

FALMOUTH HOUSING AUTHORITY
COMMISSIONERS BOARD MEETING MINUTES

Tuesday, March 23, 2021 at 4:30 p.m.via Zoom
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The Falmouth Housing Authority conducted a Regular Session Commissioners Board Meeting on Tuesday, March 23, 2021 at 4:30 p.m.via a virtual meeting pursuant to Massachusetts Governor Charles D. Baker's Order Suspending Certain Provisions of the Open Meeting Law dated March 12, 2020. The public were invited to join in the meeting by going to: Join Zoom Meeting : <https://us02web.zoom.us/j/83409815403>; Meeting ID: 834 0981 5403 or dial 1-646-558-8656, Meeting ID: 834 0981 5403; and following the instructions to join virtual meeting.

MEMBERS PRESENT: Patricia Favulli
Robert Mascali
Stephen Patton

STAFF PRESENT: Bobbi Richards, Executive Director
Kimberly Conn, Finance Director
Marie Palmer

OTHERS: Laura Bancroft

OPEN SESSION

Call to Order

At 4:32 p.m. Patricia Favulli called the meeting to order.

Public Hearing – State Capital Plan (as posted at Town Hall, on FHA’s website at www.falmouthhousing.org and available at https://dhcdcms.intelligrants.com/Module/MADHCD_PHRA/MADHCD_PHRA_PublicReports.aspx)- Hearing

At 4:32 p.m. Patricia Favulli called the Public Hearing to order.

Ms. Richards noted that 2 comments had recently been received:

- Replacement of kitchen and bathroom flooring needed in a unit at Choate;
- Repaint buildings at Salt Sea apartments

Ms. Richards reported that in addition to being posted on the housing authority website, the plan had been sent to tenants twice. The plan details all projects to be undertaken over the next 5 years. The plan is laid out year by year and is reviewed each year by the housing authority and a team assigned through DHCD. The procedure allows for the additional comments to be written down in the plan and the plan can be approved with comments. The Commissioners saw no issues with the plan. Ms. Favulli called for a motion to close the hearing.

Resolution 2020-154

Robert Mascali moved to close the public hearing at 4:42 p.m. for the State Capital Plan. Steve Patton seconded.

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

OPEN REGULAR SESSION at 4:43 p.m.:

Public Hearing – State Capital Plan (as posted at Town Hall, on FHA’s website at www.falmouthhousing.org and available at https://dhcdcms.intelligrants.com/Module/MADHCD_PHRA/MADHCD_PHRA_PublicReports.aspx - VOTE (if applicable)

Resolution 2020-155

Robert Mascali moved to approve the State Capital Plan as amended incorporating public comments received and responses thereto. Steve Patton seconded.

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

Approval of Minutes

General Session Minutes of 1/19/21 - VOTE

Resolution 2020-156

Steve Patton moved to approve. Robert Mascali seconded.

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

Special Session Minutes of 1/28/21 – VOTE

Tabled-no quorum because Mr. Mascali was absent for this meeting. Ms. Richards will check language used in similar circumstances a year ago when there was no quorum.

NO VOTE MATTER TABLED

Special Session Minutes of 2/11/21 - VOTE

Resolution 2020-157

Steve Patton moved to approve. Robert Mascali seconded.

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

New Business

-Public and Tenant Representative Comments

None

-Notice of Public Hearing for HUD Five Year Capital Plan

The plan has been sent to Michael Palmer for the 45- day public comment period. Ms. Richards stated that, based upon the date of the last day for public comments, she recommends that the May meeting be held on the second Tuesday versus the third Tuesday.

Report of the Maintenance Department – Portfolio Update

Ms. Richards said that a question arose about the process of presenting change orders to the Board of Commissioners for approval. Ms. Richards shared the example of an earlier change order which was of zero value, but reflected a change of materials (from carpeting to laminate flooring). Ms. Richards approved the change order in-house after review of the matter with Winslow Architects. Additionally, Ms. Richards has received change order recommendations but declined the orders in-house; basing her decision on whether it was a need versus a design aesthetics that was not included in the contract. This type of decision results in a skip in Change order numbers that are presented to the Board of Commissioners for vote. Ms. Richards explained that if a change order would result in the ceasing of the project, a board meeting will be called to review the matter and present it for vote to the Board of Commissioners. Ms. Richards asked Commissioners if they wished to be presented with Change Orders that have been declined by the housing authority and/or are zero value. Ms. Favulli said that historically, these zero cost exchanges have not been voted on by the Commissioners.

Ms. Richards reported that the Harborview project is on schedule aside from the initial delay with two (2) stacks having been completed.

-MCI Contracting, Change Order Proposal #6 – Post Common Hallway Ceiling Demolition Air Sampling, \$2090.70 – VOTE

Ms. Richards reported that the project is on schedule and should be completed within a four-month time frame.

Resolution 2020-158

Steve Patton moved to approve MCI Contracting's Change Order Proposal #6 for Post Common Hallway Ceiling Demolition Air Sampling at the end of the project, in the amount of \$2,090.70. Robert Mascali seconded.

3-Ayes (Favulli, Mascali, Patton) 0-Nays

MOTION CARRIED

-MCI Contracting, Change Order Proposal #8 – Install Eight (8) Additional Ball Valves, \$1660.77 – VOTE

Ms. Richards explained that this is an example of a good idea but may not necessarily meet the definition of eligible use to be paid from the Emergency Safety and Security Grant funding. We are being asked to install separate shut off valves in certain areas, such as the community room, public bathrooms, laundry and lunch room. As it currently stands, if there is a leak in these areas, broader zones of the building must be shut off this may not be approved as meeting the

requirement for the emergency grant. The housing authority is able to absorb this cost, if not eligible to be paid from the Emergency Safety and Security Grant fund, to pay this cost from other approved funding.

Resolution 2020-159

Steve Patton moved to approve MCI Contracting's Change Order Proposal #8 – Install Eight (8) Additional Ball Valves, in the amount of \$1660.77. Robert Mascali seconded.

3-Ayes (Favulli, Mascali, Patton) 0-Nays

MOTION CARRIED

Report of the Fiscal Officer

-Payment of bills and HAP – VOTE

Ms. Conn clarified that the vote is based on the HAP register and not the report demonstrating the payments by landlord because this report does not include the utility payments. The HAP register includes this information.

Resolution 2020-160

Steve Patton moved to approve the HAP payments and bills. Robert Mascali seconded.

3-Ayes (Favulli, Mascali, Patton) 0-Nays

MOTION CARRIED

-Review of financials – January 2021 and February 2021

Ms. Conn reported that there was nothing new or extraordinary. Mr. Patton asked for “other revenue” to be explained. Ms. Conn reported that other revenue are other items such as insurance claims and cable.

-Cable bulk contract

Ms. Conn reported that the 5-year contract will expire on August 31, 2021. The cable company has to be notified within 60 days of the expiration of the contract our intentions to renew or not renew. If no notice is provided by FHA, Ms. Conn believes the contract will auto-renew for one year. Ms. Conn will clarify whether or not the contract auto-renews. Ms. Mascali shared that the Town of Falmouth's cable contract is also set for negotiation this year and disclosed that he serves on the Cable TV Advisory Committee for the Town of Falmouth; he shared that it may have no relevance to FHA's negotiation process. Ms. Favulli asked how many tenants stream services versus how many use cable internet. Ms. Richards did not have that information but offered to survey the tenants and provide information to the Commissioners. Ms. Richards asked Mr. Mascali what the Town's licensing agreement/contract covers; Mr. Mascali offered to share information regarding the existing contract and noted that it is a 10-year contract. Ms. Richards also shared that there is a movement within housing authorities to provide free internet to its tenants; this may have an effect on the number of persons that continue to subscribe to cable and this could affect the longevity of cable contracts for the negotiation process. Mr. Mascali shared that Comcast supports Roku devices; not Amazon firestick devices.

-Annual audit for FYE 6/30*/20 (*date corrected from agenda)

Ms. Conn reported that the report is in draft form.

Report of the Assistant Director

-Vacancy report

Ms. Richards reported that the FHA is in process of asking HUD to pull 3 units offline from Harborview (201, 207) and Rose Morin (40). FHA is working with the architect to address a unit at Tatakot; another unit is being used to house a tenant that had a fire in another unit – this is a legal issue. Choate #9 is a sensitive issue involving a tenant that moved to a higher level of care; the housing authority is working with the tenant to ensure that items are not disposed of; tenant had excessive storage issues and clearing the unit has been a delayed process by FHA. The intent is to use these as hotel rooms during construction of Harborview. They would be back online in 2-3 months. Ms. Favulli asked if state modernization funding was received for two (2) – 705 units. Ms. Richards confirmed that the projects for the two units, Brick Kiln and Oak St, had begun; FHA also asked for another unit on Meredith Dr to have an energy assessment; all three (3) units may qualify for appliance replacements at not cost to FHA.

-Leasing Housing summary
NOT REVIEWED

MATTER TABLED

Report of the Executive Director

-No Smoking Lease Addendum

Ms. Richards asked for a future discussion on this topic. She explained that it is very difficult for administration to enforce no smoking in units. FHA has a total ban on smoking, meaning there is no place for people to go to smoke. FHA may wish to consider offering another option in the form of a smoking area. Smoking in units might still happen but at least people would have an onsite option. Mr. Patton and Mr. Mascali shared that a permitted area should be explored; Ms. Richards agreed to contact the Falmouth Fire Department on recommendations for smoking areas at each property. Ms. Richards will have the tenants surveyed as to their thoughts on the topic; information will be placed in the newsletter and compile a report to be presented at the April meeting. Ms. Mascali asked if a revised policy would override past violations with the current policy; Ms. Richards stated that future policies it would not override policies currently in effect; but acknowledged that may be explored.

-Gas Renewal pricing through PowerOptions – VOTE

Commissioners requested more information before making a decision. A meeting will be held on Friday, 3/26/21 to provide more information. PowerOptions will be asked to make a presentation.

-Appointment of Community Preservation Committee (CPC) Representative for 3-year term ending 6/30/24 – VOTE

Resolution 2020-161

Robert Mascali moved to appoint Steve Patton as representative to the CPC from the FHA Board of Commissioners. Patricia Favulli seconded.

3-Ayes (Favulli, Mascali, Patton) 0-Nays

MOTION CARRIED

-Resolution numbers for Minutes associated with FY21- July 2020 to present

Ms. Richards explained that resolution numbers have become out of sync due to confusion about fiscal year notations. FHA will continue to use “2020-xx” for the current year, which is actually Fiscal Year 2021. Starting July 2021 the resolution numbers will begin with 2022-01, as the end of the fiscal year is June 2022.

-Waiting list update
NOT REVIEW

MATTER TABLED

Resolution 2020-162

At 5:32 p.m. Steve Patton moved to adjourn. Robert Mascali seconded.
3-Ayes (Favulli, Mascali, Patton) 0-Nays

MOTION CARRIED

Relevant Documents

Draft Minutes of 1/19/21

Draft Minutes of 1/28/21

Draft Minutes of 2/11/21

Notice of Public Hearing and Copy of Proposed State Capital Improvement Plan

MCI Contracting's Change Order No. 6

MCI Contracting's Change Order No. 8

FHA Landlord Payment History Report, February 2021

FHA HAP Accounting Cash Payment/Receipt Register, February 2021

Financials as of January 31, 2021

Financials as of February 28, 2021

Vacancy Turnover Report July 2020 – June 2021 (as of March 2021)

FHA's No Smoking Lease Addendum

Proposed State Capital Plan

Vacancy Report