

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

GENERAL SESSION: July 13, 2016

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

MEMBERS ABSENT: Timothy H. Lineaweaver

STAFF PRESENT: Thomas L. Lacey, Executive Director
Kimberly Conn, Financial Manager
Robert Arsenault, Maintenance Director

OTHERS PRESENT: None

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

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

NEW BUSINESS

Approval of Minutes

Ms. Wilson moved acceptance of the Board of Commissioners Orientation June 8, 2016 meeting; Seconded by Ms. Favulli.

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

Ms. Wilson moved acceptance of the June 8, 2016 meeting; Seconded by Ms. Budrow.

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

Approval of Payment of Bills & HAP Payments

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

3-Ayes 0-Nays 1-Absent 1-Abstained MOTION CARRIED.

Public, Tenant Representative Comments:

There was nothing reported as there was no public attendance.

Update from Maintenance Director on Significant Projects:

Tataketai – kitchen renovations, walkways:

Mr. Arsenault reported that the kitchen cabinets should be delivered next week; with an anticipated August 1, 2016 start date. The project is expected to cost an additional \$11,000 for asbestos abatement of the old sinks. The Authority and the contractor are working together with an asbestos removal company getting the proper permits and to minimize project delays and

additional impact on tenants. The contractor will install eight kitchens at a time, which will inconvenience the tenants for up to four days instead of the original estimate of one to two days. Ms. Favulli inquired if HUD has special funding for asbestos removal similar to the state's program. Mr. Arsenault then reported that he is still waiting for an estimate for the rubber membrane to repair the walkways. The architects estimated it to cost around \$15,000 for the repairs thus far; with probably an additional \$5,000 for the membrane. Most likely this project will be done in the fall.

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

The Turner Road rehabilitation is almost complete. The repairs for Montauk should start by the end of August. The Housing Authority is still waiting to hear from the CPC regarding the septic and roof repairs. Mr. Arsenault submitted all the requested documentation to CPC consultant Sharon Gay shortly after their meeting, and has not heard back from her. Ms. Haney will follow up with Sharon. The board discussed uses of the CPC funding and the timeline of when the funds were initially awarded by Town Meeting. Mr. Arsenault discussed the Fordham Road renovation and how they went through the repairs line by line; and that there was only one question remaining on whether the force account labor could be reimbursed. Mr. Arsenault further reported that the staff took two or three trailer loads of leaves and debris from Oak Street and did additional landscape improvements there, and that he would soon be planting some shrubs or sea grass plants in the front.

Choate Energy Efficiency:

Mr. Arsenault reported that he has been working with Housing Assistance Corporation for several years with their energy efficiency program. They just completed an energy efficiency project at Rose Morin worth approximately \$70,000; but he has worked with them on virtually all FHA properties. They are scheduled to review Choate Lane next week for possible installation of bathroom fans, and other weatherization/conservation items.

Other Maintenance projects:

Mr. Arsenault reported that staff has been busy with turnovers, and landscaping at some of the 705-houses. In August there will be some tree work completed to remove several dead trees at various locations.

Review Vacancy/Turnover Report:

Mr. Arsenault reviewed the Vacancy/Turnover Report. The remaining Harborview unit on the Federal report was completed yesterday. Harborview and Tatakot units have been taking a little longer to turn over as Maintenance has been replacing the carpet flooring with laminate strips. This new flooring product is cheaper than carpet to purchase and lasts longer; however the installation takes longer. Both the Federal and State occupancy rates are still above 99%.

Document Reference: Falmouth Housing Authority Vacancy/Turnover Report through June 2016.

Review Work Order Report:

Mr. Arsenault reported that there were 156 work orders called in last month; averaging seven per day. The emergency services under the Management were lockouts. The Housing Authority still

anticipates PHA-Web software/app to track the full day on work orders as discussed in previous meetings.

Document Reference: Falmouth Housing Authority Work Order Report June-2016.

Executive Director's Report

Financial Statements – Year to Date Review through May 31, 2016:

Mr. Lacey reviewed the financials through May 2016 (11 months) of our fiscal year. The deficits under the State and Federal public housing programs are mostly due to the vehicle purchases this year. Additionally, the change in flooring from carpet to vinyl is included in extraordinary maintenance; and the clean out of Fordham Road totaling approximately \$5,000 was also classified as extraordinary maintenance. The reserve balances are still good. There is no set reserve percentage that the agency budgets; as it could be subject to recapture. The GASB 45 unfunded liability will reduce the numbers further at yearend. The board inquired about the 4190 line item for Admin-Other; this includes office supplies, inspections, trainings, telephone services, and administration related expenses. The board discussed the fee accountant cover letter; Mr. Lacey clarified the difference between an audit, a review, and a compilation.

Document Reference: Falmouth Housing Authority Agency Wide Financials through May 2016.

Union Contract Negotiations –VOTE:

After just two negotiation sessions an agreement was made for a new three-year Union contract. Mr. Lacey reviewed the changes from the prior contract to the current contract as negotiated and already approved by the Union membership. Management generally follows the same terms as the Union contract. After a review of the changes, Ms. Favulli moved to approve the Union contract as written; Seconded by Ms. Budrow.

4-Ayes 0-Nays MOTION CARRIED.

Net Metering Contract Update – VOTE:

Mr. Lacey reviewed the history of the net metering contract for the newly appointed board members. Through an RFP process, in April 2015 the board had selected BlueWave Capital, LLC for the contract; the project was then purchased by SunEdison, but SunEdison is now in bankruptcy which has thus delayed the process. Therefore, BlueWave Capital has requested an extension to deadlines within the contract. The board wanted to review the bankruptcy addendum and other information before voting on the requested extension and therefore tabled the vote for a future meeting.

DHCD – Capital Improvement Plan update:

Mr. Lacey reported that the Capital Improvement Plan update, voted at the last meeting, was accepted by DHCD; Falmouth is one of the first to submit their update and obtain approval.

Falmouth Housing Corporation contract update:

Review of the contract with the Falmouth Housing Corporation was put on hold pending Union negotiations as that would affect personnel costs. Mr. Lacey will be meeting with Mr. Arsenault to discuss, then a meeting will be scheduled with Linda Clark, President of the Falmouth Housing Corporation, for negotiation. The goal is to complete negotiations by the end of September.

Election of officers - VOTE:

The board decided to table the election of officers until the next board meeting.

Bank signature cards/check signing schedule:

The board briefly discussed the check signing schedule; Ms. Budrow stated she is not available for check signing on Thursdays or Fridays, but could be contacted as a backup signatory as needed. The board members signed the new signature cards for submission to the bank.

Review Section 8 Tracking Report:

Mr. Lacey reviewed the Section 8 Tracking Report, which was very similar to the previous month. The program is slightly overleased for the calendar year at 100.40% voucher utilization. *Document Reference: CY 2016 Section 8 Tracking Report through July 2016.*

Review Management Fees Due from FHC Entities:

May Management Fees were \$20,843.99.

Bob Murray Housing With Love Walk:

The annual Bob Murray Housing With Love Walk started this past Monday in Provincetown and will end on Sunday, July 17, 2016 in Falmouth. Mr. Lacey included the itinerary in the board's packet.

Document Reference: Housing With Love Walk 2016 Itinerary

Report from Community Preservation Committee Representative:

There was nothing new to report at this time.

Mr. Lacey will be adding Public Housing notices to the agenda for future meetings. This past month he included in the packet the following DHCD and HUD Notices for the board's review:

- DHCD Public Housing Notice 2016-19 re: Regional Capital Assistance Team (RCAT) Advisory Board Elections.
- DHCD Public Housing Notice 2016-20 re: DHCD Regional Board Commissioner Training.
- HUD Notice PIH 2016-10, REV-1 re: Public Housing Operating Subsidy Eligibility Calculations for Calendar Year 2016.
- HUD Notice PIH 2016-11 (HA) re: Set-Aside Funding Availability for Project-Basing HUD-VASH Vouchers.

The board briefly commented on the various notices.

NEXT MEETING DATE – August 17, 2016 10:00am; Harborview Community Room

General Session adjourned at 12:07pm.

Moved by Ms. Wilson; Seconded by Ms. Budrow.

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

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

GENERAL SESSION: August 1, 2016

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

MEMBERS ABSENT: Timothy H. Lineaweaver

STAFF PRESENT: Thomas L. Lacey, Executive Director

OTHERS PRESENT: George Miller, BlueWave Capital, LLC

The General Session of the Board of Commissioners of the Falmouth Housing Authority was convened at 12:06pm in the Falmouth Housing Authority Conference Room.

NEW BUSINESS

Discuss request for extension of construction and commercial operation dates within net metering contract – VOTE:

Mr. Lacey provided an update to the BlueWave Capital, LLC request for contract date extensions of October 31, 2016 for the Construction Start Date and January 31, 2017 for the Anticipated Commercial Operation Date. In the interim since the last board meeting on July 13, 2016, Mr. Lacey had engaged the services of attorney Kevin Batt of Anderson & Kreiger, LLP to review the contract extension and discuss the ramifications of the SunEdison bankruptcy; Mr. Batt also provided assistance during the initial net metering RFP process. He stated that since the current contract dates had not been met, the Authority had the option to restart the RFP process, agree to the extension of the current contract, or abandon the net metering process altogether. As the current Solar Renewable Energy Credits (SRECs) expire January 8, 2017, and for this project a building permit has been pulled and Eversource is already upgrading their utility infrastructure, his recommendation was for the board to approve and execute the amendment to the current contract. He also provided guidance that as part of the SunEdison bankruptcy, contracts executed in the normal course of business are valid and not subject to future detriment due to the bankruptcy. Mr. Miller provided further information that as long as the project is “mechanically complete” prior to January 8, 2017, it will be eligible for the SRECs – any interconnection delay by Eversource will not impact that eligibility. As there is no additional risk to the Authority, and the extension is the most likely action that will result in a successful net metering contract, Ms. Favulli moved to approve the contract extension; Seconded by Ms. Budrow.

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

Document Reference: First Amendment to Solar Power & Services Agreement

General Session adjourned at 12:18pm.

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

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

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

GENERAL SESSION: August 17, 2016

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

MEMBERS ABSENT: Timothy H. Lineaweaver

STAFF PRESENT: Thomas L. Lacey, Executive Director
Kimberly Conn, Financial Manager

OTHERS PRESENT: Paul Grunden, Harborview

The General Session of the Board of Commissioners of the Falmouth Housing Authority was convened at 10:06am in the Community Room of Harborview Apartments.

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

NEW BUSINESS

Approval of Minutes

Ms. Favulli moved acceptance of the July 13, 2016 meeting; Seconded by Ms. Wilson.

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

Ms. Budrow moved acceptance of the August 1, 2016 meeting; Seconded by Ms. Wilson.

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

Approval of Payment of Bills & HAP Payments

Ms. Favulli moved approval of bills and HAP payments; Seconded by Ms. Wilson.

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

Document Reference: Falmouth Housing Authority Revolving check register & Accounts Payable registers dated July 2016, & Falmouth Housing Authority HAP Cash Payment Register dated July 2016.

Public, Tenant Representative Comments:

There were no public comments.

Update from Maintenance Director on Significant Projects:

Tataketa – kitchen renovations, walkways:

Mr. Lacey reported that the kitchen renovations began this past Monday, and that a few were complete. By the end of this renovation all of the kitchens at Tataketa will have been renovated. There was nothing new to report on the walkways at this time.

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

Mr. Lacey reported that the Turner Road house was completed and the new tenant moved in on August 1, 2016. Ms. Haney reported that she spoke with Sharon Gay of the Community Preservation Committee (CPC), and the Town will not release funding to Falmouth Housing Authority until the review of the Housing Stabilization Program is complete. The board discussed the issues about the funds and recommended a meeting be requested of the Town Manager and other staff as to why Town Meeting approved funds for 705-house rehabilitations are being held back as the two programs are completely unrelated. The board discussed the timeline of meetings with the CPC and DHCD correspondence and agreed to proceed with correspondence to the Town Manger as discussed. Mr. Lacey reported that Mr. Arsenault is putting together the scope of work for Montauk Street, which will be renovated by force account labor through the State Mod program.

Choate Energy Efficiency:

Mr. Lacey reported that five refrigerators were replaced through the recent Choate energy efficiency audit, and that the installation of fans is still being reviewed.

Other Maintenance projects:

There was nothing new to report.

Review Vacancy/Turnover Report:

Mr. Lacey reviewed the Vacancy/Turnover report through July 2016, with a revision to the Federal section. The leaseup rate for both Federal and State is just above 99%. There are only two remaining 705-houses that are offline.

Document Reference: Falmouth Housing Authority Vacancy/Turnover Report through July 2016.

Review Work Order Report:

Mr. Lacey reviewed the Work Order Report, which was similar to other months. However, there were heavy turnovers, and several maintenance staff vacations reducing the number of work orders completed.

Document Reference: Falmouth Housing Authority Work Order Report through July 2016.

Executive Director's Report

Financial Statements – Year to Date Review through June 30, 2016:

Mr. Lacey thoroughly reviewed the year-end financials beginning with the DHCD reports; as DHCD requires all members of the board to sign year-end certifications that they have been provided with and read the financials. Mr. Lacey answered several questions about the different line items and what expenses are allocated where. He discussed GASB 45 which is not allowed in the budget, but required at yearend, as well as depreciation that is posted at yearend.

Document Reference: Falmouth Housing Authority Agency Wide Financials through June 30, 2016.

Utility Allowances Update -VOTE:

Mr. Lacey reviewed the utility allowance schedules as prepared by The Nelrod Company. The schedules are prepared by Nelrod and the cost is split with other Cape housing authorities that have federal units. Ms. Wilson moved approval of the utility allowance schedules as written; Seconded by Ms. Favulli.

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

Document Reference: Falmouth Housing Authority Tenant Furnished Utility Allowance Schedules for Town of Falmouth & Town of Barnstable updated July 2016.

Section Eight Management Assessment Program (SEMAP) – VOTE:

Mr. Lacey reviewed this year's SEMAP Certification dated 6/30/2016. SEMAP is HUD's assessment of the Section 8 voucher program. Last year the Housing Authority's score dropped down slightly because of rent reasonableness not being placed in tenant files; which was corrected immediately but had to be reported as a deficiency. This year the agency is expected to increase the score back up to the usual 100%. Ms. Wilson moved submission of the SEMAP certification for fiscal year ended 6/30/2016 as written; Seconded by Ms. Budrow.

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

Document Reference: Falmouth Housing Authority Fiscal Year End 6/30/2016 SEMAP Certification.

Net Metering Contract Update:

Mr. Lacey reported that extending the contract was the best possible action taken, and that there was nothing new to report at this time.

Comcast Contract Update:

Mr. Lacey reported that the Comcast bulk purchase 5-year contract for public housing tenants is due to expire tomorrow. He has not been able to connect with the Comcast representative for negotiating a new contract, but the old contract has 2-year renewal provisions.

Falmouth Housing Corporation Contract Update:

Mr. Lacey reported that he has been discussing with Mr. Arsenault the possibility of a fixed price for contract renewal with the Corporation. He discussed with Linda for setting up a meeting in the near future for negotiating. Once a contract is negotiated it will be sent to a lawyer for review.

Housing Stabilization Program Update:

The Housing Stabilization Program was discussed earlier in the meeting in regards to the funding holdback from the Town for both the Housing Stabilization Program and the State housing rehabilitation funds (Preservation of Affordable Falmouth Family Housing) allocated at Town Meeting in April 2015.

Election of officers - VOTE:

Mr. Lacey provided the board with a list of duties/responsibilities of the Chairman, Vice-Chairman, Treasurer, Executive Director, and Secretary. The board requested copies of the bylaws, and tabled the election of officers for one more month.

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

Mr. Lacey reviewed the following Public Housing Notices as distributed to the board:

- 1) DHCD Public Housing Notice 2016-21 NOFA for Modernizing Public Housing and Supporting Elders Initiative (ModPHASE)
- 2) DHCD Public Housing Notice 2016-22 Mandatory Data Reporting
- 3) DHCD Public Housing Notice 2016-23 FAQ Answers for NOFA for Modernizing Public Housing and Supporting Elders Initiative (ModPHASE)
- 4) DHCD Public Housing Notice 2016-24 Regional Dwelling Unit Inspection Trainings

Document Reference: DHCD Public Housing Notices 2016 21-24 as listed above.

Review Section 8 Tracking Report:

Mr. Lacey reviewed the Section 8 tracking report. The Housing Authority is slightly overleased at 100.43% voucher utilization, which should come in line by the calendar year end.

Document Reference: Falmouth Housing Authority CY2016 Section 8 Tracking Report through August 2016.

Review Management Fees Due from FHC Entities:

June Management Fees were \$21,058.05 and July Management Fees were \$21,828.14. The board briefly discussed the invoices.

Report from Community Preservation Committee Representative:

Ms. Wilson reported that the applications for spring Town Meeting were due this past Monday, August 15, 2016. They received many applications, with one being from the Affordable Housing Committee requesting the town hire a consultant to update the Housing Production Plan. A second application was received requesting the Town create a Housing Coordinator Position for a 3-year grant totaling \$300,000. The board briefly discussed housing related topics as they pertain to the CPA funds.

NEXT MEETING DATE – September 14, 2016; Harborview Community Room.

General Session adjourned at 12:15pm

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

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

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

GENERAL SESSION: September 14, 2016

MEMBERS PRESENT: Patti B. Haney, Chairperson
Holly Wilson
Sari Budrow

MEMBERS ABSENT: Timothy H. Lineaweaver
Patricia Favulli

STAFF PRESENT: Thomas L. Lacey, Executive Director
Robert Arsenault, Maintenance Director

OTHERS PRESENT: Paul Grunden, Harborview

The General Session of the Board of Commissioners of the Falmouth Housing Authority was convened at 10:01am in the Community Room of Harborview Apartments.

The Chairperson announced that the meeting will be recorded as usual for the purpose of preparation of meeting minutes. Ms. Haney also stated most agenda items would be tabled due to time constraints maintaining a quorum for today's meeting.

NEW BUSINESS

Approval of Minutes

Acceptance of the August 17, 2016 meeting was tabled.

Approval of Payment of Bills & HAP Payments

Approval of bills and HAP payments was tabled.

Public, Tenant Representative Comments:

There were no public comments.

Update from Maintenance Director on Significant Projects:

Tataketa – kitchen renovations, walkways:

Mr. Arsenault reported the Tataketa kitchen renovation project was substantially complete. There is just a small remaining punchlist, so he presented an application and certificate for payment to Vareika Construction, Inc. for \$213,750.00 which is the amount of the original contract less \$11,250.00 for retainage and does not include the change order for the asbestos work. He praised Vareika Construction, Inc. for the quality, efficiency, and timeliness of their work. Ms. Wilson moved approval for the payment; Seconded by Ms. Budrow.

3-Ayes 0-Nays 2-Absent MOTION CARRIED.

Document Reference: Application and Certification for Payment, Application No. 1, Period to 9/7/2016, Architects Project No. 16-508. Payable to Vareika Construction, Inc.

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

This item was tabled.

Choate Energy Efficiency:

This item was tabled.

Other Maintenance projects:

This item was tabled.

Review Vacancy/Turnover Report:

This item was tabled.

Review Work Order Report:

This item was tabled.

Executive Director's Report

Financial Statements – Year to Date Review through July 31, 2016:

This item was tabled.

Net metering contract update/amendment –VOTE:

Mr. Lacey reported that the new financing entity, NRG Renew, LLC, was requesting an extension of the Anticipated Commercial Start Date to November 30, 2016 and the Anticipated Commercial Operation Date to April 1, 2017 - beyond the dates of the previous SunEdison amendment. He reported that should the project be completed beyond the initial extension but within the additional timeframe, the 20% reduction in value of the Solar Renewable Energy Credits (SRECs) would be assumed by NRG; there would be no reduction in value to the Falmouth Housing Authority. He reported that the new amendment had been reviewed by attorney Kevin Batt at Anderson & Kreiger, LLP who recommended approval unless there was a desire to restart a new net metering procurement process. A discussion followed which favored continuing the current process as it appears to have the highest likelihood of success; a new procurement process would bring in additional uncertainties. Ms. Wilson moved acceptance of the amendment with authorization of Mr. Lacey as signatory; Seconded by Ms. Budrow.

3-Ayes 0-Nays 2-Absent MOTION CARRIED.

Document Reference: Amendment and Waiver Agreement between Falmouth Housing Authority and BWC Origination, LLC dated September 12, 2016.

State Capital Improvement Plan – funding – VOTE:

Mr. Lacey presented the Massachusetts Department of Housing and Community Development (DHCD) Amendment #4 to Capital Improvement Work Plan 5001 in the amount of \$171,892.00 which also extends the contract dates of service from June 30, 2018 to June 30, 2019. Ms. Budrow moved acceptance of the amendment; Seconded by Ms. Wilson.

3-Ayes 0-Nays 2-Absent MOTION CARRIED.

Document Reference: DHCD Amendment #4 to Capital Improvement Work Plan 5001 and related documents.

Comcast Contract Update:

This item was tabled.

Housing Stabilization Program Update:

This item was tabled.

Falmouth Housing Corporation Contract Update:

This item was tabled.

Election of officers - VOTE:

This item was tabled.

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

This item was tabled.

Review Section 8 Tracking Report:

This item was tabled.

Review Management Fees Due from FHC Entities:

This item was tabled.

Report from Community Preservation Committee Representative:

This item was tabled.

NEXT MEETING DATE – October 12, 2016; Harborview Community Room.

General Session adjourned at 10:14am. Moved by Ms. Wilson; Seconded by Ms. Budrow.

3-Ayes 0-Nays 2-Absent MOTION CARRIED.

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

GENERAL SESSION: October 12, 2016

MEMBERS PRESENT: Patti B. Haney, Chairperson
Holly Wilson
Sari Budrow

MEMBERS ABSENT: Timothy H. Lineaweaver
Patricia Favulli

STAFF PRESENT: Thomas L. Lacey, Executive Director
Kimberly Conn, Financial Manager
Robert Arsenault, Maintenance Director

OTHERS PRESENT: Anne Connolly, Falmouth Housing Trust
Paul Grunden, Harborview

The General Session of the Board of Commissioners of the Falmouth Housing Authority was convened at 10:02am in the Community Room of Harborview Apartments.

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

NEW BUSINESS

Approval of Minutes

Ms. Wilson moved acceptance of the August 17, 2016, & the September 14, 2016 meetings;
Seconded by Ms. Budrow.

3-Ayes 0-Nays 2-Absent MOTION CARRIED.

Approval of Payment of Bills & HAP Payments

Ms. Wilson moved approval of bills and HAP payments, Seconded by Ms. Budrow.

3-Ayes 0-Nays 2-Absent MOTION CARRIED.

Public, Tenant Representative Comments:

There were no tenant comments.

Update from Maintenance Director on Significant Projects:

Tatakot – Kitchen Renovations-VOTE:

Mr. Arsenault reviewed the two change orders for the Tatakot Kitchen renovation project, the first for the asbestos abatement totaling \$9,800.00, and the second for one set of kitchen cabinets that was excluded from the original bid in the amount of \$2,631.00. The final walkthrough has been completed therefore finalizing the project. Ms. Budrow moved to approve the final

completion and the processing of the payment for the final retainer and change orders totaling \$23,681.00; Seconded by Ms. Wilson.

3-Ayes

0-Nays

2-Absent

MOTION CARRIED.

Tataket – Walkways:

Mr. Arsenault reported that the Tataket walkway project has gone out to bid and is advertised in the local papers and in the Central Registrar. The contractor walk through is scheduled for October 18, 2016 and the bid will close on October 26, 2016.

Harborview – Windows:

Mr. Arsenault is working with Winslow Architects on an exploratory scope estimate to replace the windows in the Harborview units and common areas and Administration building. The windows fail REAC inspection every time reducing the overall score for the property, because moisture is getting between many of the double panes. It is estimated that more than 75% of the windows are compromised. The board suggested that management explore some energy grants in conjunction with the capital funds so that the entire project can be completed at the same time.

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

Mr. Arsenault reported that the Maintenance department will begin the force account work on 12 Montauk Street as the Department of Housing and Community Development (DHCD) has accepted the estimate submitted. He further discussed 95 Fordham Road, where management is exploring funding options to rehabilitate the house. Mr. Arsenault reported that a significant repair is needed to fix some exterior siding to prevent water leaks and close up the house before winter.

Choate Energy Efficiency:

Mr. Arsenault reported that 8-10 refrigerators and several light bulbs were replaced, all at no cost, through the recent energy audit conducted at Choate Lane.

Other Maintenance projects:

Maintenance will be replacing window sills at Choate, with plastic on the units that have wood damage. Timers have been installed on the Harborview community bathroom doors so they are being locked automatically from 10:00pm – 7:00am. A similar timer has also been installed on the Harborview laundry room door with different operating hours and is working effectively.

Review Vacancy/Turnover Report:

Mr. Arsenault reviewed the Vacancy/Turnover report. There are several new vacancies very recently; two of them going on now were heavy smokers that had been in the units for over twenty years, so the turnovers are taking longer. Additionally, they are changing out the flooring from carpet to the vinyl strips that look like wood. The recent unit at Choate Lane took 13 days, with brand new cabinets and flooring. The unit at Tataket will be completed by next week, and the Harborview unit will be a few weeks away. *Document Reference: Falmouth Housing Authority Vacancy Turnover report through September 2016.*

Review Work Order Report:

Mr. Arsenault has been working more extensively with the work order system. He and Debbie have been doing the 705-inspections and are entering them into the work order system. He has been relabeling the work orders from urgent, emergency, or routine; while educating the Front Desk to more accurately label the work orders as they are called in. Last month Maintenance was working on trimming trees and shrubbery at all complexes as well as the scattered houses. *Document Reference: Falmouth Housing Authority Work Order Report September 1-30, 2016.*

Executive Director's Report

The board agreed to move up the discussion of the Falmouth Housing Trust for timing of guest Anne Connolly.

Falmouth Housing Trust – Board Appointment, Annual Meeting:

Ms. Anne Connolly, Executive Director of Falmouth Housing Trust gave a lengthy overview of how the FHT board was set up many years ago; whereas the Falmouth Housing Authority currently has an appointee serving on the FHT board. The Falmouth Housing Trust recently hired a consultant to review the bylaws and best practices of the nonprofit agency vs. other nonprofits and government agencies. Since the Falmouth Housing Trust is an independent organization from the Town and the Housing Authority, it makes sense to eliminate the appointed board members from their organization making it administratively easier to manage. Ms. Connolly further reiterated the ongoing need of the various housing organizations to continue working together as they have been on the mission of providing quality affordable housing throughout the community. Mr. Lacey suggested that Ms. Connolly send the Falmouth Housing Trust's board agenda to him for distribution to his board members as he will send her the monthly Falmouth Housing Authority's agenda for distribution to her board. The Falmouth Housing Trust's annual meeting is tomorrow, October 13, 2016 at the Falmouth Yacht Club at 5:30pm.

Financial Statements – Year to Date Review through August 31, 2016:

Mr. Lacey reviewed the monthly financials through August 31, 2016, answering the board's questions as necessary. Mr. Lacey will talk to the fee accountants about putting in a budget for the SNAP (CRHI-Voucher) program to eliminate the misleading variance in the monthly Excel summary.

Document Reference: Falmouth Housing Authority Agency Wide Financials through August 31, 2016.

HUD 2017 Fair Market Rents, FHA Payment Standards:

Mr. Lacey reviewed the Fair Market Rents (FMRs), and the calculation of the Housing Authority Payment Standards that can be within 90-110% of FMRs. The FY2017 FMRs are dropping significantly (approximately 15%), which will make it more difficult for voucher holders to secure housing in an already challenging rental market. In addition, the significant drop is after a similar increase for FY2016, making it challenging for housing authorities on Cape Cod to manage their Payment standards within the allowed range. As a result, FHA and the other Cape Cod housing authorities with federal vouchers submitted a letter requesting the FY FMRs be reexamined/recalculated. The board discussed the letter that Mr. Lacey submitted to HUD, which is the first step in the process in an attempt to possibly increase the FMRs; a conference call is scheduled with Congressman William Keating's Office tomorrow.

Document Reference: HUD FY-2017 Fair Market Rent Summary & Calculation; Falmouth Housing Authority FMRs & Payment Standard Memo to staff dated January 13, 2016; Falmouth Housing Authority letter addressed to HUD Regulations Division Washington, DC dated September 23, 2016 Re: Docket No. FR-5962-N-01: Fair Market Rents for FY-2017.

FY 6/30/2017 Budget Update:

Mr. Lacey and Ms. Conn have been working with Steve Cote of Fenton, Ewald, & Associates to complete the budget. DHCD just issued the guidelines and Mr. Lacey will submit the proposed budget to the board once it is finalized, anticipated to be at the November meeting.

Net Metering Contract Update:

After the latest approved amendment, the project is moving forward on the new schedule.

Comcast Contract Update:

Comcast sent a new five year contract similar to the last negotiated contract, with a maximum 5% increase per year. The current monthly cable cost per unit is \$25.20, with a retail value of over \$70.00.

Housing Stabilization Program Update:

Mr. Lacey and Ms. Haney met with Jennifer Petit, Julian Suso, and Patricia Harris of the Town of Falmouth to discuss the final payment(s) due to the Housing Authority for the Housing Stabilization Program. As a result of that meeting the Town still wants an outside audit conducted on the program even though all payments were made within the program guidelines. The reviewer is looking for paperwork that was not required at the time the payments were made. In addition, the Town intends to withhold any payments for the Preservation of Affordable Falmouth Family Housing program until the audit is conducted. The Housing Authority will be exploring alternative funding sources, as some of the projects cannot await the outcome of this audit, which is expected to be conducted in conjunction with the FHA annual audit.

Falmouth Housing Corporation Contract Update:

Mr. Lacey and Mr. Arsenault are reviewing the possibility of a flat fee rate for the future contract with the Falmouth Housing Corporation. A meeting will be scheduled for next week with Linda Clark of the Falmouth Housing Corporation. The current contract is due to expire on December 31, 2016.

Discuss FHA Website:

The board briefly discussed the Falmouth Housing Authority website. The website is online, but needs information to be added to make it complete, and needs to be updated more timely.

FHA Bylaws, Mission Statement:

Tabled until next meeting.

Document Reference: ByLaws of the Falmouth Housing Authority & Falmouth Housing Authority Mission Statement

Election of officers - VOTE:

Tabled until next meeting.

Upcoming Board Member Training Opportunities:

Mr. Lacey briefly discussed the upcoming local board member training opportunities.

Annual State Ethics Commission Requirement:

The board members will update their annual State Ethics online training and send a copy of the certification to Mr. Lacey. In addition, the most recent copy of the Summary of the Conflict of Interest Law for Municipal Employees was distributed to all members.

Document Reference: Summary of Conflict of Interest Law for Municipal Employees, Version 6, Revised May 10, 2013.

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

Mr. Lacey reviewed the recent Public Housing Notices. The first DHCD notice related to the state appointed board member. The second DHCD budget guidelines with up to a 3% increase in overall budget. The next related to veterans in state public housing programs (667 & 705), but since DHCD was getting a lot of questions they will be issuing guidelines. Mr. Lacey briefly discussed the HUD notices relating to the following: property insurance, salary restrictions, & operating subsidy.

Document Reference(s): DHCD Public Housing Notice 2016-27 re: Changes Pertaining to State Appointed Board Members; DHCD Public Housing Notice 2016-28 FY-2017 Local Housing Authority Budget Guidelines; DHCD Public Housing Notice 2016-29 re: Changes Pertaining to Veterans; HUD Notice PIH-2016-13 Subject: Guidance on Property and Casualty Insurance Issues; HUD Notice PIH-2016-14 Subject: Guidance on the Public Housing Agency (PHA) salary restriction in HUD's annual appropriations; HUD Notice PIH-2016-15 Subject: Amendment – Public Housing Operating Subsidy Eligibility Calculations for Calendar Year 2015.

Review Section 8 Tracking Report:

Mr. Lacey reported on the Section 8 tracking report, with the voucher numbers down for the year which will most likely be slightly under 100% utilization for the calendar year end. The Housing Authority is going to be joining either the Housing Assistance Corporation or MassNAHRO/State Section 8 waitlist for efficiency, but can keep local preferences.

Document Reference: CY 2016 Section 8 Tracking report through October 2016.

Review Management Fees Due from FHC Entities:

August Management Fees were \$19,176.77.

Report from Community Preservation Committee Representative:

The Community Preservation Committee representative discussed the Housing Coordinator position and the Community Development position that will be placed on the same article for November Town Meeting.

NEXT MEETING DATE – November 9, 2016; Harborview Community Room

General Session adjourned at 11:34am.

Moved by Ms. Budrow; Seconded by Ms. Wilson.

3-Ayes 0-Nays 2-Absent MOTION CARRIED.

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

GENERAL SESSION: November 9, 2016

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

MEMBERS ABSENT: Timothy H. Lineaweaver

STAFF PRESENT: Thomas L. Lacey, Executive Director
Kimberly Conn, Financial Manager
Robert Arsenault, Maintenance Director

OTHERS PRESENT: Claire Rogers, Paula Roberts, Ernest Mayberry, Margaret Romiza,
Barbara Welch, Estelle Young, & Paul Grunden, Harborview
Bruce Meyer, East Falmouth Resident

The General Session of the Board of Commissioners of the Falmouth Housing Authority was convened at 10:05am in the Community Room of Harborview Apartments.

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

NEW BUSINESS

Approval of Minutes

Ms. Wilson moved acceptance of the October 12, 2016 meeting; Seconded by Ms. Budrow.
3-Ayes 0-Nays 1-Abstained 1-Absent MOTION CARRIED.

Approval of Payment of Bills & HAP Payments

Ms. Favulli moved approval of bills and HAP payments with the exclusion of UAP because of the redaction, Seconded by Ms. Budrow. Mr. Lacey will discuss with Patricia Grace, Attorney at Law the redaction of tenant names for confidentiality.
4-Ayes 0-Nays 1-Absent MOTION CARRIED.

Public, Tenant Representative Comments:

Harborview tenants discussed issues such as access to the kitchen after hours, parking, building access, and overall morale at the complex. Ms. Roberts read from a note that she drafted regarding the concerns. After lengthy discussions, Mr. Lacey will host a tenant meeting with Marie Palmer, Service Coordinator, and Harborview residents.

Update from Maintenance Director on Significant Projects:

Tataketa – Walkways-VOTE:

Mr. Arsenault reviewed the bids from the two contractors for the replacement of the walkways at Tataketa Apartments. Questions arose regarding the cost and bidding process, and the board decided to table the vote pending clarification.

Document Reference: GC E-Bid 10/26/16 2:00 pm Tataketa Apartments – Walkway/Bridge Replacement 815851

Harborview Windows:

Mr. Arsenault reported that he is working on a scope of work with Winslow Architects to obtain an estimate for the window replacement project. They measured the windows and will be putting a package together. A bid is expected to go out in the beginning of the year, and the replacement to be done in the spring. The board inquired regarding possibilities of alternative funding sources for window replacements.

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

The maintenance staff has started working on the rehabilitation of the house on Montauk Street. The hardwood floors are being refinished and a new electrical service is getting installed currently. The board discussed at length the recent questions raised in regards to the Community Preservation Act (CPA) funds and their use. Town Meeting awarded the Falmouth Housing Authority, through CPA funds, to replace failed septic systems and roofs on the state owned chapter (705) houses plus qualified work on a house that is currently vacant. The Town Finance Director, Jennifer Petit spoke with a representative at MA Department of Revenue (DOR), and they indicated that septic and roof repairs could not be made on projects unless they were originally purchased with CPA funds. The Department of Community Housing and Community Development (DHCD) issued guidelines in 2013 to clarify the use of funds for preservation of state owned property, as distributed to the board. Additionally, a memorandum issued by Frank K. Duffy, Town Counsel dated 11/8/16 regarding CPA – Community Housing supported the DHCD view. The CPA coalition website has projects listed in which CPA funds have specifically been spent on similar projects. It was suggested that MassNAHRO and DHCD be contacted to reach out to MA DOR to come up with a resolution. Mr. Lacey will set up a meeting with David Vieira, Town Moderator/State Representative to discuss the issue.

Document Reference: Community Preservation Act 2002-12B dated September 2002, Town of Falmouth Office of Town Counsel Memorandum re: Community Preservation Act – Community Housing dated 11/8/2016.

Other Maintenance projects:

Mr. Arsenault reported that maintenance has been working on fall cleanups and tree work on the various 705 scattered housing sites. Ms. Debra King and Mr. Arsenault have been completing the annual inspections at the 705 houses. Maintenance is also working on leaf cleanups at all complexes.

Review Vacancy/Turnover Report:

Mr. Arsenault reported that there were currently two vacancies that maintenance staff is working on now for November.

Document Reference: Falmouth Housing Authority Vacancy/Turnover Report through October 2016.

Review Work Order Report:

Mr. Arsenault was on vacation so the report is not complete, but the information is similar to previous months reported.

Executive Director's Report

Financial Statements – Year to Date Review through September 30, 2016:

Mr. Lacey reviewed the financials through September 2016 with a current loss in the management program they are still negotiating the contract. The fee accountant corrected the budget to actual variance on the report for the SNAP program.

HUD 2017 Fair Market Rents, FHA Payment Standards-VOTE:

Mr. Lacey reviewed the HUD issued Fair Market Rents (FMRs) for 2017. Housing Authorities have the option to set payment standards within 90-110% of FMRs. Last year Falmouth set the payment standards within 94-95% of FMRs for 1-bedroom and 2-bedroom units. Other units were just above 90%. The board discussed the spreadsheet that Mr. Lacey distributed for FY2017. Ms. Favulli moved to approve the payment standards of \$929.00 for a studio, \$1,026.00 for a 1-bedroom, \$1,364.00 for a 2-bedroom, \$1,709.00 for a 3-bedroom, and \$1,879.00 for a 4-bedroom as recommended; Seconded by Ms. Wilson.

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

Document Reference: Falmouth Housing Authority HUD FY 2017 FMRs, FHA Payment Standards dated January 1, 2017.

FY 6/30/2017 Budget Update-VOTE:

Mr. Lacey reviewed the proposed budget for fiscal year ending 6/30/2017. He reviewed the losses for AMP 1 and 2 and discussed the maximum and minimum reserve levels that are subject to recapture if they are too high. He further reviewed the nonroutine expenditures as distributed at the meeting. Mr. Lacey reviewed the highlights of the state budget guidelines, and the non-routine expenditures. Approximately \$5,000.00 was budgeted for the vacant house on Fordham road that will need exterior siding repairs to prevent further water damage. The remaining extraordinary funds will be used primarily on exterior issues such as doors, windows and bulkhead replacements. There was a 2.50% salary increase across the board. The budget process is conducted later because DHCD provides the guidelines typically in September or October. The 4190 line item is for all administrative expenses such as: office supplies, telephone/internet service, alarm phone lines, staff training seminars, and property inspections more significantly on the Section 8 program. Mr. Lacey reviewed the utility calculations of both HUD and DHCD, whereas reimbursement is calculated on actual use but with a 12-18 month lag. Ms. Favulli moved to approve the Falmouth Housing Authority Fiscal Budget for June 30, 2017 as submitted, Seconded by Ms. Wilson.

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

Document Reference Falmouth Housing Authority 06/30/17 Budget dated 11/07/16.

Housing Stabilization Program Update:

Mr. Lacey discussed the DOR determination as brought forward by Jennifer Petit. Ms. Petit recommended indefinite postponement of the current article going before Town Meeting for housing stabilization funds. As a result Ms. Karen Cardeira of Falmouth Human Services withdrew her application for community housing stabilization funds. The position at the Housing Authority ended on June 30, 2016, but the previous director is still working temporarily as a housing certification specialist. Mr. Lacey is reviewing overall staffing needs for the Authority.

Falmouth Housing Corporation Contract Update:

Mr. Arsenault and Mr. Lacey met with Linda Clark to negotiate the Management Contract. It was determined that moving to a flat fee billing would be very difficult to determine. They discussed structural changes within the contract and are still under negotiation.

Election of officers - VOTE:

Mr. Lineaweaver indicated via email that he is planning to resign from the Housing Authority board. The board discussed updating the bylaws and the election of officers. Ms. Favulli moved election of Ms. Haney, Chair, Ms. Budrow Vice-Chair, and Ms. Favulli, Treasurer; Seconded by Ms. Wilson.

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

The board discussed adding the following topics to a future agenda, bylaws, and website. They determined that they would meet on Tuesday, November 29, 2016 at 3:30pm. They further discussed adding an agenda item labeled “future agenda items”.

Annual State Ethics Commission Requirement:

The Board of Commissioners signed that they received a copy of the State Ethics information at their 10/12/16 meeting.

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

There were no questions regarding the recent public housing notices distributed to the board. *Document Reference: DHCD PHN 2016-30 w/attachments A,B, & C Re: Revised Income Limits for Admission & FMRs for Continued Occupancy. DHCD PHN 2016-31 Re: Regional Capital Assistance Team (RCAT) Advisory Board Elections. DHCD PHN 2016-32 Re: Guidance on Implementation of Changes in Law Pertaining to Veterans. DHCD PHN 2016-33 Re: New AIMM Program Rules and Application. DHCD PHN 2016-34 Re: New Process for Requesting Vacant Unit Funds.*

Review Section 8 Tracking Report:

Mr. Lacey reviewed the Section 8 tracking report through November 2016, with current voucher utilization at 99.86%. He further reviewed the SEMAP scoring of 96%, with the point reduction on a 3-bedroom unit in Bourne whereas the payment standard was below 90%. Falmouth Housing Authority is still designated as a High Performer.

Document Reference: CY 2016 Section 8 Tracking Report through November 2016. U.S. Department of Housing and Urban Development letter Re: SEMAP indicator for FYE 06/30/2016.

Review Management Fees Due from FHC Entities:

Management fees were not discussed.

Report from Community Preservation Committee Representative:

There was nothing new to discuss at this time.

NEXT MEETING DATE – Special board meeting Tuesday, November 29, 2016 Falmouth Housing Authority Conference Room to review bylaws, and award the Tatakot project. The next regular board meeting will be December 14, 2016; Harborview Community Room.

General Session adjourned at 12:18pm.

Moved by Ms. Budrow; Seconded by Ms. Wilson.

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

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

GENERAL SESSION:

November 29, 2016

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

MEMBERS ABSENT: Timothy H. Lineaweaver

STAFF PRESENT: Thomas L. Lacey, Executive Director
Robert Arsenault, Maintenance Director

OTHERS PRESENT: None

The General Session of the Board of Commissioners of the Falmouth Housing Authority was convened at 3:40pm in the Conference Room of the Falmouth Housing Authority office.

NEW BUSINESS

It was decided for efficiency to address the Tatakot walkways bid first, then the bylaws and mission statement.

Tatakot Walkways – Review Bids and Discuss Bid Process – VOTE

Mr. Arsenault presented the two bids received, as well as a document from Greg Zurlo of Winslow Architects, Inc. that detailed the bid process with supporting documentation. In addition, Mr. Zurlo provided a narrative responding to an inquiry about the option to re-bid; his recommendation was to approve the low bidder as submitted due to the potential resources it could take to defend a decision to rebid, and the fact that both bids were reasonable and within less than \$5,000 of each other.

Ms. Budrow moved approval of the low bid of \$33,500.00 by L & L Contracting, Inc. of Braintree, MA; Seconded by Ms. Wilson

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

Document References: GC E-Bid: List of bids received 10/26/16 02:00 PM Tatakot Apartments – Walkway/Bridge Replacement 815851. Letter from Greg Zurlo, Winslow Architects, Inc. Re: Tatakot Apartments Walkway/Bridge Replacement – Contract Acceptance.

Review and Discuss FHA Bylaws and Mission Statement

Ms. Budrow indicated she had obtained mission statements from other housing authorities and read them out loud. After a brief discussion it was decided Ms. Budrow would create a draft mission statement intended to better reflect the mission of the Falmouth Housing Authority. The draft will be reviewed at the next board meeting. The board then collaboratively reviewed the bylaws of the Authority. Proposed changes were discussed, particularly delineating the difference of the Office of the Authority (“Authority”) and the FHA Board of Commissioners (“Board”). In addition, adjustments were suggested to the descriptions within the Officers, Meetings, and Amendments sections to accurately capture the actual functions of each. Mr.

Lacey will incorporate the suggested changes within a revised document, with all changes tracked, and that document will be reviewed at the next board meeting.

Document References: Falmouth Housing Authority Mission Statement. Bylaws of the Falmouth Housing Authority.

NEXT MEETING DATE – December 14, 2016; Harborview Community Room.

General Session adjourned at 5:40pm.

Moved by Ms. Wilson; Seconded by Ms. Budrow.

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

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

GENERAL SESSION:

December 21, 2016

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

MEMBERS ABSENT: Sari Budrow
Timothy H. Lineaweaver

STAFF PRESENT: Thomas L. Lacey, Executive Director
Kimberly Conn, Financial Manager
Robert Arsenault, Maintenance Director

OTHERS PRESENT: Ernest Mayberry, Harborview

The General Session of the Board of Commissioners of the Falmouth Housing Authority was convened at 12:37pm in the Community Room of Harborview Apartments.

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

NEW BUSINESS

Approval of Minutes

Ms. Favulli moved acceptance of the November 9, 2016 meeting; Seconded by Ms. Wilson.
3-Ayes 0-Nays 2-Absent MOTION CARRIED.

The minutes of the November 29, 2016 meeting were tabled.

Approval of Payment of Bills & HAP Payments

Ms. Wilson moved approval of bills and HAP payments, Seconded by Ms. Favulli.
3-Ayes 0-Nays 2-Absent MOTION CARRIED.

Public, Tenant Representative Comments:

There was no public comment. The board briefly discussed the new rules regarding a tenant appointed board member.

Update from Maintenance Director on Significant Projects:

Tatakot – Walkways:

Mr. Arsenault reported that he held the preconstruction meeting with L&L Contracting, Inc. and they will begin construction of the Tatakot walkways after New Year's.

Harborview Windows:

Mr. Arsenault reported that he has spoken with the architects who are working with consultants to provide some preliminary pricing for the replacement of the Harborview windows.

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

Maintenance is currently working on a force account project at Montauk Street. The floors have been redone; they are painting, and have completed preliminary work on the bathroom. The kitchen will be going in soon, and the rehang of doors.

Other Maintenance projects:

The Maintenance staff is getting ready for winter; they completed the fall clean ups this past month. Inspections are still in progress for the 705-houses. Lastly, the Maintenance crew has been inundated with turnovers. The board briefly discussed hoarding issues, and egress, which is checked annually at inspection time. Ms. Wilson suggested that Ms. Palmer add a note to her monthly newsletter reminding tenants to make sure their exits are clear.

Review Vacancy/Turnover Report:

Mr. Arsenault reported that units 408 and 106 at Harborview have been completed, and they are working on 229 and 307 now. Unit 13 at Choate was completed, and unit 47 at Rose Morin should be done this week and leased up before Christmas.

Document Reference: Falmouth Housing Authority Vacancy Report through November 2016.

Review Work Order Report:

Mr. Arsenault reported that most of the emergency work orders were no heat calls. There is an issue at Tatakot with some corroding pipes on the domestic hot water lines, but Maintenance has addressed the issues quickly and efficiently.

Document Reference: Falmouth Housing Authority Work Order Report November 2016.

Executive Director's Report

Financial Statements – Year to Date Review through October 31, 2016:

Mr. Lacey briefly reviewed the financials for the first four months of the year. There were no significant changes from previous months. There is currently a loss on the management program, but there are enough reserves to offset it. The board briefly discussed the hookup of Town sewer at Tatakot. Mr. Arsenault reported that the "T" was already installed a few years ago at a location he determined; preliminary planning work has begun on how to connect.

Document Reference: Falmouth Housing Authority Agency Wide Financials through October 2016.

FY 6/30/2017 Budget:

Mr. Lacey distributed the signature pages so that the budget can be submitted to DHCD.

Fee Accountant Contract-VOTE:

Mr. Lacey reviewed the annual fee accountant contract for Fenton, Ewald, & Associates, P.C. for fiscal year 2017. The changes were the addition of a fee for the SNAP program, and a 2.50%

increase over the previous contract. After a brief discussion, Ms. Favulli moved to approve the contract with Fenton, Ewald, & Associates, P.C. for fiscal year 2017 dated November 18, 2016 as written; Seconded by Ms. Wilson.

3-Ayes 0-Nays 2-Absent MOTION CARRIED.

Document Reference: Contract for Accounting Services between Falmouth Housing Authority and Fenton, Ewald, & Associates, P.C. dated November 18, 2016.

Falmouth Housing Corporation Contract Update-VOTE:

Mr. Lacey updated the board on the contract negotiations between the Falmouth Housing Authority and the Falmouth Housing Corporation. Mr. Lacey reported FHC had very recently requested a significant change to what had been agreed to in October. He stated the request came through in an email with no discussion and this change would affect staffing and other plans he had been moving forward with. Due to the very late nature of the request, he suggested a one month extension of the current contract to address the issue. After a lengthy discussion the board voted to extend the current contract due to expire on December 31, 2016 for a period of two months - now expiring on February 28, 2017; moved by Ms. Favulli; Seconded by Ms. Wilson.

3-Ayes 0-Nays 2-Absent MOTION CARRIED.

Mission Statement Update-VOTE:

The Mission Statement discussion was tabled due to time constraints.

Bylaws Update-VOTE:

The Bylaws update discussion was tabled due to time constraints.

Election of officers - VOTE:

The election of officers took place at the last board meeting and will be removed from the agenda.

Discussion Regarding Monthly Board Meeting Date & Time:

The board discussed possible future meeting times, whereas afternoons would be better for most. Possible times discussed were the 2nd Wednesday of the month at 1:00 pm or the 2nd Tuesday of the month at 1:00 pm. Mr. Lacey will reach out to the absent board members to finalize the regular meeting schedule.

Housing Stabilization Program Update:

Board members inquired about the Town requested audit of the Housing Stabilization Program. Mr. Lacey discussed this being done likely as an Agreed Upon Procedure, and that he would touch base with the audit firm and see if they could incorporate it into the regular scheduled audit that is scheduled for January 31, 2017 through February 2, 2017. Mr. Lacey and Ms. Haney met with Mr. David Vieira, Town Moderator to discuss the Town Meeting vote of funding for the roofs, and septic replacements at the 705-houses. It was discussed that the Department of Revenue is not a regulatory agency and therefore their interpretation of the Community Preservation Act is only advisory. The question now raised is if the requested funds fall under the category of maintenance or preservation. A followup meeting will take place after the

holidays. Ms. Wilson expressed her interest in attending the follow up meeting as the Community Preservation Committee appointed representative.

Website Update:

The website discussion was tabled due to time constraints.

Discussion Regarding Staffing:

Ms. Wilson indicated that she was interested in viewing job descriptions of Housing Authority employees. She further brought forward the role of the board was to hire, and evaluate the Executive Director, set policies, and oversee the financials of the organization. She would like to initiate the process of evaluating the Executive Director annually. Mr. Lacey briefly discussed general staffing issues within the Authority and how the transitioning of some of the staffing roles was dependent on the outcome of the finalized FHC contract and adherence to the Union contract, explaining the delay in implementing a new FHC contract was prolonging this issue. Mr. Lacey made it clear that his two primary focuses through the process has been the financial and overall wellbeing of the Authority and also the FHA employees. Therefore some of the staffing changes have been delayed for the reasons discussed.

Falmouth Housing Trust Update:

Mr. Lacey announced that Ms. Anne Connolly notified him that she will be leaving the Falmouth Housing Trust.

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

There was no discussion necessary regarding the notices included in the board packets this month.

Document Reference(s): DHCD PHN 2016-36 re: Performance Management Review (PMR) Launch, DHCD PHN 2016-37 re: Guidance on Implementation of Changes in the Law Pertaining to Veteran's, DHCD PHN 2016-38 re: Blanket Property, Crime and Boiler & Machinery Insurance, HUD PIH 2016-18 re: Guidance on Full Flexibility for Eligible Small PHAs, HUD PIH 2016-19 re: Public Housing Operating Subsidy Eligibility Calculations for Calendar Year (CY) 2017, HUD PIH 2016-20 re: Disposition Instructions PHA Retention of No Longer Used Real Property for Public Housing Purposes, HUD PIH 2016-21 re: Guidance on Automation of Capital Fund Program 5-Year Action Plans, HUD PIH 2016-22 re: Environmental Review Requirements for Public Housing Agencies, HUD PIH 2016-22 re: Form HUD-53245, HUD PIH 2016-23 re: Requirements for PHAs Removing all Public Housing Units.

Review Section 8 Tracking Report:

Review of the Section 8 tracking report was tabled due to time constraints.

Joining the Section 8 Centralized Waiting List – VOTE:

Mr. Lacey reviewed the process of joining the Massachusetts Centralized Section 8 Waiting List. The Housing Authority will exhaust its existing list first. The benefits of the centralized list is that the list is always open, the housing Authority does not have to maintain/purge the list, and the Housing Authority will still be able to keep the same preferences pull applicants that meet the specified criteria based on those preferences. After a brief discussion Ms. Wilson moved to join

the Section 8 Centralized Waiting List upon exhaustion of the current Section 8 waitlist;
Seconded by Ms. Favulli.

3-Ayes 0-Nays 2-Absent MOTION CARRIED.

Review Management Fees Due from FHC Entities:

September Management Fees were \$30,178.33.

October Management Fees were \$23,778.81

November Management Fees were \$24,190.11

Holiday Party – VOTE:

Mr. Lacey discussed the annual holiday party that will need to be moved from its usual location.

In past years the board has appropriated \$600.00 from the Management budget toward the party.

Ms. Favulli moved approval of a \$600.00 allocation towards this year's holiday party; Seconded by Ms. Wilson.

3-Ayes 0-Nays 2-Absent MOTION CARRIED.

Report from Community Preservation Committee Representative:

The Community Preservation Committee representative update was tabled due to time constraints.

NEXT MEETING DATE – TBD; Harborview Community Room

General Session adjourned at 2:02pm

Moved by Ms. Favulli; Seconded by Ms. Wilson.

3-Ayes 0-Nays 2-Absent MOTION CARRIED.

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

GENERAL SESSION: January 10, 2017

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

MEMBERS ABSENT: Vacant

STAFF PRESENT: Thomas L. Lacey, Executive Director
Robert Arsenault, Maintenance Director

OTHERS PRESENT: Ernest Mayberry, Harborview

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

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

NEW BUSINESS

Approval of Minutes

Ms. Favulli moved acceptance of the November 29, 2016 meeting; Seconded by Ms. Budrow.
4-Ayes 0-Nays 1-Vacant MOTION CARRIED.

Document Reference: Falmouth Housing Authority General Session Minutes, November 29, 2016.

Ms. Favulli moved acceptance of the December 21, 2016 meeting; Seconded by Ms. Wilson.
3-Ayes 0-Nays 1-Abstained 1-Vacant MOTION CARRIED.

Document Reference: Falmouth Housing Authority General Session Minutes, December 21, 2016.

Approval of Payment of Bills & HAP Payments

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

Document References: Accounts Payable Summary and Detail, December 2016. Housing Assistance Payment Register, December 2016.

Public, Tenant Representative Comments:

There was no public comment.

Update from Maintenance Director on Significant Projects:

Tataketa – Walkways:

Mr. Arsenault reported that a change order will be necessary to bring the walkway railings up to code as part of the project. He anticipates having the change order of approximately \$10,000 for the February meeting.

Harborview Windows:

Mr. Arsenault reported that he has spoken with the architects who are working with consultants to provide some preliminary pricing for the Harborview windows. Due to the scope of the project and the various options (repair vs. replacement vs. alteration), cost estimates have been challenging. He expects to have figures this week. This project includes the Administration building.

Harborview – Alarm Panel:

Mr. Arsenault reported the alarm panel (original to the building) is in “trouble” status and parts are virtually impossible to find. While it is still functioning, prompt attention is needed – he is determining whether to do a full replacement or in phases.

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

Maintenance is continuing to work on a force account project at Montauk Street, but work has been slowed due to other work orders, turnovers, and snow removal. He is hoping to have it ready for March 1st leaseup. One Maintenance employee is also out temporarily on workers comp.

Other Maintenance projects:

The Maintenance continues to be inundated with turnovers. Mr. Arsenault also described the snow removal process, including the most recent weekend storm.

Review Vacancy/Turnover Report:

There are currently 12-13 turnovers (some are recent and not on the report), some of which are very difficult due to the condition of the units. This is the most at one time in a long while. Ms. Wilson inquired about getting temporary/subcontracted turnover help; Mr. Arsenault replied this had been done in the past and was not cost effective as it was expensive and the end result was of lower quality than turnovers done by Housing Authority staff. Mr. Arsenault described how he balances turnover work with work orders, etc.

Document Reference: Falmouth Housing Authority Vacancy Report through December 2016.

Review Work Order Report:

Mr. Arsenault reported that there was an approximately 25% increase in work orders over the previous month. Mr. Arsenault described a current challenge at Harborview where bathtub drains are rusting/rotting after 35+ years and are very difficult to access – access must be from the hallway and can be very time consuming. Ms. Favulli inquired about preventive maintenance and described another Authority where one unit was always vacant on a rotating basis in order to provide sufficient time for rehabilitation. A discussion followed regarding the pros and cons of such a system, including the impact on the vacancy report and essentially reducing the housing stock by one unit. Ms. Wilson inquired about hiring a cleaner to do the

cleaning of a turnover; Mr. Arsenault responded that the cleaning is a small portion of the overall turnover and therefore such a system would not be cost effective.

Document Reference: Falmouth Housing Authority Work Order Report December 2016.

Executive Director's Report

Mr. Lacey commenced his report with a recognition of the passing of Claire Maguire, an original Harborview tenant and a longtime (close to 25 years) FHA board member.

Notification of Resignation of State Appointed Board Member

There was a discussion about the resignation Timothy Lineaweaver effective January 1, 2017 and the process to replace him. DHCD PHN 2016-27 was referenced, and it was suggested to do a press release and also identify specific individuals to try to find multiple interested candidates, and Ms. Haney indicated there was one person already interested. Mr. Mayberry then notified the board that he had already been through the application process and be appointed; he was just waiting on the final paperwork. This was the first the board had heard of appointment; Mr. Mayberry indicated he began the application process over two months ago and it was a very involved process. A discussion followed; it was decided to continue the process outlined in PHN 2016-27 until notification was received regarding the appointment.

Document Reference: Timothy H. Lineaweaver Letter of Resignation, December 23, 2016.

Financial Statements – Year to Date Review through November 30, 2016:

Mr. Lacey briefly reviewed the financials for the first five months of the fiscal year. There were no significant changes from previous months. There is currently a loss of over \$12,000 on the Management program, but after the reports were issued it was discovered there was a salary being charged incorrectly to Management that created the bulk of the loss; this will be corrected in the next set of financial statements. There was a discussion about the upcoming Audit; Mr. Lacey indicated it is scheduled for January 31st – February 2nd and there will be an Agreed Upon Procedure to test payments from the Housing Stabilization Program. After an inquiry, Mr. Lacey indicated the cost of the Agreed Upon Procedure would be paid from Management funds.

Document Reference: Falmouth Housing Authority Agency Wide Financials through November 30, 2016.

Mission Statement Update – VOTE:

Mr. Lacey presented a draft of the updated mission statement stating “The Falmouth Housing Authority is committed to ensuring safe, decent, and affordable housing by working cooperatively with community, state, federal, and local officials. We strive to make the best use of all available resources so our residents and participants can live in an atmosphere of dignity and respect, free from discrimination.” After a brief discussion, Ms. Budrow suggested changing “We strive...” to “The Falmouth Housing Authority always endeavors...”. Ms. Budrow moved approval of the draft incorporating these changes, seconded by Ms. Wilson.

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

Document Reference: Falmouth Housing Authority Mission Statement Draft, January 10, 2017.

Bylaws Update – VOTE:

This item was tabled pending further information and sufficient time for discussion.

Executive Director's Contract:

Mr. Lacey's current contract ends June 30, 2017. It is the boilerplate contract provided by DHCD at the time, but within the last month a new DHCD Notice (PHN 2016-40) which provides guidance for future contracts and related processes. Regarding an Executive Director performance review, Mr. Lacey offered to research what is done at other housing authorities and Ms. Wilson offered to research a consultant for a "360 degree evaluation." Upon inquiry, Mr. Lacey informed the board that the Union contract does not mandate staff performance evaluations, but they can be done by right. There is a discipline and discharge process within the contract.

Document Reference: Contract of Employment By and Between the Falmouth Housing Authority and Thomas L. Lacey, Executive Director, July 1, 2014 – June 30, 2017.

Staff Job Descriptions:

Mr. Lacey provided an organizational chart for the Falmouth Housing Authority, and differentiated between Union and Management positions. A brief description of each position was also provided. Ms. Favulli inquired if any positions were mandated by the State; Mr. Lacey indicated the Executive Director is the only specified position, and the ED then creates the structure and responsibilities of the positions, subject to the Union contract at FHA.

Document References: Falmouth Housing Authority Organizational Chart, January 10, 2017. Overview of Falmouth Housing Authority Employee Responsibilities.

Discussion Regarding Board Meeting Location(s):

The board discussed the possibility of returning to meeting at multiple locations (Harborview and Tataket due to accessibility issues at the other properties). It was also requested that the monthly agenda be posted at all multi-unit properties and on the FHA website. The board also discussed specifying the framework (two minutes for comment, not a discussion) for public/tenant comment at the meetings; Ms. Favulli offered to draft the policy which will be posted on the website when approved.

Schedule Board Site Visits:

The board would like to see the other properties so they can have more familiarity with the properties as they are being discussed. A discussion was held regarding the need to post the meeting/visit due to the existence of a quorum. A process for these visits will be discussed at the next meeting.

Falmouth Housing Corporation Contract Update:

Mr. Lacey and appropriate management staff will be meeting with Linda Clark on January 20th to discuss the changes she wants to make from what was agreed to in October. Mr. Lacey reiterated the challenge of being in limbo about staffing due to the lack of resolution about the contract.

Housing Stabilization Program Update:

As referenced earlier, the auditors' Agreed Upon Procedure to test the Housing Stabilization Program will be part of the upcoming audit that is schedule to start on January 31, 2017.

Website Update:

The website it hosted by PHA-Web (FHA software vendor), and updates are done through them. The board discussed improving the website by adding information for the public and making it more user-friendly. It was recommended that all board members and staff review the website and provide their suggestions for improvement. It was also suggested that tenants provide input.

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

The two DHCD Public Housing Notices issued since the last meeting focus on Executive Director hiring and contract, for both hiring a new Executive Director and renewing a contract. It was noted that the notices were timely as Mr. Lacey's current contract ends on June 30, 2017. There were no HUD notices issued since the last board meeting.

Document Reference(s): DHCD PHN 2016-40 re: DHCD Guidelines for Executive Director Contracts, DHCD PHN 2016-41 re: DHCD Guidelines for LHA Hiring of Executive Director

Review Section 8 Tracking Report:

It is the first month of the calendar year, so a new Section 8 Tracking Report was created. In January, HUD HAP reimbursement was very close to the actual HAP payments, and the Authority issued 317 of its 319 authorized vouchers.

Document Reference: CY 2017 Section 8 Tracking Report through January 2017.

Review Management Fees Due from FHC Entities:

December Management Fees were \$23,901.64. December was a five-week payroll month. There was a discussion regarding the billing process, including why it is a cost reimbursement and overhead contract vs. flat fee.

Document Reference: Falmouth Housing Corporation invoice, December 2016.

Report from Community Preservation Committee Representative:

There was no report this month. There was a brief discussion regarding how CPC funds are approved, and who has final approval. Ms. Wilson reiterated her request that she be involved in any meetings or conversations regarding the CPC.

It was suggested that an additional meeting be added every third month or so to allow all topics and discussions be covered sufficiently while still generally maintaining a two hour limit for meetings. A second meeting will be held in February on the 28th.

NEXT MEETING DATE – 1:00pm, February 14, 2017; Harborview Community Room

General Session adjourned at 3:32pm.

Moved by Ms. Wilson; Seconded by Ms. Budrow.

4-Ayes

0-Nays

1-Vacant

MOTION CARRIED.

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

GENERAL SESSION: February 14, 2017

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

MEMBERS ABSENT: None

STAFF PRESENT: Thomas L. Lacey, Executive Director
Kimberly Conn, Financial Manager
Robert Arsenault, Maintenance Director

OTHERS PRESENT: Patricia Grace, Esquire
Paula Roberts, Robert Lovelace, Mary Jane Correia,
Margaret Romiza, Deborah Labadini, Estelle Young, Harborview

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

The Chairperson announced that the Secretary will be recording this meeting as usual for the purpose of preparation of meeting minutes. The board welcomed Earnest Mayberry, State Appointee to the board of commissioners. They further agreed to move Public comment to the beginning of the meeting prior to guest speaker, Patricia Grace, Esquire.

NEW BUSINESS

Public, Tenant Representative Comments:

Harborview tenants discussed their concerns with the current key sign out policy for kitchen access in the community room. After lengthy conversations, Ms. Favulli moved for Mr. Lacey to set up a meeting with the tenants and the FHA Service Coordinator to discuss this issue further prior to the March board meeting; Seconded by Ms. Budrow.

5-Ayes 0-Nays MOTION CARRIED

Guest Speaker Patricia Grace, Esq.

Attorney Patricia Grace has been practicing law for 24 years and represents 49 Public Housing Authorities in Southeastern Massachusetts for their State programs only. She acts through the Executive Director on evictions and tenant issues. She is also available for the tenant selectors. Since she represents so many housing authorities she requests that all communications from Housing Authority boards come through the Chair or Executive Director only. Attorney Patricia Grace reviewed the roles and responsibilities of the Board of Commissioners. Their primary role is to set policies, not to administer or manage the policies, as that is what they hire the Executive Director to do. She reminded the Board of their fiduciary responsibility to the Housing

Authority, the fiduciary duty is acting to benefit the Housing Authority or be personally liable. The United States Constitution is the highest form of law, then the statutes passed by Congress or State Legislature [the Federal regulations (CFR) and the State regulations (CMR)]. Attorney Patricia Grace touched upon the following topics and distributed handouts from a few of the pertinent subjects: 121B – State Public Housing Laws, 151B – Discrimination Laws, 31 – Civil Service Laws, 268A State Ethics Laws, Case Laws for example Varney Associates, created the State regional counsel program whereas an Executive Director cannot represent the Authority in an eviction, Jane Doe vs. New Bedford regarding aggressively attacking crime on property. Ms. Grace touched upon 760 CMR8 regarding privacy and confidentiality, whereas new staff members should read and sign, furthermore Board members cannot have access to applicant or tenant information. 760 CMR4 regarding ethics is a case where the regulation is stricter than the ethics law in regards to immediate family members. If an immediate family member is an applicant to a State program then the housing authority should prepare the file and send it to DHCD to make the final decision on whether the applicant should be housed. Ms. Grace reviewed 760 CMR6.03 regarding grievances, tenancy or workplace. A tenant grievance may be regarding a rent calculation, a medical unit transfer, or denial of adding a household member. The first step in the process is to go before the Grievance Officer; the person that loses can then go before the Board. According to the grievance procedure the Board has 45 days to respond to the tenant after the grievance hearing. Ms. Grace briefly touched upon the Civil Service laws, whereas an employee who has worked for the agency for more than five years cannot be discharged, suspended or removed for more than five days without a hearing. Ms. Grace touched upon Chapter 258, Section 2, and informed the board of DHCD’s Risk Management Attorney, Sarah O’Leary who should be contacted right away. Finally Ms. Grace touched upon the Do’s and Don’ts of board members. Board members should act within the scope of official duties, and don’t act with personal interests involved. Don’t administer the day to day operations, don’t assign tasks to the staff, watch contracts, and don’t violate confidentiality. On the DHCD website there is a 2014 Commissioner Training Manual that should be reviewed. Mr. Lacey has previously distributed this to the board as a PDF. Ms. Grace reviewed the procedures of moving Executive Session minutes to general session. Some matters will always remain in Executive Session. If tenant names are within the Executive Session it can be redacted. Executive Sessions of previous years should be reviewed and voted to move over.

Document Reference: 760 CMR 4, 760 CMR 6.03 & 6.0, 760 CMR 8, Commissioner Do’s & Don’ts, Privacy And Confidentiality Regulation, Conflict of Interest 268A, & GL Chapter 258-Section 2 (handouts provided by Patricia Grace, Esquire).

Approval of Minutes

Approval of the January 10, 2017 minutes was tabled as they were not available.

Approval of Payment of Bills & HAP Payments

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

3-Ayes 0-Nays 1-Absent (left early) 1-Abstained MOTION CARRIED.

Update from Maintenance Director on Significant Projects:

Tatakot – Walkways – Change Order – VOTE:

Mr. Arsenault discussed that he received a change order regarding the project requiring modifications to the railings and he is still discussing it, but should be ready to be voted at the next meeting. The company has started demolition.

Tatakot Sewer Tie-In:

The Town would like sewer tie in to be complete by the spring of 2018. The Housing Authority has to build a pump and tie in all three septic. The preliminary cost estimated was approximately \$340,000, and will need to be put out to bid. This amount does not include the betterment; however the tie-in amount has been estimated within the Capital Plan. A board member suggested that the Housing Authority reach out to the Barnstable County Health Department, Kendall Ayers, Program Manager for a Community Septic Loan Program, who may know of funding sources for this type of project.

Harborview Windows, Alarm Panel

Mr. Arsenault reviewed the preliminary estimate to replace all of the windows in Harborview and the Admin Office Building, in excess of \$780,000. Not all of the windows need to be replaced as they are not all compromised. The project was estimated so that it can be broken down in stages and Mr. Arsenault is in the processing of reviewing priority areas. Approximately \$300,000 is budgeted within the capital plan. Mr. Arsenault will have made decisions for going out to bid by the next meeting. The Authority would like to go to a sash window as the current windows are very heavy for tenants to open. The alarm panel was not discussed.

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

The turnover at Montauk Street should be completed by the end of the month; the work was completely done in house through force account billing. A site tour will be set up for the next meeting so that the Commissioners can see the unit.

Other Maintenance projects:

The past snowstorms were very difficult and there were many electricity outages; therefore no other significant projects have been worked on.

Review Vacancy/Turnover Report:

Mr. Lacey reviewed the Vacancy/Turnover Report through the 1st month of the calendar year, but it skews the occupancy rate to review on a calendar year basis. Mr. Lacey will change the report to view on 12-month rolling basis to make it more accurate. Mr. Arsenault reviewed the lengthy turnovers. Some of the units sat without anyone working in them as the current staff can only handle approximately three turnovers at a time, but there were thirteen at one point. The Board briefly discussed the staffing and the possibility of hiring of another Maintenance position. There is a part-time seasonal position within the budget, but it has been difficult to fill.

Document Reference: Falmouth Housing Authority Vacancy/Turnover Report January 2017.

Review Work Order Report:

Mr. Arsenault reviewed the Work Order Report. The urgent work orders were mostly no heat calls. There was one employee out on worker's comp this past month.

Document Reference: Falmouth Housing Authority Work Order Report January 2017.

Executive Director's Report

Notification of appointment of State Appointed Board Member:

As discussed earlier, Mr. Ernest Mayberry has been officially appointed as the State Appointee to the Falmouth Housing Authority Board, expiring on July 16, 2021.

Document Reference: DHCD Notification letter dated January 19, 2017.

Financial Statements – Year to Date Review through December 31, 2016:

Mr. Lacey briefly reviewed the December 31, 2016 financials, with no questions or comments from the Board. Mr. Lacey will check in with the fee accountant about the Management loss as there may be a salary reclassification entry pending.

Document Reference: Falmouth Housing Authority Agency Wide Financials through December 31, 2016.

6/30/2016 Audit Update:

Mr. Lacey briefly discussed the recent audit, whereas the field work has been completed and the finalized draft is forthcoming. The final copy is usually available in March or April as the submission deadline to HUD for a June 30th year end is March 31st (nine months after the fiscal year end).

Executive Director Review & Contract:

Mr. Lacey's contract ends June 30th, 2017, and remains on the agenda for ongoing discussions as the Board is discussing procedures for performance evaluations. At the recent Cape Cod Directors meeting other Executive Directors indicated that there are not usually annual evaluations, just periodic reviews, as needed; if nothing is discussed it is assumed everything is going well. Ms. Wilson discussed "360 degrees review" performance model that she is obtaining information on to be distributed to the Board. As previously discussed, there is a recent Public Housing Notice regarding Executive Director selection and contracts. Mr. Lacey provided an evaluation template that other Authorities utilize.

Document Reference: Housing Authority Executive Director Performance Evaluation Sample.

Scheduled Board Site Visits:

Mr. Lacey briefly reviewed the possibility of scheduled site visits so that the board can see the different developments that are being discussed. The Board discussed the possibility of beginning this in May. A site visit will be scheduled for Montauk Street on February 28, 2017 at 12:30pm, prior to the next board meeting scheduled for 1:00pm. Mr. Lacey will post the site visit and the scheduled meeting.

Falmouth Housing Corporation Contract Update-VOTE:

Mr. Lacey reported that he met with the Housing Corporation yesterday and that little progress has been made on hiring someone to fulfill the Administrative position at the Corporation as the mutual agreement was made that the Housing Authority was no longer moving forward with the

Administrative portion of the contract. The two month extension that was granted at the December 2016 board meeting is due to expire on February 28, 2017. The Falmouth Housing Corporation is requesting to extend the contract until June 30, 2017. The Board discussed the staffing requirements of the Housing Authority and how the changes will affect the Union Contract. After a brief discussion, Ms. Favulli moved to extend the contract until April 30, 2017, adding the specific language that this is the final extension; Seconded by Ms. Wilson.

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

Ms. Favulli further inquired about the HAP contracts, Mr. Lacey informed him that Ms. Clark has drafted them and he will be signing them; for clarification these are the Project Based Voucher Contracts.

Housing Stabilization Program Update:

Mr. Lacey submitted the contract for the Agreed-Upon Procedures regarding the Housing Stabilization Program to Ms. Jennifer Petit on February 2, 2017. The audit firm GuyderHurley performed these procedures during their annual audit of the Housing Authority. The Town has not responded to the email sent. Ms. Wilson moved that the report conducted by the independent firm be issued and submitted to the Town as originally requested during the review of the program; Seconded by Ms. Favulli.

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

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

Mr. Lacey reviewed the Public Housing Notice regarding the budget guidelines revision. No other notices were discussed. The earliest commissioner board training scheduled through MassNAHRO is in May 2017.

Document Reference: DHCD PHN 2017-01 Revised FY2017 Budget Guidelines, DHCD PHN 2017-01 Attachment A, DHCD PHN 2017-01 Attachment B, DHCD PHN 2017-01 Attachment C, DHCD PHN 2017-02 RCAT Advisory Board Election Results, DHCD PHN 2017-03 Emergency Pull Cords, Light Systems, DHCD PHN 2017-04 LHA Board Member Elections, HUD PIH 2017-02 VAWA Self-Petitioner Verification Procedures.

Review Section 8 Tracking Report:

Not discussed.

Review Management Contract FHC Entities:

Not discussed.

Report from Community Preservation Committee Representative:

Not discussed.

Future Agenda Items:

Not discussed.

Change March Meeting Date:

Not discussed.

NEXT MEETING DATE – February 28, 2017; Harborview Community Room

General Session adjourned at 3:04pm.

Moved by Ms. Wilson as she was departing; Seconded by Mr. Mayberry.

3-Ayes 0-Nays 2-Absent MOTION CARRIED.

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

GENERAL SESSION: February 28, 2017

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

MEMBERS ABSENT: Sari Budrow

STAFF PRESENT: Thomas L. Lacey, Executive Director
Robert Arsenault, Maintenance Director

OTHERS PRESENT: None

The General Session of the Board of Commissioners of the Falmouth Housing Authority was convened at 12:32pm as a site visit at the recently rehabilitated 12 Montauk Street in East Falmouth.

NEW BUSINESS

View property rehabilitated by FHA Maintenance Department:

The Board toured the recently rehabilitated unit. All work was done by FHA Maintenance staff. Significant improvements included a kitchen renovation (including new cabinets, countertops, flooring, and appliances), carpet removal and sanding/resurfacing of the flooring underneath on the first floor, new carpet on the second floor, complete bathroom renovation, painting throughout the house, and replacement of the electrical service including a new electrical panel and outlets. It was also noted that the boiler was replaced recently under the American Recovery and Reinvestment Act (ARRA) of 2009. A new tenant will be moving in during March.

General Session adjourned at 12:51pm.

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

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

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

GENERAL SESSION: February 28, 2017

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

MEMBERS ABSENT: None

STAFF PRESENT: Thomas L. Lacey, Executive Director
Robert Arsenault, Maintenance Director

OTHERS PRESENT: Paula Roberts, Robert Lovelace, Patricia Meehan,
Deborah Labadini, Harborview

The General Session of the Board of Commissioners of the Falmouth Housing Authority was convened at 1:15pm in the Community Room of Harborview Apartments.

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

NEW BUSINESS

Approval of Minutes

Ms. Favulli moved acceptance of the meeting of January 10, 2017; Seconded by Ms. Wilson.
5-Ayes 0-Nays MOTION CARRIED.

Public, Tenant Representative Comments:

Harborview residents requested further discussion regarding the policy for the kitchen key, and called attention to a recent article in the Cape Cod Times regarding the required tenant board member of housing authorities. It was also requested that the posting of the agenda for the tenants be in a large font.

Update from Maintenance Director on Significant Projects:

Tataket – Walkways – VOTE:

Mr. Arsenault reviewed Change Order Number 2, Revision 2 for the Tataket Walkways, noting that there was not a Change Order Number 1 that needed approval. This change order was for the replacement of the original railings with new materials to bring them up to code. After a brief discussion Ms. Favulli moved to approve Change Order Number 2, Revision 2 dated 2/20/2017 in the amount of \$8,592.36; Seconded by Ms. Wilson.

5-Ayes 0-Nays MOTION CARRIED.

Document Reference: L&L Contracting Change Order #2 Revision 2 dated 2/20/17

Executive Director's Report

Bylaws Update – VOTE:

The board discussed changes to Article III sections 1 and 6, Article II sections 5 and 6. After a brief review the board decided to make the necessary changes as discussed and vote on the bylaws at a later meeting.

Executive Director's Evaluation and Contract:

Ms. Wilson reported that she has been communicating with two consultants and has reviewed the 360 Profile as distributed. The board discussed hiring a consultant to evaluate the Executive Director. They felt the Collins Center should be contacted. Ms. Wilson agreed to contact the Collins Center and DHCD for more information and will report it to Mr. Lacey for distribution to the full board.

Discussion Regarding Board Meeting Location(s):

Tatakot is interested in having the Board of Commissioners meet alternating months at their location. For the March meeting Ms. Pearce could act in Mr. Lacey's absence, and therefore can distribute documents to the board for review while Mr. Lacey is on vacation.

Scheduled Board Site Visits:

The board agreed to schedule site visits at the end of the agenda. The board briefly discussed the easement of the driveway between Schoolhouse Green and Tatakot.

Website Update:

Mr. Lacey submitted the changes previously discussed. Mr. Arsenault will be taking pictures of the properties to be posted to the website with a description about each property. Other information to be added to the website will be forms and documents, as well as meeting minutes.

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

The board discussed the Public Housing Notice from DHCD regarding mandatory board member online training. They further discussed the available trainings at the upcoming MassNAHRO conference at the Sea Crest resort in May. DHCD issued clarification on the board member election, and the board briefly discussed it. They further reviewed HUD's notice regarding Smoke free Public Housing; Falmouth implemented smoke free housing on April 1, 2013. The new HUD policy will require some small changes to the FHA policy which must be completed within 18 months.

Document Reference: DHCD Public Housing Notice 2017-05 Local Housing Authority Mandatory Board Member Training; DHCD Public Housing Notice 2017-06 Clarification on Board Member Election; HUD PIH-2017-03 HUD Guidance on Instituting and Enforcing Smoke-Free Public Housing Policies

Review Section 8 Tracking Report:

Mr. Lacey reviewed the Section 8 Tracking Report with utilization at 99.53%.

Document Reference; CY 2017 Section 8 Tracking Report through February 2017.

Review Management Fees due from FHC Entities:

The current month's invoice was not available as of the meeting date.

Report from Community Preservation Committee Representative:

The board inquired about the audit report regarding the Housing Stabilization Program. Mr. Lacey reported that he received the draft audit report and will be issuing the final report to the board and the Town once received. The final balance owed to the housing authority is over \$7,000.00. The board briefly discussed the opinion issued by Town Counsel Frank Duffy. The board briefly discussed the outstanding issues surrounding the grant for the state housing units.

Future Agenda Items, Including Discussion of Process:

Monitoring is a possible future agenda item.

NEXT MEETING DATE – March 21, 2017; 1:00pm Tatakot Community Room

General Session adjourned at 2:53 pm

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

5-Ayes 0-Nays MOTION CARRIED.

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

GENERAL SESSION: March 21, 2017

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

MEMBERS ABSENT: None

STAFF PRESENT: Thomas L. Lacey, Executive Director
Robert Arsenault, Maintenance Director

OTHERS PRESENT: Dottie Shaver, Genevie Clement, Pat Johnson, Hilda Souza, and
John Jenks, Tataket

The General Session of the Board of Commissioners of the Falmouth Housing Authority was convened at 1:01pm in the Community Room of Tataket Apartments.

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

NEW BUSINESS

Approval of Minutes

The minutes of February 14 and 28, 2017 were tabled.

Approval of Payment of Bills and HAP Payments

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

5-Ayes 0-Nays MOTION CARRIED.

Public, Tenant Representative Comments:

Ms. Haney specified the parameters for public comment – two minutes per speaker with no discussion, although pertinent topics may be included on a future agenda. Tataket residents complimented the new flooring being installed in units at turnover, and also the new kitchens that were recently installed. The residents complimented the company that performed that walkway/bridge renovation.

Update from Maintenance Director on Significant Projects:

Tataket – Walkways, Sewer Tie-in:

Mr. Arsenault reported that the Tataket walkway project was mostly complete, with the closeout meeting scheduled for March 22nd. The remaining items are improving the traction and obtaining the warranty for the surface. BSS Design is putting a proposal together for the sewer tie-in project.

Harborview – Windows, Alarm Panel:

The bid opening for the Harborview window project is 2:00pm on March 22, 2017. The Board of Commissioners scheduled a special meeting for 1:00pm March 28, 2017 to review the bids and approve the contract. The alarm panel is on hold pending the determination of the cost of the windows.

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

The 705 house on Montauk Street has been leased up. The 705 house on Turner road was vacated and has been leased up again as the turnover was minimal. The house on Meredith Drive was vacated and left in deplorable condition – damage, debris, etc. The Maintenance department will do a cleanup to remove the food waste and debris so the house does not attract rodents and has reasonable curbside appeal, but the Authority will be seeking assistance from DHCD for the rehabilitation of the house. When the RCAT team was onsite, they viewed several units including the vacant units at Meredith Drive and Fordham Road; Mr. Arsenault will be putting together estimates for the cost of repairs at each of these properties. Ms. Favulli questioned whether there is a cost threshold where a house would be torn down and rebuilt rather than rehabilitated. Mr. Arsenault replied that would be a decision made in conjunction with DHCD and the RCAT team.

Other Maintenance projects:

Maintenance has been doing spring cleanups, including removing downed trees, damaged gutters, and trash removal. There is an ongoing issue of illegal dumping at Authority properties.

Review Vacancy/Turnover Report:

The Vacancy/Turnover Report will now be kept on a 12 month rolling basis. This month is the first report under that format. There were a significant amount of turnovers at once between October and January; resulting in them taking more than 21 days to rehab as well as the unit condition from long term tenancies. As mentioned previously, the house on Meredith Drive was recently vacated on March 3rd, but was inadvertently omitted from the report. Mr. Arsenault will review the dates for Tatakot #214 as he believes the length of time listed may be shorter than listed.

Document Reference: Falmouth Housing Authority Vacancy Turnover Report March 2016 – February 2017.

Review Work Order Report:

Mr. Arsenault reported that the March work order report shows 108 work orders and is about average. This past month there was also a couple snowstorms and turnovers.

Document Reference: Falmouth Housing Authority Work Order Report February 2017.

Executive Director's Report

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

Mr. Lacey reviewed the financials through January 2017. Similar to prior months, the current \$21,174 loss in 47-4/5 is due to extraordinary items. All three programs currently showing fiscal year losses have adequate reserves.

Document Reference: Falmouth Housing Authority Agency Wide Financials through February 28, 2017.

6/30/2016 Audit:

Mr. Lacey reported the audit is complete and hard copies have been mailed. The A-133 audit has been submitted to the Federal Audit Clearinghouse, and the full audit has been submitted to HUD. Mr. Lacey reported there were seven findings, five of which relate to the CRHI program. A more in depth discussion will occur in the April meeting.

Bylaws Update - VOTE:

Discussion of the Bylaws was tabled until the next meeting.

Policies – Overview and Discussion:

The board received copies of the following policies: air conditioners, cellular telephones, nonsmoking, capitalization, drug-free workplace, office closing, procurement, sexual harassment, travel, and whistleblower. There was a brief discussion regarding the air conditioner policy, and a question whether tenants are charged for air conditioners. Mr. Lacey replied tenants are not charged for the use of the air conditioner, but tenants can hire a contractor to install and/or remove the air conditioner for a fee. After reviewing the enclosed policies, there was a brief discussion regarding reviewing the list of all policies and updating as necessary.

Document References: Air Conditioner Installation Policy, Cellular Telephones Policy, No Smoking Lease Addendum, Capitalization Policy, Drug-Free Workplace Policy, Office Closing Policy, Procurement Policy, Sexual Harassment Policy, Travel Policy, and Whistleblower Policy.

Executive Director's Review and Contract:

An email from Ms. Wilson was distributed regarding information for an Executive 360 Proposal she requested from F&H Solutions Group of Memphis, TN. There was a discussion whether this proposal was an employee review/performance evaluation, or whether it was intended to supplement a review/evaluation. There were also questions regarding the executive coaching that was included in the proposal. Ms. Wilson suggested each board member speak with Jimmy Daniel of F&H Solutions Group, but after a discussion it was decided board members could review the website to obtain the necessary information and generate a list of questions. Ms. Favulli volunteered to contact the Colling Center for information to see if they could be a resource for the review process. Ms. Wilson has also approached the Town's Personnel Director for suggestions but has not heard back.

Document Reference: Executive 360 Proposal from F&H Solutions Group, March 9, 2017.

Falmouth Housing Corporation Contract:

The final extension through April 30, 2017 has been executed. Mr. Lacey is editing a new contract to reflect what has been agreed to. With the contract becoming a maintenance agreement, and no longer having an administrative component, staffing changes at the Authority will be necessary.

Housing Stabilization Program Update:

Mr. Lacey has reviewed a draft of the results of the Agreed Upon Procedures conducted specific to the Housing Stabilization Program during the annual Authority audit. There were no issues/findings. He anticipates receiving the final copy very soon and will forward it to the board when received and also submit to the Town. The Town is still awaiting a response from

the Department of Revenue regarding their request for a formal determination of qualified CPA community housing expenses.

Monitoring – Discussion of Responsibilities:

Mr. Lacey provided a list of all properties monitored by the Authority. He further described that what constitutes monitoring depends on the stipulations at each particular property. For instance, the Esker Place neighborhood is monitored solely for owner occupancy, while other properties include monitoring for income level. There was also a discussion regarding the follow-up enforcement should a monitoring violation be found. The Authority provides annual monitoring results to the Town on or around May 1st of each year.

Document Reference: Falmouth Housing Authority List of Properties Monitored, December 31, 2016.

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

Notices will be reviewed in the April meeting.

Review Section 8 Tracking Report:

Mr. Lacey reviewed the Section 8 Tracking report, whereas the Authority is almost fully leased, down only six vouchers for the calendar year. The reserves are in good shape, currently reimbursement is slightly higher than what is being paid in housing assistance payments.

Document Reference: CY 2017 Falmouth Housing Authority Section 8 Tracking Report through April 2017.

Review Management Fees due from FHC Entities:

The January 2017 invoice was \$18,682.23 and the February invoice was \$16,268.22.

Report from Community Preservation Committee Representative:

Ms. Wilson replied that there was quite a bit going on with Town Meeting coming up. She encouraged the Authority to apply for CPC funding for housing needs; there was a discussion and consensus that it would be premature to apply for funding when there is still so much uncertainty regarding what qualifies for funding – clarification from the Town and the Department of Revenue should happen first.

Future Agenda Items and Possible Site Visits:

There were no additional items at this time, but Mr. Lacey will also send an email the week before the next meeting to see if there are any agenda item requests then. A site visit to the Salt Sea Apartments will be added to the April agenda.

Tour of Tatakert Apartments Property

The board viewed the almost completed walkway project. The board also viewed two units in the process of being turned over, including the new flooring that is being installed at turnover.

NEXT MEETING DATE – Special meeting 1:00pm March 28, 2017 Admin Office Conference Room. Regular scheduled meeting 1:00pm April 11, 2017 Harborview Community Room.

General Session adjourned at 2:57pm.

Moved by Ms. Budrow; Seconded by Ms. Wilson.

5-Ayes 0-Nays MOTION CARRIED.

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

GENERAL SESSION: March 30, 2017

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

MEMBERS ABSENT: Sari Budrow
Holly Wilson

STAFF PRESENT: Thomas L. Lacey, Executive Director
Robert Arsenault, Maintenance Director

OTHERS PRESENT: None

The General Session of the Board of Commissioners of the Falmouth Housing Authority was convened at 4:37pm in the Conference Room of the Falmouth Housing Authority office.

NEW BUSINESS

Award contract – Harborview/Administration Building windows – VOTE

Mr. Arsenault presented the results of the bid opening on March 22, 2017. There were three bidders for the project, with the low bid of \$195,000.00 and \$72,000.00 as Alternate No. 1 by Homer Contracting, Inc. of Arlington, MA. There was a discussion of the bids, and Mr. Arsenault confirmed due diligence had been performed about the low bidder, with favorable results. Due to funding limitations within the 2015 Capital Fund Plan, Mr. Arsenault recommended only the base bid of \$195,000.00 be approved. Ms. Favulli moved approval of the contract to replace windows at the Harborview Apartments to Homer Contracting, Inc., for \$195,000.00; seconded by Mr. Mayberry.

3-Approved 0-Nays 2-Absent MOTION CARRIED.

Document Reference: Phil Reville/Winslow Architects email with bidder results and cover letter from John Winslow/Winslow Architects of March 23, 2017.

Approve substantial completion and payment – Tataketa walkway – VOTE

Mr. Arsenault presented a request for payment from L&L Contracting, Inc. for substantial completion of the Tataketa walkways. The payment is for \$39,987.00 with 5% retainage remaining of \$2,105.00. The retainage will be paid upon full completion and warranty documentation. Ms. Favulli moved approval of substantial completion of the Tataketa walkways and a payment to L&L Contracting, Inc. of \$39,987.00; seconded by Mr. Mayberry.

3-Approved 0-Nays 2-Absent MOTION CARRIED.

Document Reference: Application and Certification for Payment from L&L Contracting, Inc. through February 28, 2017.

Mr. Mayberry moved adjournment at 4:45pm; seconded by Ms. Favulli.

3-Approved 0-Nays 2-Absent MOTION CARRIED.

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

GENERAL SESSION: April 11, 2017

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

MEMBERS ABSENT: None

STAFF PRESENT: Thomas L. Lacey, Executive Director
Kimberly Conn, Financial Manager
Robert Arsenault, Maintenance Director
Leslie Pearce, Assistant Director

OTHERS PRESENT: Paula Roberts, Mary Jane Correia, Barbara Welch,
Deborah Labadini, & David Marks, Harborview

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

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

NEW BUSINESS

Approval of Minutes

The minutes of February 14 and 28, and March 21 and 30, 2017 were tabled.

Approval of Payment of Bills & HAP Payments

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

Public, Tenant Representative Comments:

Harborview tenants complimented the new flooring, painting, and lighting in the community room. They further requested copies of the meeting minutes, which are available at the office once approved by the board. Finally, they reported that the meeting was held to discuss the key policy, but they are not satisfied with the results.

Update from Maintenance Director on Significant Projects:

Tatakot – Walkways – Sewer Tie-in:

Mr. Arsenault reported that the Tatakot walkway project was completed and that all paperwork was in and paid with the exception of the \$2,105 retainage while awaiting the warranty information. He further reported that The Authority has a signed contract with BSS Design regarding the Tatakot sewer tie-in. It will take approximately six weeks for the drawings to be

complete; they will design a pump house with grinders and placement of the generator. The existing septic at Tatakot is failing, so the timing of the sewer tie-in is beneficial.

Harborview – Windows, Alarm Panel:

The contractor kickoff meeting for the Harborview window project is scheduled for next Wednesday. The alarm panel project will be on hold as the window project has used up most of the 2015 capital funds as well as the pending cost of the Tatakot sewer tie-in. The alarm panel is in working order, but it is getting difficult to purchase parts for repairs.

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

Mr. Arsenault reported that the Authority is working with the RCAT team to get funding to rehab the vacant houses at Meredith Drive and Fordham Road. He is in the process of putting an estimate together for Meredith. Mr. Arsenault met with the neighbors and is cleaning up the property of debris.

Other Maintenance projects:

Maintenance has installed new flooring in the Harborview Community Room, along with new lighting and painting. They are putting the plows away and getting ready for spring.

Review Vacancy/Turnover Report:

There were a significant amount of turnovers at once; resulting in them taking more than 21 days to rehab as well as the unit condition from long term tenancies. The unit at Salt Sea was in deplorable condition, and will remain offline as the Authority is working with the RCAT team and DHCD to convert it to a handicap accessible unit as part of the State Modernization plan; the current budget is \$86,000, but the RCAT team estimates it to be much higher.

Document Reference: Falmouth Housing Authority Vacancy Turnover Report April 2016 – March 2017.

Review Work Order Report:

Mr. Arsenault reported that the March work order report shows 128 work orders and that is the normal average. This past month they have also done annual fire extinguisher inspections/maintenance. They are also conducting the annual public housing inspections, which generally creates more work orders as they note necessary repairs when they go into a unit.

Document Reference: Falmouth Housing Authority Work Order Report March 2017.

Executive Director's Report

Financial Statements – Year to date review through February 28, 2017:

Mr. Lacey reviewed the financials through February 2017. The 689-Bayberry House is over budget due to the extraordinary maintenance for flooring replacement in the bathrooms and laundry rooms as well as new carpets in some of the bedrooms. When a tenant moves out a turnover is conducted like in the public housing units. All three programs currently showing fiscal year losses have reserves.

Document Reference: Falmouth Housing Authority Agency Wide Financials through February 28, 2017.

6/30/2016 Audit, DHCD Agreed-Upon Procedures:

Mr. Lacey reviewed the 6/30/2016 Audit results and DHCD Agreed-Upon Procedures (AUP). Leslie Pearce attended the meeting to review the CRHI program as most of the findings were within this program. This is the new 24 voucher program that was taken over from DHCD/Housing Assistance Corporation. HUD required a housing authority to take it over, and Barnstable declined so Falmouth agreed since the vouchers would have been lost if not; and this is a very vulnerable population that requires the assistance. When Falmouth first took it over, HUD came to review the program all of the findings from the HUD review carried over into the audit report all of which have been corrected or are being corrected. Ms. Pearce reported that this is the most labor intensive program that she has ever worked on. Findings 3-7 are all regarding the CRHI program. The Authority works closely with the Arc of Cape Cod who assists people with disabilities and the AIDS Support Group of Cape Cod assisting people living with AIDS. The 24 vouchers are split between the agencies. Ms. Pearce had to create Memorandum of Understanding (MOU's), which are required but were not in place when the program was transferred; this was amongst many other program requirements that are now in place.

Document Reference(s): Falmouth Housing Authority Management Letter dated March 20, 2017, Communication to those charged with Governance dated March 20, 2017, Falmouth Housing Authority Audited Financials for June 30, 2016, Falmouth Housing Authority DHCD-AUP for June 30, 2016.

Waitlist Updates:

Ms. Pearce reported that she had a meeting with Trisha Herlihy, Tenant Selection Coordinator and they will be purging the waitlists for both Section 8 and Project Based Vouchers. Once this process is completed they will determine a date in May to reopen the project based list. They have met with MassNAHRO to participate in the Centralized Section 8 Waitlist, but are waiting for the language to be added to the Administrative Plan with the new changes being reviewed in the legislature now; this will most likely be July or August.

Bylaws Update - VOTE:

Discussion of the Bylaws was tabled until the next meeting.

Policies – Nonsmoking, Parking, Keys:

The board reviewed the parking policy and the key policy. The nonsmoking policy is in place, but since HUD recently made all Federal Public Housing nonsmoking FHA policy will need to be adjusted within 18 months to ensure compliance with HUD policy. Updates to the nonsmoking policy will be distributed once available. Ms. Budrow moved approval of the Falmouth Housing Authority Parking Policy and the Falmouth Housing Authority Key Policy as written; Seconded by Mr. Mayberry.

5-Ayes 0-Nays MOTION CARRIED.

Document Reference: Falmouth Housing Authority Parking Policy dated April 11, 2017, & Falmouth Housing Authority Key Policy dated April 11, 2017.

Executive Director's Review and Contract:

The board briefly discussed how they would evaluate the Executive Director. Ms. Favulli will be looking into the Collins Center and Ms. Wilson will be requesting a scope of work for a "360 Degree Review" for a director of a housing authority. Mr. Mayberry added that he feels Mr. Lacey is in line with what is expected of him, and has progressed over the years even more. The

board would like to use the review as a tool to set goals and action items and as a basis for contract discussions.

Falmouth Housing Corporation Contract:

As discussed previously, the terms of the contract have been agreed to; Mr. Lacey is working on the language of the new Falmouth Housing Corporation contract and will send it to a contract lawyer for review while simultaneously submitting it to Ms. Clark for review. The board agreed on a date of April 25, 2017 to hold a special meeting to approve the final contract. Ms. Clark has advertised for an Administrative position within her organization as those services will no longer be provided by the Authority within the contract.

Housing Stabilization Program – Agreed Upon Procedures Report:

Mr. Lacey reviewed the Housing Stabilization Program Agreed Upon Procedures report with no findings. He submitted it to the Town last week, but has not heard back from them. Falmouth Housing Authority has done everything the Town has asked in regards to this program.

Document Reference: Falmouth Housing Authority Housing Stabilization Program Agreed Upon Procedure report for June 30, 2016.

Website Update:

Mr. Arsenault will be taking pictures of the properties to upload onto the website once the flowers start blooming in the spring. Mr. Lacey is working on a summary of the Falmouth Housing Authority and additional content.

MassNAHRO Annual Conference – May 21-24, 2017:

MassNAHRO has posted their annual conference agenda online. Any board member that would like to attend should contact Mr. Lacey for registration.

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

The board discussed the Public Housing Notice regarding a tenant board member in great detail, but this process has been placed on hold by DHCD. There were no other notices discussed.

Document Reference(s): DHCD PHN 2017-08 Regulations Update 760 CMR 6:00 Occupancy Standards and Tenant Participation for State-Aided Housing – Withdrawal of proposed section 6:10, HUD PIH 2017-06 Cash Management Requirements for the Housing Choice Voucher Program, DHCD PHN 2017-09 AUP Common Findings and DHCD Procurement Do's & Dont's.

Review Section 8 Tracking Report:

Mr. Lacey reviewed the Section 8 Tracking report, whereas the Authority is almost fully leased, down only seven vouchers for the calendar year. The reserves are in good shape, currently reimbursement is slightly higher than what is going out.

Document Reference: CY 2017 Falmouth Housing Authority Section 8 Tracking Report through April 2017.

Review Management Fees due from FHC Entities:

March 2017 invoice was for \$23,146.91 with a 5th week of payroll.

Report from Community Preservation Committee Representative:

The Community Preservation representative reported that town meeting voted CPC funds for the following: The Housing Production Plan Update and Habitat for Humanity Barrows Road Project. The board briefly discussed other Town Meeting items.

Future Agenda Items and Possible Site Visits:

The board briefly discussed future agenda items such as the website, and the Big Fix coming to Falmouth.

NEXT MEETING DATE – Special meeting on April 25, 2017 Harborview Admin Office Conference Room at 4:00pm. Regular scheduled meeting May 9, 2017; 1:00pm Tataketa Community Room.

The board agreed to postpone the tour of Salt Sea Apartments Property.

General Session adjourned at 2:51pm.

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

5-Ayes 0-Nays MOTION CARRIED.

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

SPECIAL SESSION :

April 25, 2017

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

MEMBERS ABSENT: Patricia Favulli

STAFF PRESENT: Thomas L. Lacey, Executive Director
Kimberly Conn, Financial Manager
Robert Arsenault, Maintenance Director

OTHERS PRESENT: None

The Special Session of the Board of Commissioners of the Falmouth Housing Authority was convened at 4:00pm in the Conference Room of the Administrative Office.

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

NEW BUSINESS

Falmouth Housing Corporation Contract – VOTE:

Mr. Lacey reviewed the contract as submitted to the board. Ms. Clark and Mr. Lacey met previously to make minor revisions. Mr. Lacey reviewed those changes with the board. After a brief discussion, Mr. Mayberry moved to approve the contract with three minor changes as discussed; Seconded by Ms. Budrow.

3-Ayes 0-Nays 1-Abstained 1-Absent MOTION CARRIED.

Executive Director's Review & Contract:

The board tabled this discussion until the May 9, 2017 meeting.

Mr. Mayberry moved to adjourn at 4:19pm; Seconded by Ms. Wilson.

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

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

GENERAL SESSION:

May 9, 2017

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

MEMBERS ABSENT: None

STAFF PRESENT: Thomas L. Lacey, Executive Director
Kimberly Conn, Financial Manager
Robert Arsenault, Maintenance Director

OTHERS PRESENT: Ryan Bray, Falmouth Enterprise, Pat Johnson, Norman Drouin,
Shirley Lewis, Tataket; Deborah Labadini, Harborview

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

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

NEW BUSINESS

Approval of Minutes

Ms. Favulli moved acceptance of the meeting of February 14, 2017; Seconded by Ms. Budrow.
5-Ayes 0-Nays MOTION CARRIED.

Ms. Favulli moved acceptance of the 12 Montauk Street site visit meeting of February 28, 2017;
Seconded by Mr. Mayberry.
4-Ayes 0-Nays Ms. Budrow-Abstained MOTION CARRIED.

Ms. Favulli moved acceptance of the meeting of March 21, 2017; Seconded by Mr. Mayberry.
5-Ayes 0-Nays MOTION CARRIED.

Ms. Favulli moved acceptance of the meeting of March 30, 2017; Seconded by Mr. Mayberry.
3-Ayes 0-Nays Ms. Budrow & Ms. Wilson-Abstained MOTION CARRIED.

Ms. Favulli moved acceptance of the meeting of April 11, 2017; Seconded by Ms. Budrow.
5-Ayes 0-Nays MOTION CARRIED.

Mr. Mayberry moved acceptance of the meeting of April 25, 2017; Seconded by Ms. Budrow.
4-Ayes 0-Nays Ms. Favulli-Abstained MOTION CARRIED.

Approval of Payment of Bills & HAP Payments

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

5-Ayes 0-Nays MOTION CARRIED.

Public, Tenant Representative Comments:

A Harborview tenant discussed an incident of feces found in the laundry machines; Mr. Arsenault confirmed that a note was left in the Housing Authority mailbox but did not identify which complex. The machines have been cleaned; it seems to be stemming from the home health aides not cleaning the linens before placing them in the laundry. Further tenants inquired about how to get Public Housing Notices; they are available online or a copy of specific notices can be requested at the office.

Update from Maintenance Director on Significant Projects:

Tataket – Walkways – VOTE:

Mr. Arsenault reviewed the final billing of the Tataket walkways project; all work, documentation, and invoicing has been completed. Ms. Favulli moved to approve the Certificate of Final Completion of the Tataket Walkways project and final payment of \$2,105.00; Seconded by Mr. Mayberry.

5-Ayes 0-Nays MOTION CARRIED.

Document Reference: Certificate of Final Completion Tataket Elderly Housing Bridge/Walkway Replacement dated 4-20-17.

Tataket – Sewer Tie-In:

Mr. Arsenault reported that he has a meeting scheduled with BSS Designs in approximately two weeks to discuss the Tataket Sewer Tie-In, and that they are working on pricing of the grinders. Ms. Favulli recommended requesting a waiver from the Board of Health for the irrigation to be on a separate meter; although not usually allowed they may make an exception for public housing. Mr. Lacey has reached out to Kendall Ayres of Barnstable County to discuss possible funding, and Mr. Arsenault has discussed with Linda Clark of Falmouth Housing Corporation as they are looking into grant money for the tie-in of Schoolhouse Green.

Harborview – Windows, Alarm Panel:

Mr. Arsenault reported that he is negotiating with the contractor selected for the Harborview Window Replacement project, as they found asbestos in the caulking that will need to be abated. They are getting estimates as well as Mr. Arsenault; as the demolition may be removed from the contract and the Authority will contract directly with the asbestos company. The Harborview Alarm Panel replacement will be going out to bid soon, as Mr. Arsenault is working on the scope of work. However, it will be delayed depending on the additional cost of the asbestos abatement for the window project.

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

Mr. Arsenault briefly discussed the vacant 705-Houses as the rehabilitation has been added to the DHCD State Modernization Plan to be discussed later; the first \$25,000 will be incorporated into the capital plan and the difference will be funded by DHCD through Vacant Unit Initiative funds. Mr. Lacey reviewed emails and correspondence received from the Town of Falmouth, regarding determinations and opinions made by the MA Department of Revenue for allowable uses of CPA

funds. According to the notices it reads as if the 705-Houses cannot be preserved using CPA funds, but a rental assistance program is allowed; which is the opposite of previous determinations. The opinions have been forwarded to both DHCD and the Community Preservation Coalition as this determination could affect many cities and towns across the Commonwealth who are utilizing CPA funds in similar ways. Since the current determination states that rental assistance is an allowed expense and the audit has been completed regarding the Housing Stabilization Program, the Authority will be resubmitting the request for final payment for the funds disbursed during the duration of the program totaling \$7,669.00.

Document Reference: E-mail from Peter Johnson Staub dated May 5, 2017; DLS Letter-Allowable Uses of CPA Funds dated 5-1-17; DLS Opinion- Support of Community Housing dated 1-2017; Town of Falmouth Office of Town Counsel Memorandum dated 11-8-2016.

Other Maintenance projects:

There were no other maintenance projects to discuss.

Review Vacancy/Turnover Report:

Mr. Arsenault reviewed the vacancy turnover report. Two turnovers were completed last month, but there are six more going on. There have been significantly more turnovers than in the past, and they keep coming; previously there were at least a few months at a time of no turnovers, but that has not been the case recently.

Document Reference: Falmouth Housing Authority Vacancy Turnover Report May 2016 – April 2017.

Review Work Order Report:

Mr. Arsenault reviewed the April work order report with 119 work orders recorded. The monthly range typically fluctuates usually between 115 and 130. In May they will be working on alarm testing and replacing the batteries in the smoke detectors.

Document Reference: Falmouth Housing Authority Work Order Report April 2017.

Executive Director's Report

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

Mr. Lacey reviewed the financials through March 2017. There were no significant changes from previous months. Mr. Lacey reviewed the DHCD Performance Management Review (PMR) process as it relates to the financial statements. Part of the process is to review the budget to actual and agencies will be scored accordingly; some Housing Authorities are doing budget revisions to be in line with the actuals. After a brief discussion the board decided that a budget revision would not be worth the time and would defeat the purpose of reviewing budget vs. actual; variances should be just explained at year end.

Document Reference: Falmouth Housing Authority Agency Wide Financials through March 2017.

Mr. Arsenault reported that he has hired a seasonal employee that is working two days per week.

DHCD Capital Improvement Plan update-VOTE:

Mr. Lacey reviewed the DHCD (State) Capital Improvement Plan. He reviewed the process, how the system works, and how updates are made. The project #096053 was the rehabilitation at 103 Turner Road in which all was completed except the roof, which was matched with the CPA

approved funds. The next project discussed was #096055 for the roof replacements; one of the roof's was removed (14 Ashton) from the project and replaced with another as it is in need of an emergency replacement due to leaks. Other projects discussed in the upcoming year include; 705-house rehabilitations, the sewer tie-in of four houses, and parking, lighting and fencing repairs at Salt Sea. The ADA unit rehabilitation originally earmarked for Salt Sea was removed from the plan as costs were going to exceed \$200,000 for one 480 sq. ft. unit; it didn't make sense to utilize more than a full year's funding for one unit. The following year will include additional Salt Sea parking, lighting and fencing costs and two small kitchens. The next year will primarily focus on the 705-Houses and Choate Lane windows and storm doors; as well as kitchen and bath fans for Choate and Salt Sea. Ms. Budrow moved to approve the updated DHCD Capital Improvement Plan as presented; Seconded by Ms. Favulli.

5-Ayes 0-Nays MOTION CARRIED.

Document Reference: Falmouth CIP 2018-2022.

Mr. Lacey reviewed Amendment #4 to the Capital Improvement Work Plan 5001 in the amount of \$171,892.00 for FY19 Formula Funding Award. Ms. Favulli moved to approve acceptance of the award; Seconded by Ms. Wilson.

5-Ayes 0-Nays MOTION CARRIED.

Document Reference: DHCD Amendment #4 CIWP 5001 dated 8/9/16 in the amount of \$171,892.00.

The board reviewed and signed the Lead Certification Compliance Form.

Bylaws Update – VOTE:

The Bylaws were updated in April, but tabled until this month. Mr. Lacey will send out a final revised draft for review next month.

Executive Director's Review & Contract:

Mr. Lacey submitted a letter of resignation effective at the end of his current contract expiration of June 30, 2017. His intent is to transition out very smoothly. DHCD has recently issued guidelines of hiring an Executive Director. The board agreed that hiring a consultant would streamline the process. Ms. Haney is in the process of getting quotes from consultants that hired Executive Directors in the Housing industry. A special meeting will be necessary to review the consultant's proposals, date to be determined.

Document Reference: Thomas L. Lacey Resignation Letter dated May 1, 2017.

Falmouth Housing Corporation Contract -VOTE:

Mass Housing Partnership (MHP) requested two additional changes to the Maintenance Agreement between the Falmouth Housing Authority and the Falmouth Housing Corporation; since they are a third party beneficiary. The board briefly discussed the changes and made one recommendation for revision. Ms. Wilson moved to approve the contract as amended; Seconded by Ms. Budrow.

5-Ayes 0-Nays MOTION CARRIED.

Document Reference: Maintenance Agreement effective May 1, 2017 between Falmouth Housing Corporation (Client) & Falmouth Housing Authority (Contractor).

Policies – List:

Mr. Lacey distributed the current list of approved policies.

Document Reference: Falmouth Housing Authority List of Policies dated May 9, 2017.

Waitlist Updates:

The Project Based Voucher list purge is complete and the Housing Authority will be advertising the opening of the list this week. The dates it will be opened are May 15th – June 30th; which will be advertised on the website, in the Cape Cod Times, and a minority newspaper to be determined. The Section 8 waiting list is still in the process of being exhausted before the transfer to the Centralized Waiting List, and the Housing authority is still waiting for the language changes for the agency plan.

Website Update:

Mr. Lacey submitted some content updates today and all other updates discussed previously will be completed by June 30, 2017.

MassNAHRO Annual Conference – May 21-24, 2017:

Ms. Haney and Ms. Budrow will be attending the conference two days, Ms. Favulli will be attending one day, and Ms. Wilson will contact Mr. Lacey with her availability for attendance.

DHCD Mandatory Board Member Training – Due June 19, 2017:

The notice went out a while ago regarding the Mandatory online training, this was added to the agenda as a reminder of the June 19, 2017 due date.

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

Mr. Lacey reviewed the recently issued public housing notices and the board briefly discussed. *Document Reference: DHCD PHN 2017-10 Clarifications to PHN 2017-03 on Emergency Pull-Cord Notification Systems dated 4/28/17, DHCD PHN 2017-11 Notice of Funding Availability for a Better Life (ABL) Planning Grants dated May 3, 2017, DHCD PHN 2017-12 Regulations Update 760 CMR 4.00, 6.00, 47.00, and 63.00 dated May 5, 2017, HUD PHN 2017-07 Guidance related to Eligibility for Shortfall payments for CY-2017 HAP.*

Review Section 8 Tracking Report:

Mr. Lacey reviewed the Section 8 Tracking report. It has been difficult for tenants to lease up due to the tight rental market, and many have recently gone off the program. Falmouth Housing Authority utilization is still at 98.56%; per HUD guidelines this rate should always remain above 93%.

Document Reference: CY 2017 Section 8 Tracking Report through May 2017.

Review Management Fees due from FHC Entities:

April 2017 invoice was for \$21,079.33, which was the last month of the extended contract. The Administrative work is still transitioning and is expected to be completed by the end of May.

The Housing Authority has a Compliance Specialist vacant position that has been posted.

Report from Community Preservation Committee Representative:

The 5-year plan for the CPC recently came out. Ms. Wilson reported that the CPC thanked Ms. Haney and Mr. Lacey for their valuable contributions at the needs assessment meeting.

Future Agenda Items and Possible Site Visits:

Waiting list updates, Executive Director search, bylaws, monitoring, possible meeting date/time change, Public Housing Notices/regulations

NEXT MEETING DATE – June 13, 2017; 1:00pm Harborview Community Room

The Tour of Salt Sea Apartments Property was tabled.

General Session adjourned at 3:00pm

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

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

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

GENERAL SESSION: May 26, 2017

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

MEMBERS ABSENT: None

STAFF PRESENT: Thomas L. Lacey, Executive Director
Kimberly Conn, Financial Manager

OTHERS PRESENT: None

The General Session of the Board of Commissioners of the Falmouth Housing Authority was convened at 1:03pm in the Conference Room of the Falmouth Housing Authority Office.

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

NEW BUSINESS

Executive Director Search – Discuss & Review Proposals – VOTE:

Ms. Haney briefly reviewed information regarding the DHCD very specific guidelines for hiring an Executive Director as recently issued via Public Housing Notices 2016-40 and 2016-41 and discussed at the MassNAHRO conference. The consultant will handle fulfilling these requirements. DHCD expects to approve contracts within thirty days if their template contract is used. If any amendments or deviations are used within the contract it could take longer for approval. The board reviewed the three proposals received: 1) Leo Dauwer, well known consultant, has been in the housing industry for many, many years; 2) The Executive Suite, local, conducts hands-on screening process, very thorough and guarantees work for one year; and 3) The Organizational Leadership Edge, based out of Nebraska, worked for HUD for over thirty years, conducts a national search. Another consultant that was considered was Rick Leco, previous commissioner in Attleboro, but a proposal was not received as of the meeting. Ms. Wilson recommended considering an interim director as to not rush the process. The board wanted to focus on choosing the consultant as the first step, but felt it was within the scope of the posted agenda to discuss an interim director if time allowed. The board discussed the process of the steps to be taken and reviewed the proposals. Many were concerned about hiring a sole proprietor. They discussed the proposed cost and ruled out one of the consultants. A consensus around the table ranked the other two remaining proposals with Leo Dauwer as a first choice for all board members. Ms. Budrow moved to hire Leo Dauwer as the consultant for hiring the Executive Director of Falmouth Housing Authority; Seconded by Mr. Mayberry.

5-Ayes 0-Nays MOTION CARRIED.

Document References; Executive Director Search Scope of Work and Resume – Leo Dauwer, Executive Director Search Proposal – The Executive Suite, Executive Recruitment/Selection Services Proposal and Budget – The Organizational Leadership Edge.

The board briefly discussed a board members idea of forming a subcommittee, but the consensus was that the entire board would be voting on a new Executive Director and the chair would be the liaison with the consultant for reporting information to the board. Ms. Haney will contact Mr. Dauwer for a timeline and an interim director will be discussed at the next meeting. Another board member suggested placing an advertisement for an interim director. After a brief discussion it was decided that Ms. Haney should contact DHCD for suggestions of an Interim Executive Director; and to ask what their recommended process is. Ms. Favulli motioned to instruct Ms. Haney to get the information from DHCD to be discussed at the next meeting; Seconded by Mr. Mayberry.

5-Ayes 0-Nays MOTION CARRIED.

NEXT MEETING DATE – June 13, 2017; 1:00pm Harborview Community Room

General Session adjourned at 2:04pm

Moved by Ms. Wilson; Seconded by Ms. Budrow.

5-Ayes 0-Nays MOTION CARRIED.

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

GENERAL SESSION:

June 13, 2017

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

MEMBERS ABSENT: None

STAFF PRESENT: Thomas L. Lacey, Executive Director
Leslie Pearce, Assistant Director
Robert Arsenault, Maintenance Director

OTHERS PRESENT: Deborah Labadini, Mary Jane Correia, Margaret Romiza, Patricia Meehan, Paul Grunden, Harborview

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

The Chairperson announced that the Secretary will be recording this meeting as usual.

NEW BUSINESS

Approval of Minutes:

Ms. Favulli moved acceptance of the meeting of February 28, 2017; Seconded by Mr. Mayberry.
5-Ayes 0-Nays MOTION CARRIED.

Ms. Favulli moved acceptance of the meeting of May 9, 2017 as amended; Seconded by Ms. Burdrow.
5-Ayes 0-Nays MOTION CARRIED.

Ms. Favulli moved acceptance of the meeting of May 26, 2017; Seconded by Ms. Budrow.
5-Ayes 0-Nays MOTION CARRIED.

Approval of Payment of Bills & HAP Payments:

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

Public, Tenant Representative Comments:

Ms. Labadini mentioned the quality of the drinking water, and Ms. Haney commented that it should get better soon with the towns new system. Ms. Labadini mentioned the a/c in the building was not consistent as some areas are very hot, and mentioned about Comcast Wi-Fi. She further discussed some compromised windows in the complex and brought pictures, as well as some peeling paint on entry doors; tenants should call the office to report the peeling paint. Finally, she inquired about the tenant handbook as some tenants do not have a copy, Ms. Haney said that anyone can get a copy from the office. Ms. Wilson mentioned that the agenda posting in the office foyer was not updated with the current meeting information.

Ms. Budrow motioned to take the Executive Director's report next; Seconded by Mr. Mayberry.
5-Ayes 0-Nays MOTION CARRIED.

Executive Director's Report

Financial Statements – Year to Date Review through April 30, 2017:

Mr. Lacey reviewed the financials through April 2017 discussing the loss of \$98,692 on 47-4/5 (Amp-1), mostly because of the non-routine repairs including the walkway and bridge repairs at Tataketa. The reserves are still at \$595,325. The other loss is in Management, which still has reserves as well. All other programs are breaking even or have a slight income.

Document Reference: Falmouth Housing Authority Agency Wide Financials through April 30, 2017.

Update from Maintenance Director on Significant Projects

Harborview – Windows, Alarm Panel:

The contractor has conducted another walk through, and has ordered the windows with Harvey. The asbestos remediation will slow the process of how many windows they can install in a day. There is no additional funding available for asbestos removal. Mr. Arsenault is still in the preliminary stages of reviewing options for the alarm panel replacement.

Tataketa – Sewer Tie-in:

Mr. Arsenault has been working with the grinder company for the sewer tie-in and is expected to go out to bid in August. The project will take approximately two months to complete once started. The parking area is expected to be done first, as to not disrupt it over the winter. Mr. Arsenault will look into getting a separate meter for the irrigation over at Tataketa, before the sewer tie-in project begins.

Scattered site (705) Houses – Update on Significant Projects including Roofs, Septic Systems, & Vacant Unit Rehabilitation:

Mr. Arsenault reported that he has gotten all of the FISH#'s from DHCD for the upcoming capital improvement plan projects beginning in July. The upcoming projects consist of four sewer tie-ins, roofs and the Housing Authority received some vacant unit funds to rehabilitate two 705-Houses that are currently off-line.

Other Maintenance Projects:

Nothing new to report.

Review Vacancy/Turnover Report:

Mr. Lacey distributed the vacancy/turnover report, and Mr. Arsenault reviewed it. The unit at Harborview is complete & Rose Morin, will be ready soon. The unit at 9 Salt Sea was originally planned to be converted to an accessible unit, but was found too costly, the flooring is completed and the kitchen is being installed today, it will be ready soon. The 705 houses will begin rehabilitation in July as discussed earlier.

Document Reference: Falmouth Housing Authority Vacancy/Turnover Report June 2016-May 2017.

Review Work Order Report:

Mr. Arsenault briefly discussed the 134 work orders completed last month. The annual alarm testing was also conducted with the replacement of all batteries in the smoke detectors. Last week the crew began lawn cutting. The Housing Authority just purchased 6-tablets for

expediting the work order processing for Maintenance. The work orders will come into Bob, and he will assign them to his staff. This will save processing time as the work orders can now be completed and closed by the maintenance staff right on the tablets. The board briefly discussed the security of the tablets. The front desk will be trained on the new process, and the labeling of work orders.

Executive Director's Report-Continued

Executive Director Search Update & Discussion - VOTE:

The first step is to put together the job description and the advertisement that needs to be approved by DHCD. Mr. Lacey distributed the Falmouth Housing Authority Executive Director Job Description, and advertisement as submitted by Leo Dauwer, Consultant. The board discussed the advertisement at length.

Ms. Favulli moved to change the verbiage to “three years supervisory experience of a staff of seven or more, preferred”; Seconded by Mr. Mayberry.

4-Ayes 1-Nay by Ms. Wilson MOTION CARRIED.

Ms. Budrow moved to change the verbiage to “Must have knowledge of local, state, and federal governmental procedures and regulations”; Seconded by Ms. Favulli.

4-Ayes 1-Nay by Ms. Wilson MOTION CARRIED.

Ms. Favulli moved to change the verbiage to “Bachelor's Degree is preferred” and remove the two-years' experience substitution clause; Seconded by Ms. Budrow.

5-Ayes 0-Nays MOTION CARRIED.

Mr. Lacey will submit the revised advertisement to Leo Dauwer today. The Executive Director job description was created by using DHCD's template and adapting it to Falmouth specific properties. Ms. Haney reported on her discussion with Leo Dauwer regarding the Interim Director, and the board discussed possible candidates, specifying any candidate for the Interim will not be considered for the permanent position. They further discussed the prescribed process of hiring the new Executive Director, and the chain of communication during this process. Board members should submit names of possible candidates to Ms. Haney and she will forward to Leo Dauwer for consideration. The board discussed ELoccs access, and per the recommendation of Mr. Lacey agreed that both Ms. Conn & Ms. Pearce get access and communicate internally of who will draw down the funds. The board further discussed an e-mail received from Tracey Johnson-Mack of HUD, who sent information on an exit plan for removing the Executive Director and following up on pending information. The board will be scheduling another meeting in two weeks to review Interim Director candidates.

Bylaws Update - Vote:

The Bylaws updated through discussions at previous meetings have been finalized and distributed. All changes requested have been incorporated. Ms. Wilson moved to approve the final version of the Falmouth Housing Authority Bylaws dated June 11, 2017, adding the signature line for the chair with the board approval date; Seconded by Mr. Mayberry.

5-Ayes 0-Nays MOTION CARRIED.

Document Reference: Bylaws of the Falmouth Housing Authority June 11, 2017.

Waitlist Updates:

Ms. Pearce updated the board on the current waitlists. The Project-Based waitlist has been purged and applications are now available through June 30, 2017. The current Project-Based

waitlist has 61 applicants. The Section 8 waitlist has 57 remaining applicants and will be purged, once exhausted Falmouth Housing Authority will join the Centralized Waitlist. The language has been submitted to Mr. Lacey to update the Administrative Plan for joining the Centralized Waitlist.

Centralized Waiting List – Administrative Plan Update:

Mr. Lacey reviewed the Administrative Plan Amendment to join the Centralized Waitlist, as mentioned by Ms. Pearce earlier. Ms. Wilson recommended updating the section with the hours of operation for Wednesday.

Ms. Favulli moved to approve the Administrative Plan Amendment for the Centralized Waiting List with the updated Wednesday Office Hours; Seconded by Ms. Budrow.

5-Ayes 0-Nays MOTION CARRIED.

Document Reference: Administrative Plan Amendment Relating to the Falmouth Housing Authority's Application Process and Use of a Centralized Waiting List dated June 13, 2017.

Nonsmoking Policy Update - VOTE:

Not discussed.

Emergency (24-hour) Repairs Policy - VOTE:

The board briefly discussed the 24-hour Emergency Repair Policy. Ms. Favulli moved to approve the Failed HQS Inspections – 24 Hour Notice Emergency Plan; Seconded by Ms. Budrow.

5-Ayes 0-Nays MOTION CARRIED.

Document Reference: Failed HQS Inspections – 24 Hour Notice Emergencies Policy dated June 13, 2017.

A Better Life Planning Grant - VOTE:

The Cape Cod Housing Authorities discussed partnering together to qualify for the Better Life Planning Grant, but decided it was not feasible under the current grant requirements.

Net Metering Update – VOTE

Mr. Lacey presented the final set of paperwork for the Crystal Springs solar net metering project in Mattapoisett. This included a standard financing estoppel required by PNC Bank, the tax equity provider, to reconfirm the terms of the power purchase agreement (PPA), a standard consent and estoppel required by Deutsche Bank, the debt provider, to also reconfirm the terms of the PPA and consent to collateral assignment of the project for financing purposes, a PPA amendment and waiver that acknowledges the extended PPA dates and a slight increase in the Housing Authority's project allocation, a document confirming signing authority, and the net metering allocation summary specific to the Housing Authority. Mr. Lacey has provided these documents to the attorney who has provided assistance through the process for his review. Mr. Lacey also described that the process for utilization of the net metering credits has been simplified – rather than the Housing Authority tracking and utilizing credits monthly to offset invoices, NRG will be calculating the net benefit monthly and mailing a check along with backup documentation for the calculation. Ms. Budrow moved approval of execution of the documents by Mr. Lacey, pending the attorney's recommendation; Seconded by Ms. Favulli.

5-Ayes 0-Nays MOTION CARRIED.

Document References: Estoppel Certificate, Solar Power & Services Agreement, NRG DG Crystal Spring LLC and PNC Commercial, LLC; PPA – Estoppel Certificate and Consent, NRG DG Crystal Spring LLC and Falmouth Housing Authority for Duetsche Bank Securities, Inc.; PPA Amendment and Waiver Agreement, Falmouth Housing Authority and NRG DG Crystal

Spring LLC; Authorization of Power Purchase Agreement and Amendments; Net Metering Allocation Excel spreadsheet, 12-month usage review.

Waitlist Updates:

Duplicate agenda item.

DHCD Mandatory Board Member Training – Due June 19, 2017:

Mr. Lacey reminded the board that the mandatory training is due by June 19, 2017.

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

Mr. Lacey reviewed the public housing notices. The VAWA notice will be updated in the Agencies Administrative Plan.

Document Reference; DHCD PHN 2017-11 Notice of Funding Availability for A Better Life (ABL) Planning Grants dated May 3, 2017; HUD PIH 2017-08 Violence Against Women Reauthorization Act (VAWA) of 2013 Guidance.

Review Section 8 Tracking Report:

Mr. Lacey reviewed the CY 2017 Section 8 Report, the leasing numbers are beginning to increase and the current voucher utilization is 98.64%.

Document Reference: CY 2018 Section 8 Tracking Report through June 2017.

Review Management Fees Due from FHC Entities:

The current invoice was not available as of the meeting date.

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

The meeting dates will remain the same for now.

Report from Community Preservation Committee Representative:

Ms. Wilson reported that the CPC discussed the payment of the remaining money due to the Falmouth Housing Authority for the Housing Stabilization Program. Mr. Lacey will be resubmitting the invoices to the Town requesting the payment. The board briefly discussed the Nantucket CPC programs.

Future Agenda Items & Possible Site Visits:

Ms. Wilson will e-mail her ideas for future agenda items to Ms. Haney, but has requested that the Website be added.

Tour of Salt Sea to be rescheduled

NEXT MEETING DATE – July 11, 2017; Tatak Community Room

General Session adjourned at 3:09pm

Moved by Ms. Favulli; Seconded by Ms. Wilson.

5-Ayes 0-Nays MOTION CARRIED.

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

SPECIAL GENERAL SESSION:

June 29, 2017

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

MEMBERS ABSENT: None

STAFF PRESENT: Kimberly Conn, Financial Manager

OTHERS PRESENT: None

The General Session of the Board of Commissioners of the Falmouth Housing Authority was convened at 4:05 pm in the Housing Authority Office Conference Room.

The Chairperson announced that the Secretary will be recording this meeting as usual. f meeting minutes.

NEW BUSINESS

Update on search for new Executive Director / Consultant's Recommendations

Ms. Haney reported that there was one possible person interested in the Interim Director position. The candidate is currently the head of two or three smaller Housing Authorities, and is willing to work a few days per week utilizing vacation time from the current employer. The board was disappointed that the E-Loccs access they requested at a previous meeting was not processed on schedule and therefore was not in favor of utilizing the existing staff to act as Interim Director. The board reviewed a few other names, that were not recommended by Mr. Leo Dauwer, Consultant. The board would like Mr. Dauwer to recommend a few names to the board for selection at their next meeting. Ms. Haney reported that currently there were only seven resumes submitted for the Executive Director position. Mr. Dauwer will be asked to provide a spreadsheet ranking each candidate. The board agreed to extend the deadline for resumes for two more weeks, with the deadline for Interim candidates to be Friday, July 7, 2017. A board member recommended they look into hiring a local Executive Director to manage this agency along with another housing authority. The board decided to focus on getting an Interim Director while they are collecting more resumes.

The next board meeting is scheduled for July 11, 2017 to review Interim Directors. The board briefly discussed recent possible violations of open meeting law via e-mail, and reiterated the rules. Agenda item requests should be sent to Patti. It was suggested to put the annual reorganization on a future agenda after the Executive Director is in place.

General Session adjourned at 4:49 pm

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

5-Ayes 0-Nays MOTION CARRIED.