia Rush from Power Options reviewed the renewal options:
In 2021, FHA locked in a rate of \$5.0200 and saved about \$24,000 as a result, based on calculations of current rates. Rates are not expected to go below \$3.00 in the foreseeable future because of slowing of production, exporting of LP, and other factors. There are two components to the charges: basis, which is a pipeline cost which every customer pays, and the New York Mercantile Exchange (NYMEX), where rates change daily. All the rates offered are increases but are still phenomenal considering circumstances. FHA’s supplier, National Grid, some time ago assigned extra capacity to FHA which is one reason the basis charge has gone down even as the NYMEX has risen. Under the present circumstances, any rate under \$6.00 is considered a win. Compared to other housing authorities, the rates proposed are among the lowest Tricia Rush has seen.

Power Options is a mission driven non-profit. The company issues competitive RFPs to national suppliers who issue bids. NRG was the lowest bid this round. Patricia Favulli noted that this was her second experience with locking in rates. It is uncertain what the circumstances will be in the world but it seems to make sense to lock in rates when they are offered. Bobbi Richards noted that the last contract was for three years. Kathleen Haynes was in favor of locking in.

Resolution 2024-150

Patricia Favulli moved to lock in the rate offered by NRG for a 36-month term beginning November 24 2024 for \$5.8700. Kathleen Haynes seconded.

Michael Galasso questioned why this was being done now. Tricia Rush and Bobbi Richards explained that the NYMEX rates change daily and our basis is low right now. If we have a hot summer, we are in a good position to take advantage of the low NYMEX rates. If we don’t lock in now, a hot summer could be financially expensive. The recommendation is to take advantage of our current positioning as the market is fear-based for the upcoming winter and anticipated hot summer and a high hurricane season.

A roll call vote was taken:

Stephen Patton -aye

Patricia Favulli-aye

Michael Galasso-aye

Kathleen Haynes-aye

4 Ayes (Patton, Favulli, Galasso, Haynes)

0-Nays

MOTION CARRIED

Recognition, Announcements and Public Comments

-Grace Cantrambone, a resident of Tataket for 38 years, will celebrate her 100th birthday next week. Commissioners were welcomed to attend the festivities being held at Tataket.

-The Harborview ventilation project required by the town will need to be revisited because of anticipated increased costs.

Items requiring discussion and vote:

-Minutes of Special Session of May 10, 2024 – vote

Resolution 2024-151

Patricia Favulli moved to accept the minutes of Special Session of May 10, 2024. Steve Patton seconded.

A roll call vote was taken:

Stephen Patton -aye

Patricia Favulli-aye

Michael Galasso-aye

Kathleen Haynes-abstained

3 Ayes (Patton, Favulli, Galasso) 0-Nays 1-Abstain (Haynes) MOTION CARRIED

-Minutes of General Session of April 29, 2024 – vote

Resolution 2024-152

Kathleen Haynes moved to accept the minutes of General Session of April 29, 2024. Michael Galasso seconded.

A roll call vote was taken:

Stephen Patton -aye

Patricia Favulli-abstained

Michael Galasso-aye

Kathleen Haynes-aye

3 Ayes (Patton, Galasso, Haynes) 0-Nays 1-Abstain (Favulli) MOTION CARRIED

-Minute of Special Session/Public Hearing of April 29, 2024 – vote

Resolution 2024-153

Kathleen Haynes moved to accept the minutes of Special Session/Public Hearing of April 29, 2024. Michael Galasso seconded.

A roll call vote was taken:

Stephen Patton -aye

Patricia Favulli-abstained

Michael Galasso-aye

Kathleen Haynes-aye

3 Ayes (Patton, Galasso, Haynes) 0-Nays 1-Abstain (Favulli) MOTION CARRIED

-3-year contract, Low Bid Award – Plumbing Services (under \$10k) Jayme Baker

Plumbing- vote

Resolution 2024-154

Patricia Favulli moved to approve the 3-year contract, (under \$10k) to lowest bidder Jayme Baker Plumbing. Kathleen Haynes seconded.

A roll call vote was taken:

Stephen Patton -aye

Patricia Favulli-aye

Michael Galasso-aye

Kathleen Haynes-aye

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

-096096-20 Madeline Vacant Unit Turn Over– Low Bid Award – Zander

Corporation-\$166k – vote

Bobbi Richards noted that \$92,000 was the figure last May; the job costs have been increased by EOHLC. Zander has done 4 projects for FHA so far and FHA is very pleased with their work.

Resolution 2024-155

Patricia Favulli moved to accept the lowest bid from Zander Corporation for \$166,000 for 20 Madeline Avenue.

Kathleen Haynes seconded.

A roll call vote was taken:

Stephen Patton -aye

Patricia Favulli-aye

Michael Galasso-aye

Kathleen Haynes-aye

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

Michael Galasso asked how Kevin Donovan and the maintenance staff would be involved.

Bobbi Richards said that Kevin Donovan would be at the kick off meeting which begins the process. She reminded that EOHLC determines the scope and bids on FHA's behalf but without its involvement in that process. A schedule will be determined at the kick off meeting and maintenance will be on site regularly.

-Accounting

Charles Starr reported that \$676,000 was paid out this month.

1. HAP payments – vote

Resolution 2024-156

Patricia Favulli moved to approve the HAP payments.

Kathleen Haynes seconded.

A roll call vote was taken:

Stephen Patton -aye

Patricia Favulli-aye

Michael Galasso-abstained

Kathleen Haynes-aye

3 Ayes (Patton, Favulli, Haynes) 0-Nays 1-Abstain (Galasso) MOTION CARRIED

2. Monthly bills -vote

Resolution 2024-157

Patricia Favulli moved to approve the bills as presented. Kathleen Haynes seconded.

A roll call vote was taken:

Stephen Patton -aye

Patricia Favulli-aye

Michael Galasso-abstain

Kathleen Haynes-aye

3 Ayes (Patton, Favulli, Haynes) 0-Nays 1-Abstain (Galasso) MOTION CARRIED

Michael Galasso again questioned whether he was permitted to vote on the bills. He was urged to accept counsel's opinion that this presented a conflict for him and he should not jeopardize the ethics of the entire board by seeking this involvement. Stephen Patton instructed Bobbi Richards to discontinue separating monthly bills from the HAP for monthly vote; the two items can be combined for single vote as of the next scheduled general session.

-Executive Director review of portfolio-staff trainings, administrative property reviews, audit, state survey, monitoring agreements, PBV contract revisions, Meals on Wheels, small contract award(s) – vote

Bobbi Richards highlighted: ACOP revisions will be needed as changes are made to policies in this 600-page document; staff trainings will be needed. The board will receive a copy of the revised plans in the summer for vote. Votes on changes to lease documents and the federal five-year budget will be requested as well. The kitchen at Harborview is in the process of seeking a commercial license.

Resolution 2024-158

Kathleen Haynes moved to approve the report of the Executive Director. Patricia Favulli seconded.

A roll call vote was taken:

Stephen Patton -aye

Patricia Favulli-aye

Michael Galasso-aye

Kathleen Haynes-aye

4 Ayes (Patton, Favulli, Galasso, Haynes)

0-Nays

MOTION CARRIED

-CPC representative – vote

Patricia Favulli will check to see if this role presents a conflict of interest for her.

-Maintenance Superintendent – Review of vacancy report(s); portfolio update(s)

Kevin Donovan reported that one unit at Harborview is being turned; a unit at Choate/Mayflower Apartments has just been vacated and is in very bad shape – the unit requires the involvement of EOHLIC. The house at 189 Old Barnstable has been power washed and the lawn tended to. Expired state registered campers and other machinery is presenting a challenge to efforts to clean up.

-Assistant Director – Review of leased housing report, vacancies, and voucher program

Leslie Pearce reported that 7 people have left the Section 8 program, - the monthly numbers have gone down a bit; the Mainstream Program's numbers have slightly increased.

-Fiscal Officer – Review of financials and public aging reports

No additional questions were presented by the Commissioners; a review of the HAP and monthly bills was reviewed (see above).

-Commissioners Training – required training (EOHLIC) compliance & other trainings

Bobbi Richards clarified that the state will not accept trainings other than those that go through the state portal. Steve Patton noted that commissioners need to be in compliance.

-Adjournment

Resolution 2024-159

At 5:48 p.m. Patricia Favulli moved to adjourn. Kathleen Haynes seconded.

A roll call vote was taken:

Stephen Patton -aye

Patricia Favulli-aye

Michael Galasso-aye

Kathleen Haynes-aye

4 Ayes (Patton, Favulli, Galasso, Haynes)

0-Nays

MOTION CARRIED

Relevant Documents

Monthly Federal & State Occupancy Report as of May 2024

EOHLC's Resident Survey results from Fall 2023

Revised Tenant Handbook – All Properties -Approved by Board December 2022

Draft Minutes of General Session of April 29, 2024

Draft Minutes of Public Hearing of April 29, 2024

Power Point Presentation from Power Options

Monthly Housing Assistance Payments, including Landlord Payment History Report, April 2024

Monthly Bills Paid for April 2024

Public Housing Aging Reports for April 2024

Leased Housing Report for May 2024

Executive Director's Monthly Report of Correspondence & Activities