

FALMOUTH HOUSING AUTHORITY - COMMISSIONERS REGULAR SESSION
BOARD MEETING MINUTES

Monday, January 22, 2024

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The Falmouth Housing Authority conducted a General Session Commissioners Board Meeting(s) on Monday, January 22, 2024. The session began at 4:30 p.m. The Board did its best to adhere to posted time frames, but times may have varied. The meeting(s) was held via a virtual meeting pursuant to Massachusetts Governor Charles D. Baker's Order Suspending Certain Provisions of the Open Meeting Law dated March 12, 2020; extended to 2025. The public were invited to join in the general session meeting by going to:

Link: <https://us02web.zoom.us/j/4033039685?omn=87114847680> Meeting ID: 403 303 9685

Audio Access: 1-646-558-8656 Meeting ID: 403 303 9685

MEMBERS PRESENT: Stephen Patton
Patricia Favulli (*logged in at 4:35 p.m.*)
Michael Galasso
Kathleen Haynes

STAFF PRESENT: Bobbi Richards, Executive Director
Leslie Pearce, Assistant Direct
Chuck Starr, Fiscal Officer

OTHERS PRESENT: Laura Bancroft, Lynn Rhodes, Maureen McIver-Recording
Secretary, Chris Kicza – Winslow Architects, Jeb Bonnett – AEI
Consultants, David Pollack – Abacus Architects, Elizabeth Saito –
Falmouth Enterprise

OPEN SESSION

At 4:30 p.m. Steve Patton called the meeting to order. He noted that there was a quorum present and the Board was meeting via Zoom as permitted by the governor's orders.

Bobbi Richards asked that items be taken out of order to accommodate two presentations.

Resolution 2024-087

Kathleen Haynes moved to take the presentations by Winslow Architects and the needs assessment by Abacus out of order and just after public comments.

Michael Galasso seconded.

A roll call vote was taken:

Steve Patton -aye

Michael Galasso-aye

Kathleen Haynes-aye

3 Ayes (Patton, Galasso, Haynes) 0-Nays

MOTION CARRIED

Recognition, Announcements and Public Comments – Select Board meeting

Michael Renshaw has been invited to tour the 705s as they become vacant.

A joint meeting has been scheduled with the Select Board for the 29th. The applicants for the vacant seat on the Commissioner’s Board will be discussed.

-Low-bid Award, MassCarpets-Harborview Apartments Flooring Replacement

+Elevator, presented by Winslow Architects-\$71,553.00– Vote

Chris Kicza reported that there were 5 bids received for what was estimated to be a \$60,000 project. The three low bids were overestimates but were closely grouped. Winslow has not worked with MassCarpets previously but reference checks revealed nothing to disqualify. Other housing authorities have worked successfully with MassCarpets.

A discussion included the following:

- The answer to Michael Galasso’s question about the total square footage was not found.
- Steve Patton was disappointed that no local bidders were successful.
- Chris Kicza said that 2 local contractors did participate actively in the process.
- Kathleen Haynes asked about mold.
- Bobbi Richards said that this was found when the first floor was carpeted and would be addressed separately if it were found.
- Chirs Kicza added that carpet tiles would be used.
- Michael Galasso asked if it was commercial grade, was a base used, and what kind of adhesive would be used.
- Chris Kicza said that carpeting was commercial grade, a vinyl base would be used, and low VOC adhesive would be used.
- Bobbi Richards added that because of the common use of wheelchairs, walkers, and other mobility devices, carpeting was chosen that could withstand this wear.

Resolution 2024-088

Kathleen Haynes moved to approve the Low-bid Contract to MassCarpets-Harborview Apartments flooring and elevator flooring replacement as presented by Winslow Architects for \$71,553.00. Michael Galasso seconded.

A roll call vote was taken:

Steve Patton -aye

Patricia Favulli-aye

Michael Galasso-aye

Kathleen Haynes-aye

4 Ayes (Patton, Favulli, Galasso, Haynes)

0-Nays

MOTION CARRIED

- Needs Assessment update presented by Abacus Architects & Planners

Steve Patton noted that this was a massive review.

Bobbi Richards reminded that this was a draft, a work in progress. Data is still being collected. The results from the 705s are not yet available. It is estimated that the final draft could be finished in 2 months.

Jeb Bonnell presented the draft of the HUD Capital Needs Review. He reported that the team strived to inspect 100% of the units on each property. All common areas including hallways, stairwells, basements, and attics were inspected. Critical and non-critical repairs were identified and then a forecast was generated. He noted that section 7 of the document offers an overview. Still pending are grants related to energy issues and the various agency reports related to these. The document is now fair but any new information will be incorporated and increase accuracy.

Two properties, Harborview, and Salt Sea were reviewed.

For Harborview, windows and the ventilation system were the major costs. Windows here have been replaced at the rate of a few per year. There are 81 left to replace. Some of these are in the Capital Plan with some ready to go out to bid.

Jeb Bonnell said that with a \$2.5 million and \$24,000 budgeted annually funding schedule, this should keep the FHA in the positive range. As for doing all critical repairs at once, grants are still being evaluated and a more assertive approach could be taken when the results are finalized.

Commissioners requested a 2-page summary for each site including pictures and basic information.

Salt Sea was reviewed next. Jeb Bonnell reported that this 7 building, 30-unit complex was built around 1960. Critical needs total about \$120,000 with much of the cost related to accessibility. Photos document almost every instance of critical and non-critical needs cited. There is rotting exterior trim and older obsolete electric and older windows. Still unknown is the septic status.

AEI is not creating specialty pricing based on grants, though this information will be incorporated. Minimum code compliance is the standard used to replace the windows.

Bobbi Richards said that she has sent the state copies of each state property. They have not yet responded.

Federal and state standards are similar for accessibility compliance. What triggers the need to comply is somewhat complex. Portfolio wide calculations are not uncommon.

Flood zone concerns will be a topic for any funding. It appears that not all Salt Sea buildings would be significantly affected. FEMA has begun revising flood maps.

Bobbi Richards has been sending these drafts to Rise Engineering and Cape Light Compact.

Jeb Bonnell clarified that critical repairs are repairs that cannot wait. They are related to such things as life safety, fire alarms, tripping hazards. Additionally, the need for handicapped accessibility is a critical repair.

Non-Critical repairs involve deferred maintenance such as rot on the trim.

Michael Galasso observed that non critical repairs could quickly become critical repairs. Critical repairs are more likely to receive funding.

Items requiring discussion and vote:

-Minutes of Executive Session of December 28, 2023

Resolution 2024-089

Patricia Favulli moved to approve and hold the Minutes of Executive Session of December 28, 2023

Kathleen Haynes seconded.

A roll call vote was taken:

Steve Patton -aye

Patricia Favulli-aye

Michael Galasso-aye

Kathleen Haynes-aye

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

-Minutes of Special Session of December 28, 2023

Resolution 2024-090

Patricia Favulli moved to approve the Minutes of Special Session of December 28, 2023

Kathleen Haynes seconded.

A roll call vote was taken:

Steve Patton -aye

Patricia Favulli-aye

Michael Galasso-aye

Kathleen Haynes-aye

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

-Minutes of Executive Session of December 20, 2023

Resolution 2024-091

Patricia Favulli moved to approve and hold the Minutes of Executive Session of December 20, 2023

Kathleen Haynes seconded.

A roll call vote was taken:

Steve Patton -aye

Patricia Favulli-aye

Michael Galasso-aye

Kathleen Haynes-aye

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

-Minutes of General Session of December 20, 2023

Resolution 2024-092

Patricia Favulli moved to approve the Minutes of General Session of December 20, 2023.

Michael Galasso seconded.

A roll call vote was taken:

Steve Patton -aye

Patricia Favulli-aye

Michael Galasso-aye

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

-EOHLC Amendments to CFA 5001 for \$162,261.00 as follows:

1. 096100 Boiler Rm Stairwell at Mayflower-\$36,210.00-vote

Resolution 2024-093

Patricia Favulli moved to the approve the award of funding for project number 096100 Boiler Room Stairwell at Mayflower for \$36,210.00. Kathleen Haynes seconded.

A roll call vote was taken:

Steve Patton -aye

Patricia Favulli-aye

Michael Galasso-aye

Kathleen Haynes-aye

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

2. 096101 Vacant Unit award-44 Carolyn-\$99,891.00-vote

Resolution 2024-094

Patricia Favulli moved to the approve the award of funding for project number 096101 Vacant Unit 44 Carolyn for \$99,891.00. Kathleen Haynes seconded.

A roll call vote was taken:

Steve Patton -aye

Patricia Favulli-aye

Michael Galasso-aye

Kathleen Haynes-aye

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

3. 096102 667-2 Asbestos Removal-\$26,160.00-vote

Resolution 2024-095

Patricia Favulli moved to the approve the award of funding for project number 096102 667-2 for asbestos removal for \$26,160.00. Kathleen Haynes seconded.

A roll call vote was taken:

Steve Patton -aye

Patricia Favulli-aye

Michael Galasso-aye

Kathleen Haynes-aye

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

-EOHLC 096077-Bayberry Repair/Replace Existing A/C System – CFC-
\$3,224.75-vote

Bobbi Richards noted that this project has been in process for months. The new system comes with a one-year warrantee and a service provider must now be found.

Resolution 2024-096

Patricia Favulli moved to the approve the Bayberry Repair/Replace of Existing A/C System, project number 096077 for \$3,224.75. Kathleen Haynes seconded.

A roll call vote was taken:

Steve Patton -aye

Patricia Favulli-aye
Michael Galasso-aye
Kathleen Haynes-aye
4 Ayes (Patton, Favulli, Galasso, Haynes) 0-Nays MOTION CARRIED

-HAP payments and bills – vote
The HAP payments and bills were separated into two votes.

Resolution 2024-097

Patricia Favulli moved to the approve the HAP payments exclusive of landlord payments.
Kathleen Haynes seconded.

A roll call vote was taken:

Steve Patton -aye

Patricia Favulli-aye

Michael Galasso-abstain

Kathleen Haynes-aye

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

Resolution 2024-098

Patricia Favulli moved to the approve the HAP payments to landlord exclusive of general payments. Kathleen Haynes seconded.

A roll call vote was taken:

Steve Patton -aye

Patricia Favulli-aye

Michael Galasso-abstain

Kathleen Haynes-aye

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

-Federalization of state units' application (61) – vote

Bobbi Richards reviewed that if the transfer is approved, there are no major capital repairs allowed for a 5-year period after the transfer. Funding is available from the state to get the buildings in repair and Bobbi Richards asked the board for support to apply for the grant. The goal is to submit the application to federalize for Salt Sea and Mayflower which would be 54 units and 6 of the scattered site units for a total of 61 under the Faircloth Amendment.

Michael Galasso asked what the benefits of federalization are. The list of benefits generated included more funding, more control of the funds, federal incentives for energy conversions and fire /safety, doing own procurement, quicker time to complete projects.

Resolution 2024-099

Kathleen Haynes moved to the approve the application to federalize up to 61 units.

Patricia Favulli seconded.

A roll call vote was taken:

Steve Patton -aye

Patricia Favulli-aye

Michael Galasso-aye

Kathleen Haynes-aye

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

-HCV Program – 2024 use of higher payment standard – vote

Resolution 2024-100

Patricia Favulli moved to the approve the 2024 use of higher payment standards for the HCV Program. Kathleen Haynes seconded.

A roll call vote was taken:

Steve Patton -aye

Patricia Favulli-aye

Michael Galasso-abstain

Kathleen Haynes-aye

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

-Executive Director review of portfolio-staff trainings, administrative property reviews - vote

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

-Financials and public aging reports

-Maintenance department review of portfolio – unit turns, projects, procurement

Additionally, Bobbi Richards reported that a sewer connection to Rose Morin was possible but not to Salt Sea, a request has been made to the Fire Department for a walk through for a safety check, quotes on the web design are pending, quotes are being solicited for the Rose Morin project, interviews are being conducted for the maintenance supervisor, OSHA has been doing reviews and has suggested some improvements, 189 Old Barnstable Road was left in poor condition by a tenant’s tampering with the oil tank.

Resolution 2024-101

Patricia Favulli moved to accept the Executive Director’s Report. Kathleen Haynes seconded.

A roll call vote was taken:

Steve Patton -aye

Patricia Favulli-aye

Michael Galasso-aye

Kathleen Haynes-aye

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

- Leased housing report for January 2024

Leslie Pearce reported that there were no big changes in the numbers this month.

Resolution 2024-102

At 6:10 p.m. Kathleen Haynes moved to adjourn. Patricia Favulli seconded.

A roll call vote was taken:

Steve Patton -aye

Patricia Favulli-aye

Michael Galasso-aye

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

Relevant Documents

Draft Needs Assessment Reports from AEI
Executive Director Correspondence & Activities Report
Leased Housing Report for January 2024
Draft Cape Cod Apartments PBV Extension Request 20 years
Federalization NOFA
RSC NOFA
MassNahro Presentation on Repositioning Public Housing
Draft Executive Session Minutes of 12/28/24
Draft Special Session Minutes of 12/28/24
Draft General Session Minutes of 12/20/23
Draft Executive Session Minutes of 12/20/23
Needs Assessment, Executive Director's Report, Leased housing report January 2024,
Financials, and public aging reports
HAP Payments for December 2023
Public Housing Aging for December 2023
YTD Landlord Payment History December 2023
Mass Floors Low Bid Harborview Apartments Carpet Replacement
John Kennedy Services Certificate of Final Completion Babyberry Replace A/C System
Federal/State Occupancy Report, January 2024