

FALMOUTH HOUSING AUTHORITY COMMISSIONERS BOARD MEETING
SPECIAL SESSION MINUTES

July 30, 2019

Harborview Apartments, 115 Scranton Avenue, Falmouth, MA 02540

MEMBERS PRESENT:

Patricia Favulli
Sari Budrow
Holly Wilson
Stephen Patton

STAFF PRESENT:

Bobbi Richards, Executive Director
Kim Conn, Financial Manager

OTHERS:

Laura Bancroft, Linda Howard

Call to Order

At 4:30 p.m. Chairperson Favulli called the meeting to order.

Resignation of Commissioner Holly Wilson

Chair Favulli acknowledged the resignation of Ms. Holly Wilson, from the Falmouth Board of Commissioners, effective July 30, 2019. Ms. Wilson agreed to extend her resignation date to August 2, 2019 at 5:00 p.m.

Update to Bank Account Signature Cards

Ms. Conn distributed the bank account signature cards and explained that, with the loss of Ms. Wilson as the treasurer, another Commissioner must be designated as treasurer. The Board discussed authorizing a Commissioner to serve as temporary treasurer until there is a full Board.

Resolution 2019-154

Ms. Favulli moved to accept Ms. Budrow as the interim treasurer. Mr. Patton seconded.
4-Ayes (Favulli, Budrow, Wilson, Patton) 0-Nays MOTION CARRIED

Update to PHA-Web Signatures for Monthly HAP Payments

Ms. Conn distributed the PHA-Web (housing authority software company) document requiring the signature of the Commissioners (excluding Ms. Wilson, based on her resignation). The signatures are required for the monthly housing assistance payments (HAP).

Resolution 2019-155

Ms. Budrow moved to accept Ms. Favulli, Mr. Patton and herself as signers for the HAP payments and their signatures will be uploaded to the PHA-web software system. Mr. Patton seconded.

4-Ayes (Favulli, Budrow, Wilson, Patton) 0-Nays MOTION CARRIED

Amendment to Executive Director Contract Start Date

Ms. Richards explained that Resolution No. 2019-150 did not include the contract start date. The contract start date is effective the first day of the fiscal year, which is July 1, 2019, instead of on the hire anniversary date of 9/1/19. Therefore Ms. Richards requested that the record reflect the contract start date for the renewal Executive Director's contract which includes a 6% increase in salary, to be effective 7/1/19.

Resolution 2019-156

4-Ayes (Favulli, Budrow, Wilson, Patton) 0-Nays MOTION CARRIED

Change Orders for Boston Electric & Telephone (BETCO) for Camera Installation

Ms. Richards distributed change orders to add two additional cameras at the Harborview Apartments and tie the front entrance camera into the proposed new system through the installation of a 16-channel encoder.

Resolution 2019-157

Mr. Patton moved to accept proposal no. 179 from Boston Electric and Telephone Corporation (BETCO) in the amount of \$1,822.50 to supply and install a 16-channel encoder. Ms. Wilson seconded.

4-Ayes (Favulli, Budrow, Wilson, Patton) 0-Nays MOTION CARRIED

Resolution 2019-158

Mr. Patton moved to accept proposal no. 180 from Boston Electric and Telephone Corporation (BETCO) in the amount of \$2,872.75 to supply and install one outdoor dome camera.

4-Ayes (Favulli, Budrow, Wilson, Patton) 0-Nays MOTION CARRIED

Resolution 2019-159

Mr. Patton moved to accept proposal no. 180 from Boston Electric and Telephone Corporation (BETCO) in the amount of \$3,360.06 to supply and install one dome camera including one cable run.

4-Ayes (Favulli, Budrow, Wilson, Patton) 0-Nays MOTION CARRIED

Closing of RFP Period for 3-bedroom Falmouth House

Ms. Favulli recused herself and exited the meeting at 4:48 p.m.

Ms. Richards opened the bid packaged from the only respondent, Kinchla Properties, at 4:50 p.m. for the purchase of a 3-bedroom Falmouth House. The RFP was resubmitted for bid at the request of DHCD. The recent RFP closed on July 26, 2019. An executive session will be called to make a determination to accept or decline the bid package.

Next meeting (Executive Session): 2:00pm – Friday, August 2, 2019 at Harborview Community Room, 115 Scranton Avenue, Falmouth, MA 02540

Resolution 2019-160

Mr. Patton moved to adjourn. Ms. Wilson seconded.

3-Ayes (Budrow, Wilson, Patton) 0-Nays

MOTION CARRIED

Documents used during the meeting

Change orders from Boston Electric and Telephone Corporation

Response (package) to RFP by Kinchla Properties

Bank account signature cards

Signature document from PHA-Web

The Falmouth Housing Authority Board of Commissioners has the right by vote to take items out of order. If you require a reasonable accommodation to attend this meeting, please contact our office at (508) 548-1977