

MINUTES OF GENERAL SESSION OF MEETING

7/21/20 at 4:30 p.m.

115 Scranton Avenue, Falmouth, MA 02540

The Falmouth Housing Authority will conduct a General Session Commissioners Board Meeting on Tuesday, July 21, 2020 at 4:30 p.m. via a virtual meeting pursuant to Massachusetts Governor Charles D. Baker's Order Suspending Certain Provisions of the Open Meeting Law dated March 12, 2020. The public may join in the meeting by going to:  
<https://us02web.zoom.us/j/89256389270> ; Meeting ID: 892 5638 9270 or dial 1-646-558-8656, Meeting ID: 892 5638 9270 and follow the instructions to join virtual meeting.

MEMBERS PRESENT: Patricia Favulli  
Robert Mascali  
Stephen Patton  
Linda Howard

MEMBERS ABSENT: Sari Budrow

STAFF PRESENT: Bobbi Richards, Executive Director  
Leslie Pearce, Assistant Director  
Kimberly Conn, Fiscal Officer

OTHERS:  
Carrie Gentile

At 4:30 Ms. Favulli called the meeting to order. The meeting was held via ZOOM.com and was recorded.

Approval of Minutes

Approval of Minutes -General Session of 6/16/20

Approval of Minutes -Special Session of 6/29/20

Ms. Favulli reported that counsel requested the minutes be TABLED until some of the language is clarified.

Mr. Mascali requested clarification of who was present for a quorum. It was determined that Patricia Favulli, Robert Mascali, Stephen Patton, Linda Howard were present.

### New Business

-Public and Tenant Representative Comments: None

### Report of the Maintenance Department

-Town of Falmouth Fire Department's address update request regarding Bayberry, Rose Morin, Mayflower Choate, Salt Sea:

Ms. Richards reviewed an email from the Falmouth Fire Department. The town has directed that addresses at these properties be changed and this requires the FHA to incur costs of about \$9,000.00 which has not been budgeted for. Some of the street names will be changed such as from Salt Sea to Scranton Avenue. FHA will be working with tenants to assist with these changes. It has been difficult to find companies to take on the signage project with estimates of 30 days out before the project is undertaken.

-State properties (Mayflower/Choate and Salt Sea):

Ms. Richards reported that the state clerk is now back at work and will be assisting the FHA with filling vacancies.

-Federal properties (Harborview, Rose Morin, Tatakot):

Ms. Richards reported that the Harborview parking lot is finished except for an administrative detail. All work has been completed. She asked the board for three votes.

Harborview Parking Lot – Change Order - VOTE

### Resolution 2020-82

Mr. Patton moved to approve. Ms. Howard seconded.

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

Harborview Parking Lot – Certificate of Substantial Completion - VOTE

### Resolution 2020-83

Mr. Patton moved to approve. Ms. Howard seconded.

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

Harborview Parking Lot – Certificate of Final Completion – VOTE

### Resolution 2020-84

Mr. Patton moved to approve. Ms. Howard seconded.

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

Pipe Repairs: Harborview and Tatakot:

Harborview update (scope of work/bid update)

Ms. Richards reported that the discussion and process continue. Additional funding sources are being sought before reopening the Capital Plan.

Tataketa update (issue, funding)

Winslow, the contractor has found more pinhole leaks in the basement apartments at Tataketa and the scope of work is being determined.

### Report of the Fiscal Officer

Payment of bills and approval of HAP payments – VOTE

#### Resolution 2020-85

Mr. Patton moved to approve. Ms. Howard seconded.

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

-Update regarding fiscal year end:

Ms. Conn reported that the process is a little behind this year but hoped to finish up the reporting process by August.

### Report of the Assistant Director

Monthly leased housing summary report: Ms. Pearce reviewed, noting that she was especially pleased with the increase in the mainstream voucher numbers and attributed it to the hard work of the staff

### Report of the Executive Director

-HUD's Foster Youth Initiative Grant

Ms. Richards reported that the FHA has been working for a year to develop this unique partnership and grant. Individuals aged 18-24 exiting the foster care system are eligible for the program. Two names have been submitted to HUD in the past few days for approval. Up to 25 individuals may be accepted within a fiscal year.

-Open Meeting Law

Ms. Richards asked the commissioners to review the materials distributed to each and provide certification of receipt before the August meeting.

-Boston Housing Authority policy regarding rents

A preliminary discussion was initiated about deferring evictions. The topic will be revisited at future meetings.

-COVID update (update, guidance, rents)

Ms. Richards reported that the FHA is experiencing significant losses because of non-payment of rents. FHA continues to order PPE. 10,000 masks were ordered and shared with other housing authorities. Some clear masks are available to assist those with hearing impairments. Masks have been made available to tenants.

-Reorganization of the Board of Commissioners – VOTE

TABLED

-Union MOA– VOTE

Resolution 2020-86

Mr. Patton moved to approve the negotiated MOA. Ms. Howard seconded.  
4-Ayes (Patton, Howard, Mascali, Favulli) 0-Nays MOTION CARRIED

-Union Contract– VOTE

Resolution 2020-87

Ms. Howard moved to approve the contract dated July 1, 2019 to June 30, 2022. Mr. Patton seconded.

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

Future Agenda Items

Executive session regarding collective bargaining or litigation to be held on August 18

Resolution 2020-88

At 5:20 Mr. Patton moved to adjourn. Ms. Howard seconded.

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

Relevant Documents

7/1/2020\_report of mainstream vouchers

Email from Falmouth Fire Department

Open Meeting Law materials

FALMOUTH HOUSING AUTHORITY COMMISSIONERS BOARD MEETING  
GENERAL SESSION DRAFT MINUTES  
August 21, 2020  
115 Scranton Avenue, Falmouth, MA 02540

The Falmouth Housing Authority will conduct a General Session Commissioners Board Meeting on Friday, 8/21/20, 4:30 p.m. via a virtual meeting pursuant to Massachusetts Governor Charles D. Baker's Order Suspending Certain Provisions of the Open Meeting Law dated March 12, 2020. The public may join in the meeting by going to : <https://us02web.zoom.us/j/87807941948> ; Meeting ID: 878 0794 1948 or dial 1-646-558-8656, Meeting ID: 878 0794 1948 and follow the instructions to join virtual meeting.

MEMBERS PRESENT: Patricia Favulli  
Robert Mascali  
Stephen Patton  
Linda Howard

MEMBERS ABSENT: Sari Budrow

STAFF PRESENT: Bobbi Richards, Executive Director  
Leslie Pearce, Assistant Director

OTHERS:  
Laura Bancroft

At 4:32 p.m. Ms. Favulli called the meeting to order. The meeting was held via ZOOM.com and was recorded.

Approval of Minutes

Approval of Minutes -General Session of 6/4/20-VOTE

Resolution 2020-90

Ms. Howard moved to approve the minutes of the General Session of 6/4/20. Mr. Patton seconded.

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

Approval of Minutes of 6/16/20 – General Session – VOTE TABLED

Approval of Minutes of 06/29/20 – Special Session – VOTE TABLED

Approval of Minutes of 07/21/20 – General Session – VOTE  
Resolution 2020-91

Ms. Howard moved to approve the minutes of the General Session of 7/21/20. Mr. Patton seconded.

4-Ayes (Favulli, Howard, Mascali, Patton) 0-Nays

MOTION CARRIED

*To clarify a point of order a vote was taken on the tabled minutes:*

Approval of Minutes of 6/16/20 – General Session – VOTE  
Resolution 2020-92

Mr. Patton moved to table the minutes of 6/16/20. Ms. Howard seconded.

4-Ayes (Favulli, Howard, Mascali, Patton) 0-Nays

MOTION CARRIED

Approval of Minutes of 06/29/20 – Special Session – VOTE  
Resolution 2020-93

Mr. Patton moved to table the minutes of 6/29/20. Ms. Howard seconded.

4-Ayes (Favulli, Howard, Mascali, Patton) 0-Nays

MOTION CARRIED

New Business

-Public and Tenant Representative Comments: None

Report of the Maintenance Department

-Ms. Richards reported that Ms. Pearce has completed interviews for the open maintenance position and the newly hired person will start work, full time, the last week in August. This person will work Tuesday to Saturday. Another person, yet to be hired, will work Wednesday to Sunday; with this schedule there will be coverage every day in the maintenance department.

-Regarding the issues at Harborview: Ms. Richards reported that the procurement process is underway to repair pipes in both Harborview and Tatakak, which are buildings that are 30-40 years old. The cost is expected to exceed a half million dollars and the FHA is actively working with a grant writer for funding. Several tenants at a time may need to be rehoused for several days. The work itself is estimated to be about \$970,000 with extra funds needed for contingencies. Accommodations, meals and transportation may be provided to tenants.

-Ms. Pearce added that the 2 maintenance workers have been busy with leaks and turnovers and will welcome additional staff. The walkways at Tatakak will likely be enclosed, unless there is a code restriction, when the work on the pipes is done.

-Ms. Richards added that a grievance has been settled with a former maintenance worker and this will allow for hiring a 4<sup>th</sup> person in the maintenance department.

-There have been complaints about parking on the grass at Salt Sea. The Service Coordinator and the State Clerk have reminded tenants not to park on the grass but the issue is under review

since it is not clear that this prohibition is in the lease and tenants have a right to use the grassy areas. Reasonable accommodations are under consideration.

-Change of address plans are underway at Salt Sea, Choate and Rose Morin. These roads are not officially recognized by the Town and so changes will be made for clarification in case of emergency. Sign companies are busy with the pandemic and it was difficult to get new signs made. The maintenance department is doing all installation. The goal is to complete the process by the second week of September. Letters have been sent to all affected tenants and the Service Coordinator has spoken with each tenant to advise and assist with the process.

-Ms. Richards reported that the Harborview parking lot has been completed but the Capital Fund Plan may need to be reopened since a loading area for people and materials was not included in the design.

-Ms. Richards reported that tenants have filed complaints with HUD about the windows in the common area at Harborview. The windows have been replaced in the recent past and do not open, affecting ventilation. At this time there should be no gathering in the common areas due to the pandemic. FHA is working with engineers and Falmouth Glass to find solutions. Funding is being sought.

#### Report of the Fiscal Officer

Payment of bills and approval of HAP payments – VOTE

TABLED

June 2020 Financials and FY2019 review

Ms. Richards reported that the accountants are still closing out the fiscal year. They will attend next month's meeting.

#### Report of the Assistant Director

Monthly leased housing summary report:

Ms. Pearce reviewed the report including progress with the Foster Youth Initiative program for which there are 2 referrals.

Utility Allowances – VOTE

Ms. Pearce explained that every year, at the request of HUD, consumptions at various types of dwellings are examined to get a correct average. This is often done in partnership with other housing agencies, this year including Mashpee, Barnstable, Sandwich and Bourne.

#### Resolution 2020-94

Mr. Patton moved to approve the utility allowances as proposed. Mr. Mascali seconded.

4-Ayes (Favulli, Howard, Mascali, Patton) 0-Nays

MOTION CARRIED

HUD FMRs - VOTE

Ms. Pearce reported that housing authorities can increase Fair Market Rates to 110% of HUD allowances if it is in the budget to do so. Approval was sought to increase the FMR to 110%.

Ms. Richards noted that the FHA has appealed to HUD regarding allowances but that process is a long one. She said that the allowance for a one bedroom this year is \$1,256 and with the 110% it would be \$1,391. It is a challenge to find rentals even given the additional 110%

Resolution 2020-95

Mr. Patton moved to approve the rate of 110% of the HUD fair market value for 2021. Ms. Howard seconded.

4-Ayes (Favulli, Howard, Mascali, Patton) 0-Nays

MOTION CARRIED

Report of the Executive Director

- Updates:

-COVID update – reopening plan:

Ms. Richards reported that there was a DHCD meeting on Wednesday and reopening plans are still vague. The state is not yet ready to move to the next phase.

Management is in the office daily and some staff is doing staggered shifts. 4 staff members are still out creating a burden for the office.

A tent is under consideration for meeting with tenants.

Ms. Pearce did maintenance interviews in the garage; by careful configuration of tables, distance and air flow were maintained.

-Tenant yard sales:

The FHA received a request for a yard sale from a state property. Many questions were generated by the request: who would be responsible for social distancing, crowd control and others. The tenants have a right to use grassy surfaces. The DHCD thought this was an interesting request. Ms. Favulli shared that it is her understanding that yard sales must be approved through the Town.

-Voucher search extensions: Ms. Richards explained that an additional 120 days may be required for searches. She requested inclusion of language which would provide for this consideration during governmentally declared disasters.

Resolution 2020-96

Mr. Patton moved to allow for the extension of an additional 120 days to the Term of the Housing Choice Voucher as proposed. Ms. Howard seconded.

4-Ayes (Favulli, Howard, Mascali, Patton) 0-Nays

MOTION CARRIED

-Expired waivers: Ms. Richards explained that the board may be requested to pass updated waivers.

- Signage/address update for Rose Morin/Bayberry, Choate & Salt Sea: See above.
- Procurement for supplies and services under \$50k: Ms. Richards informed that a complaint has been received from a service product provider. There has been no contract with this provider. Allegations of impropriety were leveled. The FHA believes that no procurement process is needed if services are less than \$50,000. The FHA is also in the process of reviewing all contracts.

- Reorganization of the Board of Commissioners - VOTE

The board preferred to wait until a full compliment of members was present.

Approval of Minutes of 6/16/20 – General Session – VOTE

Resolution 2020-97

Mr. Mascali moved to approve the minutes. Ms. Howard seconded.



3-Ayes (Howard, Mascali, Patton) 0-Nays 1-Abstain (Favulli)

MOTION CARRIED

Resolution 2020-98

Mr. Patton moved to adjourn at 5:42 p.m.. Ms. Howard seconded.

4-Ayes (Favulli, Howard, Mascali, Patton) 0-Nays

MOTION CARRIED

Relevant Documents

Minutes of General Session of 6/4/20

Minutes of General Session of 6/16/20

Minutes of General Session of 7/21/20

Minutes of General Session of 9/17/19 regarding Annual State of Officers

Falmouth Housing Authority Model Admin Plan, pgs 34-35

FHA Newsletter – August 2020

Draft HUD FY2021 FMRs and FHA Payment Standards, HUD FY2021 Fair Market Rent Documentation System; Rent Reasonable Valuation Studies (Studios – 4 bedrooms); Online rent reasonable comparisons; Federal Register regarding Fair Market Rents for the HCV Program

Change to Admin Plan: 6.4 – Term of the Housing Choice Voucher – Revised language

Draft Utility Allowance Schedule for Falmouth Housing Authority (prepared by Nelrod)

Procurement Dispute regarding Carpet Barn and FHA's procurement of flooring

Leased Housed Report 8/1/20

DHCD PHN 2020-24

DHCD PHN 2020-27

DHCD PHN 2020-29

Notice of Executive Session email dated 7/23/20

Massachusetts Order Instituting A Mandatory 14-Day Quarantine Requirement for Travelers

FALMOUTH HOUSING AUTHORITY COMMISSIONER BOARD MEETING

MINUTES OF GENERAL SESSION OF MEETING 9/15/20 at 4:30 p.m.

115 Scranton Avenue, Falmouth, MA 02540

Tel: (508) 548-1977 Fax: (508) 457-7573 www.falmouthhousing.org

The Falmouth Housing Authority will conduct a General Session Commissioners Board Meeting on Tuesday, September 15, 2020 at 4:30 p.m. via a virtual meeting pursuant to Massachusetts Governor Charles D. Baker's Order Suspending Certain Provisions of the Open Meeting Law dated March 12, 2020. The public may join in the meeting by going to: <https://us02web.zoom.us/j/81476994480?pwd=NWF3djQvdkp6NFRTeVFuUGYvTlF0QT09>; Meeting ID: 814 7699 4480; Passcode: 847825 or dial 1-646-558-8656, Meeting ID: 814 7699 4480; Passcode: 847825 and follow the instructions to join virtual meeting.

MEMBERS PRESENT: Patricia Favulli  
Robert Mascali  
Stephen Patton  
Linda Howard

MEMBERS ABSENT: Sari Budrow

STAFF PRESENT: Bobbi Richards, Executive Director  
Leslie Pearce, Assistant Director  
Kim Conn, Finance Director

OTHERS: Carrie Gentile  
Laura Bancroft  
John Alferes

At 4:34 p.m. Ms. Favulli called the meeting to order. The meeting was held via ZOOM.com and was recorded.

Approval of Minutes

Approval (and release) of Minutes of 9/17/19 – Executive Session - VOTE

Resolution 2020-100

Mr. Patton moved to approve and to release the minutes of the Executive Session of 9/17/19. Ms. Howard seconded.

3-Ayes (Favulli, Howard, Patton) 1-Abstain (Mascali) 0-Nays MOTION CARRIED

Approval of Minutes of 06/29/20 – Special Session – VOTE

Resolution 2020-101

Ms. Howard moved to approve the minutes of the Special Session of 6/29/20. Mr. Patton seconded.

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

Approval of Minutes of 8/21/20 – General Session - VOTE  
Resolution 2020-102

Ms. Howard moved to approve the minutes of the General Session of 8/21/20. Mr. Patton seconded.

4-Ayes (Favulli, Howard, Patton, Mascali) 0-Nays

MOTION CARRIED

New Business

-Public and Tenant Representative Comments: None

-Mr. John Alferes of Carpet Barn (Falmouth) shared that he filed a bid protest against the housing authority and requested that the matter be added to the next month's agenda.

Report of the Maintenance Department

-Approval from DHCD for Bid Project: Falmouth 096065 – 3-705 units – new septics

Ms. Richards shared that the project had been approved by DHCD for new septics to be installed at three family (705) units. The project has been assigned a design team through DHCD and the housing authority will be informed of its progress.

-Piping Projects

Ms. Richards reported that there is now a scope of the project identified for Harborview. Bidding will be done electronically and bids are due by October 15, 2020. Advertisements were run in the Central Register, Falmouth Enterprise, Cape Cod Times and Bay State Banner. Base estimate is \$953,000; the housing authority anticipates additional costs associated with temporary relocation for affected tenants when the piping in their units are repaired. It is expected that between 3-6 units are to be done at a time, taking 3-5 days to finish. The contractors will inform the housing authority of the schedule once the project is awarded. The Service Coordinator is working with tenants to determine their temporary housing needs (such as hotel or reside with friends/family).

The housing authority is hiring an architect to draft the scope of work for the Tataketa piping project. The Tataketa walkways have been repaired with a temporary product to address the trip hazards caused by the lifting of the rubberized product. The rubberized product installed in the 80s on the walkways has reportedly been repaired several times over the years and has eventually bubbled and lifted from the surface. Approximately \$600,000 has been designated for the walkway replacement in the capital plan and it is hoped this project can be done in conjunction with the pipe replacement. The codes are being examined to make sure there are no issues with this recommended approach.

Tenants in each building have been offered unit inspections if they suspect mold or repeated mildew conditions in their units. A third party is sent to inspect and treat the unit, if necessary, when an inspection is requested.

-Window/Air Circulation at Harborview (Lobby, Hallways, In Unit)

Ms. Richards shared that the housing authority is in process to replace the windows in the Harborview common area because they do not open to allow cross ventilation. The windows are relatively new; they were replaced as part of a major window replacement project prior to Ms. Richards' hire. Improving ventilation, in general, for the Harborview building is being researched through an architect, however the capital plan does allow for window replacements as a project in the current five-year period. This information has been shared with HUD in response to a tenant complaint regarding the design of the windows as non-opening. The windows have been scheduled to be replaced, as an emergency, through Falmouth Glass, and COVID-19 funding will be used to cover the cost of the replacement.

-Harborview Parking – Loading Zone

The Harborview parking lot project has been completed however it did not include loading zone area in the original design. The housing authority has asked the architect to review the site to determine if there is a reasonable loading zone option available. The architect has proposed options that are cost effective. The capital plan will need to be reviewed, based on the funding needs for the piping project, to determine when/if the loading zone project can be addressed in this year.

-Rose Morin/Choate/Salt Sea Address & Signage update

The signs are now complete and ready for installation by the maintenance department. The Service Coordinator continues to work with tenants to help with the update to their addresses.

Report of the Fiscal Officer

-Payment of bills and approval of HAP payments – VOTE

Resolution 2020-103

Mr. Patton moved to approve as presented. Ms. Howard seconded.

4-Ayes (Favulli, Howard, Mascali, Patton) 0-Nays

MOTION CARRIED

-Update regarding conflict of interest

Ms. Richards noted that Ms. Favulli had been recusing herself from votes on HAP payments due to a conflict of interest as some HAP payments were issued to a member of her family. The conflict of interest has ended.

-Public Housing Account Aging Report (Rents Due)

Ms. Conn noted that rents have been difficult to collect. The Service Coordinator has been working with tenants so that they are not in arrears when the moratorium ends. If rents are owed, the housing authority will mediate with tenants through the court process, if necessary.

## -FY2020 State Annual Review and Annual Year-End Certifications

Ms. Conn reported that the federal statements are not yet done since guidance has not been issued. She reviewed the state statements and said that Commissioners should sign off on the certification by the middle of next week since the filings are due to DHCD by 9/30/20.

### Report of the Assistant Director

Monthly leased housing summary report: Ms. Pearce reviewed. Ms. Richards highlighted that there are now 5 referrals to the Foster Youth Program. The Foster Youth Program is a sunset program – this means that the vouchers are directly issued to the youth, waiting lists are not required, and the vouchers are good for a specific period of time. For this program, the vouchers are good for three years only. The housing authority will encourage the youth to apply to other program waiting lists when issued the vouchers to increase the possibility of being issued funding through another subsidy program by or before the sunset of the FYI program.

### Report of the Executive Director

- Updates:

-Certificates of Open Meeting Law Materials: All required certifications from the Commissioners have been received.

-COVID update – reopening plan: Waiting for word from the state on reopening. Ms. Richards noted that the housing authority has been successful working with tenants by phone, mail, email and drop boxes. Most administrative staff continue to work a hybrid schedule of staggered shirts and teleworking; some have asked to increase their in-office hours and, based on office layout and ability to maintain distances of 6ft or more and occupancy limitations, they have been approved. A date for full return to the office and reopening to the community has not yet been determined.

A positive case was reported from Harborview today. The disinfecting company has been asked to increase disinfecting schedule during the 14-day quarantine period. The Board of Health is not able to release information about the case, such as name and apartment number. The housing authority is aware that the case is linked to the Harborview building only. Staff continues to disinfect the buildings daily, as recommended by DHCD.

-Retro payments to Staff: A payout for 2 days of personal time has been paid to staff and management, delayed by the long negotiating period for the contract. The union contract does not allow personal time to be carried over and, because the negotiation period extend beyond the end of 2019, the hours were paid out at the direction of the Executive Director. The management staff has followed the language of the union contract as it applied to benefit hours, as approved per the minutes of 7/3/16.

- Annual Meeting – Bayberry House

Bayberry House is pleased with maintenance attention over the past 12-18 months. A rent increase of 1.6% has been implemented, retroactive to July 2020. There have been no smoking complaints received.

- Anonymous Letter

Ms. Richards noted that the letter alleging vindictive treatment of the tenants by the Executive Director was sent to the Governor who forwarded the anonymous letter to HUD. HUD requested the housing authority's eviction rate for public housing - which was provided to them.

-Evictions since 9/1/2017:

Ms. Richards noted that the housing authority always seeks to work with tenants when an eviction is a possibility. Various options are made available to the tenants, such as working with the Service Coordinator to find available resources to assist them in remaining housed and work on the lease violation issues, tenants are offered fresh starts at another property, substance abuse treatments are recommended if the tenant presents this as an issue and barrier to housing compliance. Other times referrals to higher levels of care facilities become necessary.

The notice to evict, which is a standard form, contains strong language. While strong, the language is common, is similarly used by other landlords, and has been approved by the state and federal housing authority attorneys.

The review of the public housing portfolio revealed that there have been two evictions since Ms. Richards began as Executive Director in September 2017. One tenant remains housed - having not vacated their unit as agreed upon in a court document by 3/31/20, and is now under an eviction moratorium issued by the governor on 4/2/20. The other tenant was evicted for selling drugs from their unit and refusing to comply with the lease as it related to criminal activity.

The anonymous letter commented on the condition of the federal housing portfolio – Tatatket and Harborview Apartments. The frustration of tenants is understandable given the declining condition of the buildings. When the maintenance superintendent left over a year ago, the housing authority discovered the extent of the pipe leak issue at both properties and began to employ the services of third parties to address the leaks. A review of the bills and occurrence a few months later propelled the Executive Director to seek further assistance. The capital plan was reopened to include the piping issue as a capital plan project; an architect was hired to review the buildings and assist the housing authority with the formulation of a plan to remedy the pipe leaks. Later, HUD approved the changes to the capital plan which included the additional of the piping repair issue. The housing authority used and continues to use a third party to review areas of concern when a leak is discovered and/or a tenant informs the housing authority of a concern in their unit. Ms. Richards has collected months of documentation to share with the Board of Health at its next meeting to demonstrate the housing authority's actions and concerns regarding the issues at the federal buildings.

- Inspections (Reasonable Accommodations, PHI)

Ms. Richards explained that inspections are still required, although they were initially delayed due to the onset of the COVID-19 pandemic. Inspections have been scheduled for the upcoming months and tenants are afforded an opportunity to reschedule their inspection if they have concerns regarding the inspector entering the units. The inspection company has issued a COVID-19 protocol which is shared with the tenants to inform them of the process that inspectors will employ under COVID-19 during inspections (such as: tenants are requested to leave the unit and an inspector with PPE and a maintenance staff member enter the unit to inspect).

The housing authority was informed by a housing choice voucher participant that there are alternatives to in-person inspections. These remote inspections are virtual in nature and may or may not meet housing quality standard guidelines. Whether or not this is a solution, under a reasonable accommodation request, has been shared with both state and federal housing entities. The housing authority has not yet received notice that these methods have been approved.

- Reorganization of the Board of Commissioners - VOTE

Resolution 2020-104

Mr. Patton moved to table the reorganization of the Board of Commissioners until the next meeting. Mr. Mascali seconded.

4-Ayes (Favulli, Howard, Mascali, Patton) 0-Nays

MOTION CARRIED

Resolution 2020-105

At 5:37 p.m. Mr. Patton moved to adjourn. Mr. Mascali seconded.

4-Ayes (Patton, Howard, Mascali, Favulli) 0-Nays

MOTION CARRIED

List of Documents Used:

FHA Newsletter, September 2020

Email dated 7/28/20 from Executive Director “Retroactive Payments for 2019”

Letter to Board of Commissioners from Robert Lovelace, dated 9/13/20

Winslow Architects, letter dated 9/2/20 “Tatakot Pipe Replacement – Scope Summary and Estimated Costs

Harborview Piping Project – Advertisement- Invitation to Bid

FHA’s posted notice regarding positive COVID 19 case at Harborview

MacRitchie Engineering, 5/7/20 – Harborview Apartments – Domestic Water Pipe Failure

FHA’s Capital Fund Program – Five Year Action Plan – Approved by HUD 4/7/20

Documentation provided to Board of Health: Topneck Design – Proposal to provide a temporary repair to Tatakot Walkway 9/3/20; Board of Health meeting agenda 7/27/20,

Remediation/Inspection reports from Serv Pro (8/29/20, 9/10/20) Chain of Custody Report from Universal Environmental Consultants 8/26/20

Eviction Summary report for public housing

Fiscal Reports provided by Fenton, Ewald

Redacted Public Housing Aging Report – through 9/11/20

HAP Accounting Cash Payment/Receipt Register – 8/2020

HAP Accounting Cash Payment/Receipt Register – 7/2020

Monthly Leased Housing Summary Report – 9/2020

Minutes of the Special Session – 6/29/20

Minutes of the Executive Session – 9/17/19  
Minutes of the General Session – 8/21/20



FALMOUTH HOUSING AUTHORITY  
COMMISSIONERS BOARD MEETING AGENDA

Tuesday, October 20, 2020 at 4:30 p.m.

The Falmouth Housing Authority will conduct a General Session Commissioners Board Meeting on Tuesday, October 20, 2020 at 4:30 p.m. via a virtual meeting pursuant to Massachusetts Governor Charles D. Baker's Order Suspending Certain Provisions of the Open Meeting Law dated March 12, 2020. The public may join in the meeting by going to: <https://us02web.zoom.us/j/84494279454> ; Meeting ID: 844 9427 9454; or dial 1-646-558-8656, Meeting ID: 844 9427 9454 and follow the instructions to join virtual meeting.

MEMBERS PRESENT: Patricia Favulli (*left meeting at 6:15 p.m.*)  
Robert Mascali  
Stephen Patton  
Linda Howard

STAFF PRESENT: Bobbi Richards, Executive Director  
Leslie Pearce, Assistant Director  
Kim Conn, Finance Director

OTHERS:

Laura Bancroft, John Alferes, Carrie Gentile, Douglas Cabral, Kathleen Botelho, Linda Clark  
Tom Lebach, Eric Turkington, Michelle Ferreria, Teresa Ewald

At 4:32p.m. Ms. Favulli called the meeting to order. The meeting was held via ZOOM.com and was recorded. Ms. Favulli asked for a motion to take items out of order.

Resolution 2020-106

Mr. Mascali moved to take items out of order since FHA counsel was present. Ms. Howard seconded.

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

Response to public comment from John Alferes of Carpet Barn regarding bid protest

Ms. Richards explained that Mr. Alferes requested to be on this month's agenda to discuss his bid protest against the FHA. A discussion included the following:

- Mr. Alferes stated that the Carpet has been in business for 50 years. The founder, his father, was a World War II veteran. He is a Viet Nam veteran. The company is partly woman owned. He has 20 employees. There are terms and conditions for bids. He had to stock material for the orders from FHA. There are costs to him for this. Now that the FHA stocks their own product they risk breakage, theft and damage. He sent emails to Ms. Richards asking why he was not included in the bidding process. It is not right to

go outside the community. He thought that Ms. Richards may have been uncomfortable with the communication and that's why she referred the matter to FHA counsel, Douglas Cabral. He then filed a bid protest with the state AG's office. The taxpayers are being screwed. Botello's quote was more expensive than his. And anyway, the FHA ended up ordering a more expensive material than Botello quoted them on. He stands to lose \$72,000.00 a year from not getting the bid and hoped to get the business back.

- Ms. Richards stated that in initial conversations with Mr. Alferes she sought to determine if there was a contract. No contract was found. After a 3 year period of dealing with Mr. Alferes, the FHA sought quotes from 3 other entities with Botello coming in the lowest for significant savings for taxpayers and the federal government.
- Douglas Cabral noted that public bidding was not required for this situation. 3 quotes were requested from other entities and FHA had pricing information from Mr. Alferes. Since Botello was the lowest it was required that the business go to Botello. There was no attempt to exclude Mr. Alferes and he is welcomed to submit bids in the future.
- Mr. Alferes said that for many years Mr. Arsenault (former Maintenance Director) had required him to keep materials in stock. There is a cost to warehousing materials. He looked forward to the opportunity to bid and would have to take the \$70,000.00 loss for now.
- Ms. Richards noted that the FHA has procurement issues. Terms were often not memorialized in contracts but instead with handshakes. It is illegal to use federal funds in this way and use in this way will be discontinued. There was no contract between Mr. Alferes and the FHA.
- Regarding the more expensive product, Ms. Richards explained that another staff member had ordered the wrong product and it was installed before the mistake was caught. There is now a protocol in place so that this does not happen again.
- Douglas Cabral noted that Ms. Richards had the numbers from Mr. Alferes and storage is not a consideration at this time. MGL Chapter 30b Section 4 outlines that only 3 quotes and no public bidding is required for work of this kind. This was an appropriate way to do things. Regarding the status of the protest: the AG's office has posed a few questions to which the housing authority has responded.

Request from the Falmouth Housing Corporation to discuss the renewal of the project based voucher contracts for Bridgeport (exp. 10/31/20), 704 Main, LLC (exp. 10/31/20), and FHC Edgerton Drive, Inc. (exp. 12/31/20).

A discussion included the following:

- Eric Turkington noted that the FHC has built 8 projects over the years. Project based vouchers are included in most and tied up with loans, maintenance and services to tenants. Since 2001 and with 3 FHA directors, the contracts have been extended. All tenants of FHC are low income and high need. If the contracts are not extended, the FHA will have to cut back on supportive services to these tenants. \$168,000.00 is the calculated loss if project-based vouchers are not extended.
- Ms. Richards noted that this figure is calculated loss and not what FHA pays to FHC.
- Linda Clark explained that financing involves layers of funding. The FHC provides service to the community, individuals, families and it would like to continue.

- Ms. Richards clarified that there are contracts but they are all ‘initial’ contracts that have been signed again and again. Therefore, they are not renewals. The procurement issues remain. One of the contracts has expired; 2 are expiring soon.
- Douglas Cabral noted two issues: proper procurement and procedures. The intent was to renew but that does not fix the procurement problem. The issues were uncovered as a result of a HUD request of FHA to review all project-based voucher programs. Ms. Richards will have to determine the way forward.
- Eric Turkington contended that a HUD representative said that procurement was not a problem. All projects have a previous competitive basis.
- Ms. Richards noted that in January of 2020, Frank Duffy (town counsel for Falmouth), Eric Turkington and she met and Mr. Turkington suggested that the project based vouchers go to bid. She recommended that the board consider this. The FHA would hire an outside agency to handle the process which could take 30-60 days. The board was generally in favor of going out to bid.
- A question arose about extensions of the contracts. The extension of the contract some weeks ago may not be valid because, it appears, that HUD requires that extensions be greater than one year.
- A question arose about procurement. FHC thought that this issue was settled. FHA thought that the issue was not settled.
- Eric Turkington said that Tracy Johnson Mack, HUD representative, believed that there was no question of origin. Ms. Richards said that the FHA does not agree with this interpretation.
- A question arose about the signed contracts - Were the contracts ‘initial’ or ‘extension’ contracts?
- Robert Mascali noted 2 issues: the recommendation of Ms. Richards regarding the procurement process and how to deal with the 2 projects. The three projects should be dealt with separately.
- Linda Howard agreed with the 2 issues and added a third: If the extension of the first project based voucher program contract was not valid, is extending the other 2 illegal?
- Douglas Cabral clarified that the underlying issue is the initial procurement process. Going out to bid would correct this.
- Procurement voting for going out to bid for project-based contracts was not on the agenda. The board asked Ms. Richards to provide the procurement information for vote once it has been done. Ms. Richards noted she had no reservations about extensions for the 3 project-based voucher programs and go out to bid within the next 60 days. Robert Mascali asked Ms. Richards to consider additional time for the procurement process rather than lock into a 60 day window; Ms. Richards agreed.
- Robert Mascali asked if the project-based contracts could be extended past one year; Ms. Richards expressed discomfort with providing a longer extension, noting that she was unclear as to whether or not FHA or its Board had the right to provide such extensions in this case.
- It was noted that both FHA and FHC are seeking housing for the people and trying to rectify and do the right thing.

FY20 financial review – Fenton, Ewald, & Associates, P.C.

Teresa Ewald appeared to review FISCAL YEAR 2020 for the board. She noted that the FHA did a little better than expected with a deficit of \$20,000.00 when \$30,000.00 was projected. There were some overruns but savings was realized in other realms. FHA is almost at maximum reserves with about 6 months' worth of funds in reserve. The Cares Act covered much of the costs for COVID.

Note: The recording of the Zoom meeting was interrupted at 6:11 p.m. to technical difficulty. The following matters (below) were not recorded via Zoom.

Approval of Minutes

Approval (not release) of Minutes of 9/14/20 – Executive Session – VOTE

Resolution 2020-107

Ms. Howard moved to approve, but not release, the Executive Session Minutes of 9/14/20. Mr. Mascali seconded.

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

Approval of the Minutes of 9/15/20 – General Session - VOTE

Resolution 2020-108

Ms. Howard moved to approve the General Session Minutes of 9/15/20. Mr. Mascali seconded.

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

New Business

Public and Tenant Representative comments

None offered

Report of the Maintenance Department

Certificate of Substantial Completion – JJS Universal Construction – VOTE

Resolution 2020-109

Ms. Howard moved to approve the Certificate of Substantial Completion for JJS Universal Construction for the Admin building roof replacement. Mr. Mascali seconded.

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

Certificate of Final Completion – JJS Universal Construction \$31,970– VOTE

Resolution 2020-110

Ms. Howard moved to approve the Certificate of Final Completion for JJS Universal Construction in the amount of \$31,970 for the admin building roof replacement. Mr. Mascali seconded.

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

Approval of Septic Pumping Contractor - VOTE

Ms. Conn reported that 2 contractors had come within \$.05 per gallon in bidding. The term of the contract offered is for three years and it is portfolio wide. However, a third bid was

received a day late. The bidder was Graci Septic. Robert Mascali expressed concern as to whether or not FHA could continue to engage with Graci and consider their response to the bid, despite being late. Concern was expressed with not continuing to engage with a contractor, Graci, that the FHA had had successful dealings with just because it was a day late. Ms. Richards noted that it would not be proper to bid this contract request again; and to do so may lead to a valid bid protest. Presently there is no contract with Graci but instead, FHA has been calling for service arrangements. Ms. Richards asked the board to consider the responses from the responders that met the terms and conditions as set forth in the Request for Proposals.

Resolution 2020-111

Mr. Mascali moved to approve award of the 3-year septic contract to A&K Site and Septic, LLC. Ms. Howard seconded.

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

- a. Review of state property annual inspections: Salt Sea and Choate have been done. Tenants may opt out for safety concerns.
- b. Signage installation at Rose Morin/Choate/Salt Sea: Signs for each property have been installed. Work continues on house numbers.
- c. Harborview parking – loading zone: the town and architects are in process to determine if the area under consideration is a loading zone.
- d. Harborview piping project update: Bids have been collected but no information has been disclosed. Work is being done on temporary lodging for tenants. Bids came in higher than expected at \$1.4 to \$1.5 million. Concerns about mold are addressed by a third party.
- e. Tataket piping project update This project is still being reviewed. Mold and leaks are being handled by a third party. There have not been many requests for inspections but the option remains open.

Report of the Fiscal Officer

Payment of bills and approval of HAP payments – VOTE

Resolution 2020-112

Ms. Howard moved to approve payment of bills and HAP payments for September. Mr. Mascali seconded.

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

FY20 financial review – Fenton, Ewald, & Associates, P.C.

*Reference presentation by Fenton, Ewald & Associates, P.C.*

Report of the Assistant Director

Monthly leased housing summary report was reviewed.

Use of Boston Housing Authority's Payment Standards & Utility Charts for areas that do not have a local housing authority with a federal HCV portfolio - VOTE

Ms. Richards explained that that these charts had been used for years but HUD inquired about board approval for their use.

#### Resolution 2020-113

Mr. Mascali moved to approve the use of Boston Housing Authority's Payment Standards & Utility Charts for one year. Ms. Howard seconded.

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

#### Report of the Executive Director

- a. Distribution of draft of Model Admin Plan – Effective date of public comment period
- b. Ross Service Coordinator Grant Renewal : This grant pays for half of the service coordinator's salary.
- c. COVID-19 Updates
  - Massachusetts Eviction Moratorium: Letters will be drafted and sent to tenants regarding payment plans. The hope is to avoid court action.
  - Reopening of the housing authority to the public: Reopening will be the day after Veteran's Day. Ideas are being solicited from staff about a safe and comfortable work environment. The community rooms will not be opened at this time. Several other housing authorities on the Cape are also keeping their community rooms closed at this time.
- d. Request from the Falmouth Housing Corporation to discuss the renewal of the project-based voucher contracts for Bridgeport (exp. 10/31/20), 704 Main, LLC (exp. 10/31/20), and FHC Edgerton Drive, Inc. (exp. 12/31/20): *Reference discussion held between FHC and FHA.*
- e. Response to public comment from John Alferes of Carpet Barn regarding bid protest: *Reference discussion held between John Alferes and FHA.*

#### Reorganization of the Board of Commissioners

Resignation of Sari Budrow due to relocation: Ms. Richards said she had received Ms. Budrow's letter of resignation and appreciated her years of service to FHA. Notice will be given to the town clerk; position will be advertised to tenants in the next newsletter.

Next Scheduled Meeting – November 17, 2020 at 4:30 p.m.

#### Resolution 2020-114

At 6:40 p.m. Mr. Mascali moved to adjourn. Ms. Howard seconded.

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

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

Documents Used:

Draft Minutes of Executive Session of 9/14/20

Draft Minutes of General Session of 9/15/20

Vacancy/Turnover Report, October 2020

Certificate of Substantial Completion – JJS Universal

Certificate of Final Completion – JJS Universal

HAP Accounting Cash Payment/Receipt Register – September 2020

PHN 2020-32 Eviction Prevention Guidance (DHCD) – 10/14/20, FHA Public Housing Account Aging Report, All LHA Call (notes) from 10/14/20, “Eviction ban may be near its end,” article in Boston Globe by Tim Logan and Matt Stout

Monthly Leased Housing Report

Fenton Ewald Presentation documents: Hud Form 52681 and attachment

Letter from FHC, 10/14/20 re: Project-based Vouchers (PBVs) – Housing Assistance Payments (HAP) contracts between Falmouth Housing Authority (FHA) and Falmouth Housing Corporation (FHC)

Letter from FHC (9/11/20) to be placed on October 2020 agenda

“MA-047 FHA-Mainstream Award for COVID-19 Response (Additional Voucher Request) 9/24/20

FHA Newsletter, October 2020

Carpet Barn Flooring Bid Protest, Response from Doug Cabral, 10/8/20

Use of Payment Standards and Utilities from Boston Housing Authority, current BHA utilities and payments standards

FALMOUTH HOUSING AUTHORITY  
COMMISSIONERS' SPECIAL BOARD MEETING DRAFT MINUTES

Thursday, October 29, 2010 at 4:30 p.m.

115 Scranton Avenue Falmouth, MA 02540

Tel: (508) 548-1977 Fax: (508) 457-7573

[www.falmouthhousing.org](http://www.falmouthhousing.org)

The Falmouth Housing Authority will conduct a Special Session Commissioners Board Meeting on Thursday, 10/29/20 at 4:30 p.m. via a virtual meeting pursuant to Massachusetts Governor Charles D. Baker's Order Suspending Certain Provisions of the Open Meeting Law dated March 12, 2020. The public may join in the meeting by going to:  
<https://us02web.zoom.us/j/83628994435> ; Meeting ID: 836 2899 4435; or dial 1-646-558-8656, Meeting ID: 836 2899 4435; and follow the instructions to join virtual meeting.

MEMBERS PRESENT:                      Robert Mascali  
   Stephen Patton  
   Linda Howard

MEMBERS ABSENT:                      Patricia Favulli

STAFF PRESENT:                      Bobbi Richards, Executive Director  
   Leslie Pearce, Assistant Director  
   Kim Conn, Finance Director

OTHERS:                                      Laura Bancroft, Chris Kicza, Winslow Architects

At 4:30 p.m. Mr. Patton opened the meeting and called for a motion to hold the special session. The meeting was held via ZOOM.com and was recorded.

Resolution 2020-115

Mr. Mascali moved to open the meeting. Ms. Howard seconded.  
3-Ayes (Patton, Howard, Mascali) 0-Nays MOTION CARRIED

Request approval to extend the Harborview Piping Project to the low bidder, MCI Contracting, Inc. in the amount of \$1,481,000.00 - VOTE

*Presentation of project proposals by Winslow Architects:*

Chris Kicza of Winslow Architects explained that the scope of the project included replacing all domestic water in Harborview, both hot and cold. The project is proposed to be phased with 2, 4



or even 8 units affected at a time. The vertical pipes will be shut and then the horizontals to each unit.

Mr. Kicza explained that a situation exists whereby subcontractors including plumbing, tiling, floors, painting and more, bid on work a few weeks before the general contractors do. Plumbing came in much higher than expected. About \$440,000 was estimated and the lowest bid was \$936,185.00. Other bids grouped closely. General contractors choose which of the 5 sub bidders to use. The 2 bids the commissioners received reflect the general cost.

A discussion included the following:

- The time to do the work would be about 4 months. One week is estimated for each stack but there is flexibility with this timetable due to the variance in the number of units per stack (between 2 to 8).
- The \$440,000 estimate for plumbing came from Winslow Architects.
- The bids were for 2 times as much as the estimate.
- The basis of the significant discrepancy could not be identified. MacRitchie consulting has experience with many housing authorities across Massachusetts.
- The commissioners expressed concern about voting to approve.
- What would be the impact of a delay to the vote?
- Ms. Richards noted that there are 5 leaks now in one stack. As a result, two tenants are housed in hotels presently. She expressed concern with the onset of winter and tenants being able to navigate challenges.
- A concern was with how poorly the estimators estimated. The bids were about a half million higher than the housing authority's consultant.
- If the job was rebid, there is no guarantee that the 2 present bids would be submitted again. The job could be broken into 2 or 3 smaller proposals but this would be much more costly.
- MacRitchie could be asked to address the discrepancy.
- The Commissioners agreed that it would be best if the full board were present to vote on the matter and requested additional discussion to be held at the next meeting.

#### Resolution 2020-116

Mr. Mascali moved to continue the matter. Ms. Howard seconded.

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

Future Items for the Agenda – HCV Model Admin Plan, scheduled for vote on December 15, 2020. Review plan online at [www.falmouthhousing.org](http://www.falmouthhousing.org) and click on the Section 8/HCV page. Draft Plan is highlighted on the right-hand side of the web page.

#### Resolution 2020-117

At 4:58 p.m. Mr. Mascali moved to adjourn. Ms. Howard seconded.

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

#### Documents used

FSB Tabulation, MCI Contracting GC Bid, Varieka Construction GC Bid

Email from Chris Kicza "FHA Harborview Piping Replacement – general bid results" 10/20/20

FALMOUTH HOUSING AUTHORITY  
COMMISSIONERS' SPECIAL BOARD MEETING MINUTES

Thursday, November 5, 2020 at 4:30 p.m.

The Falmouth Housing Authority conducted Special Session Commissioners Board Meeting on Thursday, 11/5/20 at 4:30 p.m. via a virtual meeting pursuant to Massachusetts Governor Charles D. Baker's Order Suspending Certain Provisions of the Open Meeting Law dated March 12, 2020.

The public may join in the meeting by going to: <https://us02web.zoom.us/j/83526635438>; Meeting ID: 835 2663 5438; or dial 1-646-558-8656, Meeting ID: 836 2899 4435; and follow the instructions to join virtual meeting.

MEMBERS PRESENT: Patricia Favulli  
Linda Howard  
Robert Mascali  
Stephen Patton

STAFF PRESENT: Bobbi Richards, Executive Director  
Leslie Pearce, Assistant Director  
Kim Conn, Finance Director

OTHERS: Laura Bancroft  
Chris Kicza, Winslow Architects  
John Winslow, Winslow Architects  
Bruce MacRitchie, MacRitchie Engineering

At 4:34 p.m. Ms. Favulli opened the meeting. The meeting was held via ZOOM.com and was recorded.

Approval of Change Order #1 – Fall River Electrical Associates, Inc. Re: Admin Generator - \$6,762.97

Ms. Richards explained that there was a change in the code which made this change necessary and provided a written summary of explanation to the Board from the Architect.

Resolution 2020-118

Ms. Howard moved to approve the change order, in the amount of \$6,762.97, to Fall River Electrical Associates, Inc. Mr. Patton seconded.

4-Ayes (Favulli, Howard, Mascali, Patton) 0-Nays

MOTION CARRIED

Approval of low bid for DHCD project no. 096065-Septic system replacements for three 705 units (86 Meredith Dr, 28 Milton St, 466 Brick Kiln Rd) to J.W. Dubis & Son, Inc. (Chatham, MA) for \$42,500

The funding for this project will come from the DHCD Capital Plan.

Resolution 2020-119

Mr. Patton moved to approve the low bid from J.W. Dubis & Son. . Ms. Howard seconded.  
3-Ayes (Favulli, Howard, Patton) 0-Nays *Mr. Mascali had technical trouble (no vote recorded for Mr. Mascali).* MOTION CARRIED

Approval of Harborview Piping Project Bid – VOTE (matter tabled from 10/29/20)  
*Presentation of project proposals by Winslow Architects*

Winslow Architects appeared before the Board to explain the proposals and price variances from the initial scope for the Harborview Apartments piping replacement project.

Chris Kicza reviewed that the estimate was about \$500,000 lower than the bids that came in. Several issues contributed to the discrepancy. There has recently been a huge increase in the cost of copper that was not accounted for in the estimate. The cost of phasing was not considered. Bidding is very competitive at this time. There are some state mandates due to Covid-19 which may increase costs.

Bruce MacRitchie further noted that an estimating manual from 2019 was used. Additionally, there has been a substantial increase in copper prices. For 2” pipe used in the estimate, the price has gone from \$30 per linear foot to \$40.

There was a misjudgment with the estimate, John Winslow said. That the bids are so close together gave him confidence in the bid process. Winslow misjudged.

Ms. Favulli expressed concern that bidders may not have considered the items not included in the estimate such as water heaters, shower valves and daily cleanups.

Chris Kicza said that the bidders are aware of the phasing requirements and are accommodating of them.

John Winslow said that these things are in the documents. There are no assumptions.

The commissioners noted that the problem with the pipes must be addressed, it is possible that there could be no offers if put out to bid again and that the explanations were acceptable.

Resolution 2020-120

Mr. Patton moved to approve the bid from MCI for \$1,481,000.00. Ms. Howard seconded.  
4-Ayes (Patton, Howard, Favulli, Mascali) 0-Nays MOTION CARRIED

Resolution 2020-121

At 5:01 Mr. Patton moved to adjourn. Ms. Howard seconded.  
4-Ayes (Favulli, Howard, Mascali, Patton) 0-Nays MOTION CARRIED

Documents used

FSB Tabulation, MCI Contracting GC Bid, Varieka Construction GC Bid  
Email from Chris Kicza “FHA Harborview Piping Replacement – general bid results” 10/20/20

FALMOUTH HOUSING AUTHORITY  
COMMISSIONERS BOARD MEETING MINUTES  
Tuesday, 11/17/20, 4:30 p.m.

115 Scranton Avenue Falmouth, MA 02540

Tel: (508) 548-1977 Fax: (508) 457-7573  
www.falmouthhousing.org

The Falmouth Housing Authority conducted a General Session Commissioners Board Meeting on Tuesday, November 17, 2020 at 4:30 p.m. via a virtual meeting pursuant to Massachusetts Governor Charles D. Baker's Order Suspending Certain Provisions of the Open Meeting Law dated March 12, 2020. The public may join in the meeting by going to: <https://us02web.zoom.us/j/89941075848>; Meeting ID: 899 4107 5848; or dial 1-646-558-8656, Meeting ID: 899 4107 5848; and follow the instructions to join virtual meeting.

MEMBERS PRESENT: Patricia Favulli  
Robert Mascali  
Stephen Patton  
Linda Howard

STAFF PRESENT: Bobbi Richards, Executive Director  
Kimberly Conn, Fiscal Officer

OTHERS: Laura Bancroft  
Carrie Gentile

Ms. Favulli called the meeting to order at 4:32 p.m. The meeting was held via ZOOM.com and was recorded.

Approval of Minutes

Approval of Minutes of 11/5/20 – Special Session – VOTE

Resolution 2020-122

Ms. Howard moved to approve the Special Session Minutes of 11/5/20. Mr. Patton seconded.  
4-Ayes (Favulli, Howard, Mascali, Patton) 0-Nays MOTION CARRIED

Approval of Minutes of 10/29/20 – Special Session – VOTE

Resolution 2020-123

Mr. Patton moved to approve the Special Session Minutes of 10/29/20. Ms. Howard seconded.  
4-Ayes (Favulli, Howard, Mascali, Patton) 0-Nays MOTION CARRIED

Approval of Minutes of 10/20/20 – General Session - VOTE

Resolution 2020-124

Mr. Patton moved to approve the General Session Minutes of 10/20/20. Ms. Howard seconded.  
4-Ayes (Favulli, Howard, Mascali, Patton) 0-Nays MOTION CARRIED

## New Business

Public and Tenant Representative comments: None

Ms. Richards reported that the Falmouth Housing Authority has been awarded an additional 40 vouchers through the Mainstream Voucher Federal program; having a value of about a half million dollars. The FHA is pleased to have the opportunity to house more people through this program.

### Report of the Maintenance Department

- Harborview piping project update:

Ms. Richards reported that a legal review has been completed by the FHA and MCI is now doing a review. The hope is to begin work the second week in December. Work may be delayed until after the holidays if this does not happen. FHA continues to work on reasonable accommodations for all tenants.

There is no word on the grant but there are funds in the Capital Funds account which could be utilized over 3 years to fund the piping project.

- There was a fire at Tataketa a week ago. Preliminary findings indicate smoking in or around a unit could be the cause. Power to the unit with the fire and an adjacent unit was disrupted. The sprinkler system activated in each unit. Both tenants are housed at the Admiralty. An investigation is underway by the Falmouth Fire Department. The matter was referred to FHA counsel. Two households have been housed at a local hotel due to the fire. In addition, one of the households was found to have uninhabitable living conditions due to hoarding.
- Generator work is scheduled to begin in a few weeks. The Administration Building is scheduled to have power shut off on 12/4 as part of the installation process. Staff will work remotely that day. Work is expected to be finished by 12/30.

### Report of the Fiscal Officer

Ms. Conn called attention to the Accounts Receivable report. She noted that some tenants are behind with rent payments and FHA is working with individuals to remedy through repayment agreements.

Payment of bills and approval of HAP payments – VOTE

#### Resolution 2020-125

Mr. Patton moved to approve payment of bills and HAP payments. Mr. Mascali seconded.  
4-Ayes (Favulli, Howard, Mascali, Patton) 0-Nays MOTION CARRIED

### Report of the Assistant Director

- Monthly leased housing summary report: Included in packets.
- Staffing:

Ms. Richards reported that the maintenance department is now fully staffed at 5 full time and one part time person. There is now regular scheduled coverage every day of the week.

The union agreed to allow the Receptionist position to change from part time to full time. The position has been posted in house and if there is no response, it will be posted in a wider venue.

- Renovation has been done at a Harborview unit with an accessible shower. Commissioners are invited to tour the unit prior to the tenant's moving in.

Report of the Executive Director

- COVID updates and funding increase: Ms. Richards reported that the office remains closed to the public due to the continuing increase in COVID numbers. Opening is being assessed on a week-by-week basis. Interviews and meetings with tenants are primarily done via telephone or Zoom; in-person meetings are provided with caution – they are conducting using PPE in the garage with the doors open and 12-16' of distance maintained. Communication with tenants continues to be conducted via telephone, fax, email and drop box.  
HUD has announced a 5% increase for Capital Funds. This will result in an additional \$264 per year, approximately.
- Comments regarding Model Admin plan: Ms. Richards welcomed comments from the commissioners and noted that there was still a hard copy left if anyone wished to get one. The draft is also online at [www.falmouthhousing.org](http://www.falmouthhousing.org).
- Holiday Party:  
Ms. Richards noted that there will be no party this year due to the pandemic. She requested \$600.00, the cost of last year's party, for gifts/cards for the staff who have been working hard under difficult pandemic circumstances.

Resolution 2020-125

Ms. Howard moved to approve \$600.00 for gifts/cards for the staff. Mr. Mascali seconded.  
4-Ayes (Favulli, Howard, Mascali, Patton) 0-Nays MOTION CARRIED

- Public Housing
  - Flat rent increase: Under review and likely to increase significantly.
  - Cable fee increase

Ms. Conn explained that Comcast has initiated fee increase for the bulk cable account for the public housing units which results in approximately an increase of \$1 for each unit. This means the cost of cable will increase per tenant from \$30 to \$31 per month.

Resolution 2020-126

Ms. Howard moved to approve the bulk account cable fee increase from \$30 per month to \$31 per month. Mr. Patton seconded.  
Mr. Mascali abstained.  
It was noted that Ms. Howard was a tenant; Ms. Howard abstained.  
Mr. Mascali reconsidered his abstention and noted that he served on the Advisory Board for Falmouth Cable TV. He withdrew his abstention.  
3-Ayes (Favulli, Mascali, Patton) 0-Nays 1- Abstention (Howard) MOTION CARRIED

Ms. Richards requested permission to provide the following additional comments:

-Complaint: Ms. Richards reported a tenant has filed a complaint about the FHA process for entering into a lease with a tenant. The tenant questioned whether new residents were properly screened. Ms. Richards shared that eligibility process, per the tenant selection plan, and that tenants cannot be subjected to discriminatory questions or practices. Ms. Richards assured that the approval of tenants for all units is based on the applicant's apparent eligibility as outlined in the tenant selection plane, interviews, and the applicant's certification that they understand the terms and conditions of lease agreement and its attachments.

- Grants
  - Emergency Safety & Security- Carbon Monoxide and Smoke Detectors: Application is being sent to HUD.
  - Ross Service Coordinator Grant: This is an important grant for the FHA. The FHA is working with a grant writer.

#### Resolution 2020-127

Mr. Patton moved to adjourn. Ms. Howard seconded.  
4-Ayes (Favulli, Howard, Mascali, Patton) 0-Nays

MOTION CARRIED

#### Relevant Documents

Public Housing Account Aging Report  
Letter from HUD (11/17/20) regarding issuance of 40 additional Mainstream Vouchers  
Leased Housing Summary Report  
HAP Accounting Cash Payment/Receipt Register  
Re: Section 2.6: Union positions: Receptionist 14 hrs per week (11/12/20)  
FHA Newsletter – November  
Falmouth Fire Report 10/28/20  
Vacancy Turnover report through November 2020  
Minutes of Special Session of 11/5/20  
Minutes of Special Session of 10/29/20  
Minutes of General Session of 10/20/20

FALMOUTH HOUSING AUTHORITY  
COMMISSIONERS BOARD MEETING MINUTES

Tuesday, December 29, 2020 at 4:30 p.m.  
115 Scranton Avenue Falmouth, MA 02540  
Tel: (508) 548-1977 Fax: (508) 457-7573  
www.falmouthhousing.org

The Falmouth Housing Authority conducted a General Session Commissioners Board Meeting on Tuesday, December 29, 2020 at 4:30 p.m. via a virtual meeting pursuant to Massachusetts Governor Charles D. Baker's Order Suspending Certain Provisions of the Open Meeting Law dated March 12, 2020. The public was invited to join in the meeting by going to: <https://us02web.zoom.us/j/89189544409> ; Meeting ID: 891 8954 4409 or dial 1-646-558-8656, Meeting ID: 891 8954 4409; and follow the instructions to join virtual meeting.

MEMBERS PRESENT: Patricia Favulli  
Robert Mascali  
Stephen Patton

MEMBERS ABSENT: Linda Howard

STAFF PRESENT: Bobbi Richards, Executive Director  
Leslie Pearce, Assistant Director  
Kimberly Conn, Fiscal Officer

OTHERS PRESENT: Laura Bancroft, Chris Kicza & John Winslow, Winslow Architects

Ms. Favulli called the meeting to order at 4:33 p.m.

Winslow Architects was present and the Commissioners offered to address their item first.

Resolution 2020-128

Mr. Patton moved to take item out of order. Mr. Mascali seconded.

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

Report of the Maintenance Department

-Harborview piping project update by Winslow Architects

Chris Kicza and John Winslow offered the following update:

The clock is now officially running on the Harborview project. The next 3 weeks will be spent buying and sorting materials. It is expected that in mid-January work will begin in the first floor hallways and after that the first group of vertical pipe risers will be undertaken. This is a challenging stack with the vertical pipes serving 8 units. It is expected that tenants will be out of their units for about 10 days as work is done. Issues encountered and worked through with this stack can be used when work is done on the other stacks. It is written into the contract documents that there be compliance with state Covid-19 regulations.



Ms. Richards explained that the housing authority has been working closely with tenants to secure accommodations for them based on their needs and levels of comfort. The Admiralty, Holiday Inn and Shorewood Acres are under consideration and some tenants may opt to stay with family. Tenants appear receptive to the project despite the difficulties associated with being out of their homes. Only one or two have yet to make plans. It appears likely that the amount needed for housing and food vouchers will be greater than anticipated due to the greater than anticipated length of time tenants will need to be out of their units. The Capital Plan will need to be reopened since Ms. Richards was advised that any grant funding, if received, would not include food and housing. Since this constitutes an emergency, 45 days notice would not be needed.

Chris Kicza and John Winslow noted that they were sensitive to the fact that this is occupied housing.

-Change Order to standardize toilets

Ms. Richards said that pricing is not complete and this issue will be put on the next agenda.

-Update on public housing portfolio

Ms. Richards reported that the generator at the administrative offices is expected to be completely installed by the end of January.

A notice was issued by HUD informing that the FHA lease up rate of 95% was 1% short. The FHA is working hard to meet the 96% rate. Hurdles include the pandemic, renters having no money to afford a move, cost of repairing long term tenants' units after they leave.

### Approval of Minutes

Approval of Minutes of 11/17/20 – Regular Session – VOTE

Resolution 2020-129

Mr. Patton moved to approve. Mr. Mascali seconded.

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

### New Business

Public and Tenant Representative comments

None

### Report of the Fiscal Officer

-Payment of bills and approval of HAP payments – VOTE

Mr. Patton requested to see the payments grouped by payee. Ms. Conn will organize by payee.

Resolution 2020-130

Mr. Patton moved approval of the HAP payments. Mr. Mascali seconded.

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

-September and October 2020 financial statements

Ms. Conn explained that the figures are based on last years numbers since this fiscal year budget has not yet been approved.

#### Report of the Assistant Director

Monthly leased housing summary report

Reviewed.

It was noted that the Section 8 waiting list contained 1,007 names and consideration should be given to closing the list.

The commissioners inquired about the list of units offline. Ms. Richards said that it was permissible to discuss under the public housing category. Many of the scattered site houses suffer from modernization issues. The opportunity to undertake significant repairs such as to septic systems are seized when tenants move out. DHCD has issued many vacancy waivers.

Explanations of units offline included:

- A tenant moving to a different level of care and being unable to remove belongings.
- Rehabilitation work being undertaken after a tenant moves out.
- Probate issues.
- Insufficient staff to execute a prompt turnover.
- Major issues in the basement at Tatakot which are more than the maintenance staff can do.
- One vacancy is due to a fire.
- Delay acquiring countertops due to pandemic.

Regarding the fire issue: The FHA has been waiting for the fire department to send 5 photos which would document smoking by a tenant. The tenant has been housed elsewhere at the expense of FHA and there have been other incidents. Counsel has been consulted and the FHA is now ready to move forward.

#### Report of the Executive Director

-COVID updates

A staff member tested positive. December 23 was the last day they were in the office. Testing was offered to all staff and counsel advised that it was up to the staff to decide on testing.

Following the governor's directives, there will be a new emphasis on teleworking at least until January 4<sup>th</sup>.

-Housing Choice Voucher Programs Model Admin plan - VOTE

Ms. Richards explained that a switch was being made to a company that was easier to work with. She requested a vote on the entire plan.

The commissioners inquired about what precipitated the proposed changes.

Ms. Richards said that the reasons included additional time for staff and tenants to review, requirements that staff use multiple means to contact those on the waiting list including emails, calls and letters while still explicating that it is the responsibility of those on the waiting list to keep contact information updated, options for private and group meetings, extensions for 30 day repairs for circumstances such as when the landlord may be out of state and unable to travel.

#### Resolution 2020-131

Mr. Patton moved adopt the plan. Mr. Mascali seconded.

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

-Public Housing

See above for additional discussion.

-Flat rent increase from \$1000 to \$1100 per month

Ms. Richards requested approval of an increase of \$100.00. She noted that the tenant may choose flat rate or income based options. The average market rate in Falmouth for a one bedroom is well over \$1,100.00.

A discussion included the following:

- This is a 10% increase. Is there any way to do this incrementally?
- Another consideration is that there is a pandemic.
- The rate has been at \$1,000.00 for over two years.
- This proposal is a substantial increase.
- The rate should actually be close to \$1,250.00 at this point.
- Can the tenants even afford this extra \$100.00?
- Considering the budget, it is important that the units are priced at market rate.
- Can this be done incrementally? For example, 5% this year and 5% next year until the market rate is locked in?
- Kim Conn did some calculations and concluded that these 3 tenants, based on their reported incomes, could afford the \$100.00 increase. It was the opinion of the Fiscal Officer that the \$1,100.00 rate was affordable and prolonging increases would make the process more difficult.

It was agreed that the commissioners would vote at the next meeting.

The commissioners requested an update at the next meeting on evictions regulations.

-Update on voucher programs portfolio

Updated during the report of the Assistant Director above.

#### Resolution 2020-132

At 5:57 Mr. Mascali moved to adjourn. Mr. Patton seconded.

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

FALMOUTH HOUSING AUTHORITY  
COMMISSIONERS BOARD MEETING MINUTES

Tuesday, January 19, 2021 at 4:30 p.m. via Zoom  
115 Scranton Avenue Falmouth, MA 02540  
Tel: (508) 548-1977 Fax: (508) 457-7573  
www.falmouthhousing.org

The Falmouth Housing Authority conducted a General Session Commissioners Board Meeting on Tuesday, January 19, 2021 at 4:30 p.m. via a virtual meeting pursuant to Massachusetts Governor Charles D. Baker's Order Suspending Certain Provisions of the Open Meeting Law dated March 12, 2020. The public could join in the meeting by going to: <https://us02web.zoom.us/j/81612379938>; Meeting ID: 816 1237 9938 or dial 1-646-558-8656, Meeting ID: 816 1237 9938; and follow the instructions to join virtual meeting.

MEMBERS PRESENT: Patricia Favulli  
Linda Howard  
Robert Mascali  
Stephen Patton (*arrived at 4:34 p.m.*)

STAFF PRESENT: Bobbi Richards, Executive Director  
Leslie Pearce, Assistant Director  
Kimberly Conn, Fiscal Officer

OTHERS: Laura Bancroft  
Carrie Gentile

Call to Order

Ms. Favulli called the meeting to order at 4:32 p.m.  
She noted that Mr. Mascali had to leave the meeting at a certain time and so requested a vote to take items out of order.

Resolution 2020-133

Ms. Howard moved to take items out of order. Mr. Mascali seconded.  
3-Ayes (Favulli, Howard, Mascali) 0-Nays MOTION CARRIED

Approval of Minutes – General Session, December 29, 2020 - VOTE -

Resolution 2020-134

Mr. Patton moved to approve the Minutes of December 29, 2020. Mr. Mascali seconded.  
4-Ayes (Favulli, Howard, Mascali, Patton) 0-Nays MOTION CARRIED

Annual budget- VOTE

Ms. Favulli informed the Commissioners that the vote on the annual budget would be tabled.

-Flat rent increase from \$1000 to \$1100 per month – VOTE

Ms. Howard requested an abstention from the vote. Ms. Richards recommended an effective date of April 1<sup>st</sup>, 2021 to allow for a full 60-day notice to tenants in preparation of the change.

Resolution 2020-135

Mr. Patton moved to approve the flat increase, effective 4/1/21, to \$1100 for federal public housing. Mr. Mascali seconded.

3-Ayes (Favulli, Mascali, Patton) 0-Nays 1-Abstention (Howard) MOTION CARRIED

-Emergency revision to federal 5-year plan for public housing to include additional items related to the Harborview piping project and portfolio-wide needs – VOTE

Ms. Richards reported that the housing authority has worked with HUD to reopen its capital plan as an emergency, which does not require a (public) comment period. It has been reopened to address the cost for relocation for tenants during the piping repairs. The estimated stay for alternative household has increased to approximately 9- 10 days. The cost is estimated to be \$90k for. She sought the commissioners' approval for this emergency revision.

Resolution 2020-136

Mr. Mascali moved to approve the revised Federal Capital Fund Plan as presented for 2020-2024. Mr. Patton seconded.

3-Ayes (Favulli, Mascali, Patton) 0-Nays 1-Abstention (Howard) MOTION CARRIED

-Falmouth 5001 Amendment 6: FY2022/FY2023/FY2024 State Formula Funding Awards and others – VOTE

Ms. Richards reported that this additional funding (approx.. \$130k) could be used assist in the rehabilitation of two 705 units located on Oak Street and on Brick Kiln Road.

Resolution 2020-137

Mr. Patton moved to approve Falmouth 5001 Amendment 6 FY2022, FY2023, FY2024. Ms. Howard seconded.

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

New Business

Public and Tenant Representative comments: None offered.

Report of the Maintenance Department

-Harborview piping project update

Ms. Richards reported that materials are on site and investigative work is being done. The building permit, required for work to commence, has not yet been approved. Mr. Patton asked if there was a reason for the delay. Ms. Richards shared that the contractor filed the building permit the week prior. Ms. Favulli noted that the permit process may take up to 30 days.

-Harborview administrative office generator project update

Ms. Richards reported that has been completed and testing will be done on the 25<sup>th</sup>. Tenants will be informed about possible, brief power outages as testing is done. As this is a separate generator, it may not affect the tenants located in the Harborview building. Notices will be given as a precaution only.

#### Report of the Fiscal Officer

-Payment of Bills and HAP. Ms. Richards asked for comments on the change in format for the presentation of the HAP payments by monthly allocations to landlords. Mr. Patton commented that the revised format was acceptable; Ms. Conn shared that both formats will be provided to Commissioners moving forward since the vote is based on the HAP register calculation. Ms. Favulli asked if two (2) would be required, Ms. Conn noted that only one (1) vote would be needed – for the HAP register.

#### Resolution 2020-138

Mr. Patton moved to approve the payment of the bills and HAP payments. Ms. Howard seconded.

4-Ayes (Favulli, Howard, Mascali, Patton) 0-Nays

MOTION CARRIED

#### -Financial reports review for November 2020

Ms. Conn shared that for the month of December there will be increased extraordinary maintenance expenses due to apartment rehabilitations. The actual budget should also be available when this month is reviewed.

#### Report of the Executive Director

##### -Portfolio update, vacancies, and late rents review

Ms. Richards reported that the housing authority is working to get units online. It is studying whether temporary housing could be used by accessing vacant units in Harborview. This requires the furnishing and sanitizing of furnishings provided if vacant apartments are to be used to house tenants. Ms. Richards shared the areas within the tenant units that have to be cleared in order for work to be performed.

The FHA is working on late rents. Tenants must have been affected by Covid-19 to qualify in most cases. In many cases tenants have retained employment through the pandemic. In many cases tenants have been reluctant to apply to entities for help with rents. The FHA is just starting to serve notices. Phone calls are being placed to tenants almost weekly. The goal is to not serve notice and evict but rather to have tenants honor their lease agreements.

In the state public housing family units (705s) the rate of those behind in their rents is approximately 60%. In public elderly/disabled housing, the rate of those with past due rents is lower but there are delinquent rents even though their rents are primarily based on fixed incomes (not employment-based). Ms. Howard shared that some tenants have experienced higher grocery costs, which may have led to delinquent rents.

##### -Annual Town of Falmouth Campaign Finance Report due January 22, 2021

FHA submitted the annual Town of Falmouth's Campaign Finance report to the Town clerk on today.

##### -No Smoking Policy

Ms. Richards asked that the Commissioners consider granting relief for the smoking policy. She noted that HUD requires a smoking policy but that some housing authorities have designated smoking areas for their properties. FHA does not have a designated area for smoking. She asked that the Commissioners consider a designated smoking area since tenants can not now smoke on grassy areas or in cars. Smoking is a health concern but this is a difficult issue for administration to enforce. Two (2) eviction notices were issued for smoking last week. The housing authority provides no smoking resources, such as the patch or other options. FHA recently had a fire that is related to smoking in the unit. If a designated location is granted for the properties, the housing authority would work with the fire department to find an appropriate location. Mr. Mascali asked for a copy of the current policy to be forwarded to the Commissioners to review. Ms. Howard noted that there are tenants with serious issues, such as COPD.

-Board Meeting Date for DHCD in March for State Capital Plan

Notification published for the public hearing required for the state capital plan for 3/16/21. The housing authority will send a copy of the state capital plan for FHA to all state tenants. A board vote will be requested in March.

-Update regarding eviction moratorium for federal and state properties

It was expected that the moratorium will be extended. Tenants are being urged to apply for relief funding. Traditionally the housing authority has accepted payment agreements at the court house because historically payment agreements made in house had no weight. The agreements would be made, then generally not followed and the housing authority would have to go to court to establish new agreements. DHCD has recommended, under COVID, that housing authorities engage tenants to sign in-house agreements so the housing authority will follow this recommendation at this time. It appears that the recent extensions under the moratorium are now addressing landlord relief, which is helpful to the housing authority and its landlords.

Ms. Favulli noted that the review of the leased housing summary was not included on the agenda. Comments can be addressed, if any, at the next meeting when the summary listed.

Mr. Patton asked about the waiting list and the closing procedure. Ms. Richards shared that the waiting list for Section 8 is approximately 6-10 years. Ms. Richards also shared that the waiting list for Section 8 is reviewed to determine if any Mainstream Vouchers can be issued based certain information such as age, disabled status, etc. Mr. Patton requested information regarding the size of the waiting lists for various programs.

#### Resolution 2020-139

At 5:06 p.m. Mr. Patton moved to adjourn. Linda Howard seconded.

4-Ayes (Favulli, Howard, Mascali, Patton) 0-Nays

MOTION CARRIED

#### Relevant Documents

Falmouth 5001 Amendment No. 6, Award letters, and sample vote and meeting formats from DHCD

FHA Tenant Flat Rent Public Housing Summary – 3 tenants

General Session Minutes of 12/29/20 Draft

FHA Newsletter for January 2021

FHA Vacancy Turnover Report

Falmouth Financial Statements for November 2020

HUD Revised 5 Year Capital Plan for 2020-2024

Monthly Leased Housing Summary for January 2021

State Public Hearing Agenda (including capital improvement plan)

Monthly Landlord Payments Register for December 2020



FALMOUTH HOUSING AUTHORITY  
COMMISSIONERS BOARD MEETING MINUTES

Thursday, January 28, 2021 at 4:30 p.m.via Zoom  
115 Scranton Avenue Falmouth, MA 02540  
Tel: (508) 548-1977 Fax: (508) 457-7573  
[www.falmouthhousing.org](http://www.falmouthhousing.org)

The Falmouth Housing Authority conducted Special Session Commissioners Board Meeting on Thursday, January 28, 2021 at 4:30 p.m.via a virtual meeting pursuant to Massachusetts Governor Charles D. Baker's Order Suspending Certain Provisions of the Open Meeting Law dated March 12, 2020. The public were invited to join in the meeting by going to: <https://us02web.zoom.us/j/89651558148>; Meeting ID: 896 5155 8148; or dial 1-646-558-8656, Meeting ID: 896 5155 8148; and following the instructions to join virtual meeting.

MEMBERS PRESENT: Patricia Favulli  
Linda Howard  
Stephen Patton

MEMBERS ABSENT: Robert Mascali

STAFF PRESENT: Bobbi Richards, Executive Director  
Leslie Pearce, Assistant Director  
Kimberly Conn, Fiscal Officer

OTHERS PRESENT: Laura Bancroft

Call to Order

Ms. Favulli called the meeting to order at 4:31 p.m.

Public and tenant representative comments - None

Report of the maintenance department

Harborview and Tataketai piping projects – HUD Grant Award - \$2,831,553.00

Ms. Richards explained that notification was received that the grant had been awarded to FHA for the Harborview and Tataketai piping projects. Ms. Richards was not clear whether or not a vote of acceptance for this size grant was needed; but requested a vote nonetheless.

Resolution 2020-140

Mr. Patton motioned to accept the HUD Emergency Safety and Security Grant for the Harborview and Tataketai Piping project in the amount of \$2,831,553.00. Ms. Howard seconded.  
3-Ayes (Favulli, Howard, Patton) 0-Nays MOTION CARRIED

Harborview administrative office generator – Fall River Electrical Associates – Substantial Completion and release of check no. 044810 - \$61,807.92

Ms. Richards explained that the initial project's bid award for was for \$62,818.00 and the initial invoice was close to that amount (\$61,807.92). Although the housing authority drafted a check for this amount, it also prompted the housing authority to request that a Certificate of Substantial Completion be provided; the check was held. The housing authority requests a vote for the Substantial Completion as well as the release of the check drafted to pay the initial invoice in the amount of \$61,807.92.

#### Resolution 2020-141

Mr. Patton moved to approve the Substantial Completion of the Harborview Administrative Generator project. Ms. Howard seconded.

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

MOTION CARRIED

#### Resolution 2020-142

Mr. Patton moved to approve the release of check no. 044841, in the amount of \$61,807.92, to Fall River Electrical Associates. Ms. Howard seconded.

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

MOTION CARRIED

#### Report of the Executive Director

-Portfolio update

Ms. Richards informed the board that a boiler at the Tatakot property is leaking and will likely require replacement. Ms. Howard asked if the Emergency Safety and Security grant funds could be used for the boiler replacement, Ms. Richards stated that it could not be used for this purpose however there are monies available in the capital plan to cover the replacement. Ms. Pearce provided background information regarding the discovery of the leak and work performed by Ms. Richards and Ms. Pearce to provide alternate housing offers to tenants affected by the lack of hot water. The plumbing company was able to repair the leak temporarily, which allows the housing authority time to procure a replacement. Ms. Favulli clarified whether procurement of three (3) quotes was required because it was an emergency item. Ms. Richards stated that the repair providing by the plumbing company provided the housing authority time to go through procurement.

Request for Special Session Meeting – Thursday, February 4, 2021 at 4:30 p.m. to discuss: Ms. Richards has requested a special session to discuss a revised HUD form 52190 for the Declaration of Trust as well as the full budget for the housing authority, not only the annual state budget as listed on the agenda. Mr. Patton, Ms. Howard and Ms. Favulli stated they were available for the session as requested.

#### Resolution 2020-143

At 4:44 p.m. Mr. Patton moved to adjourn. Ms. Howard seconded.

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

MOTION CARRIED

#### Relevant Documents

Notice of Award from HUD regarding Harborview Piping project

Certificate of Substantial Completion – Fall River Electrical Associates

Check No. 044841 to Fall River Electrical Associates, Application and Certificate for Payment

FALMOUTH HOUSING AUTHORITY  
COMMISSIONERS SPECIAL BOARD MEETING MINUTES

Tuesday, February 11, 2021 at 4:30 p.m. via Zoom  
115 Scranton Avenue Falmouth, MA 02540  
Tel: (508) 548-1977 Fax: (508) 457-7573  
www.falmouthhousing.org

The Falmouth Housing Authority held a Special Session Commissioners Board Meeting on Tuesday, February 11, 2021 at 4:30 p.m. via a virtual meeting pursuant to Massachusetts Governor Charles D. Baker's Order Suspending Certain Provisions of the Open Meeting Law dated March 12, 2020. The public may join in the meeting by going to: Join Zoom Meeting <https://us02web.zoom.us/j/82246748502>; Meeting ID: 822 4674 8502; or dial 1-646-558-8656, Meeting ID: 822 4674 8502; and follow the instructions to join virtual meeting.

MEMBERS PRESENT: Patricia Favulli, Chair  
Robert Mascali  
Stephen Patton  
Linda Howard (*left at 5:04 p.m.*)

STAFF PRESENT: Bobbi Richards, Executive Director  
Leslie Pearce, Assistant Director  
Kimberly Conn, Fiscal Officer

OTHERS PRESENT: Teresa Ewald, Fenton, Ewald & Associates  
Steven Cote, Fenton, Ewald & Associates  
Laura Bancroft  
Maureen McIver

OPEN SESSION

Call to Order

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

New Business

Public and Tenant Representative comments

None

Report of the Maintenance Department

Harborview and Tatakot piping projects – Update

Ms. Richards reported that they are waiting for the Town of Falmouth to issue the building permit. Contractors and subcontractors have set up shop in the Community Room at Harborview and will begin work in the common area so no tenants will need to be re-housed initially. Stacks 1 and 3 will begin shortly thereafter and those tenants will be housed elsewhere.

## Report of Fiscal Officer

-Approval of payment of bills and HAP payments – VOTE

### Resolution 2020-144

Mr. Patton moved to approve HAP payment and payment of bills. Ms. Howard seconded.

4-Ayes (Favulli, Howard, Mascali, Patton) 0-Nays

MOTION CARRIED

-Vacancy report

Ms. Conn noted that major expenses have been incurred with turnovers.

-Annual Budget, presented by Fenton, Ewald & Associates – VOTE

Teresa Ewald and Steve Cole appeared to present the proposed budget. Ms. Ewald said she would be presenting the 6/30/2020 budget, going through the funding. She would then turn the presentation over to Ms. Richards for presentation of nonroutine expenses. Then Ms. Ewald would address reserves.

Ms. Ewald's presentation included the following:

- There is a good formula for subsidies in the federal program but the question remains; what of that will HUD fund? It was 97% this year and the prior year.
- The Cares Act provides two months of operating subsidies. This can be used for PPE, cleaning, resident services. In this budget it can be used for operating expenses and costs.
- In 2020, DHCD increased funding by 10%. This year there was a projected 4% decrease but in December it was determined that the budget would be level funded.
- The 4001 Program was level funded.
- The Ross Program is operating under a 3 year grant.
- SNAP was renewed in October.
- For salaries there was a 2.5% increase built in.
- Steve Cole added that it was averaged to 3% for administrative salaries.

Ms. Richards addressed nonroutine expenses:

- Legal expenses have been high but a litigant has dropped a case against FHA and this expense will no longer be needed.
- Turnover of aging units has contributed to increased nonroutine expenses. Some units have required extensive work to ensure that units are safe and habitable. Ms. Richards also shared that two long term vacancies on the list should be rented within the month.
- Expenses for the CRHI program are over-budget; participants on the program are applying for Mainstream vouchers through Sandwich housing authority and other applicable programs through FHA because the CRHI program has now become a financial burden to administrate. The recently passed Model Admin Plan for FHA addresses how to resolve financially burdened programs and FHA is following its guidance.

Ms. Conn addressed non routine expenses:

- Ms. Conn shared that the housing authority had experienced additional expenses related to non-rented units. These expenses would be visible in the annual budget when presented by Fenton, Ewald.

Ms. Ewald addressed reserves:

- The federal program is in good shape, but spending cannot continue at the present pace or reserves will fall below HUD requirements; this is 4 months of operating expenses.
- The operating budget is in a good place and can cover costs operationally and maintain reserves. Some nonroutine can be done from this budget but you don't want to use reserves for operating expenses.
- Ms. Richards noted that due to the piping issues at Harborview and Tatakot, plumbers have been called in regularly.
- Steve Cole added that large nonroutine expenditures are the biggest concern and he hoped they will be resolved soon.
- Ms. Richards noted that repair work for these properties should mitigate stress on the nonroutine expenditures.
- Ms. Ewald concluded by saying that federal subsidies will be calculated over the next month and she will inform the FHA when the numbers are ready.

Ms. Conn noted that, in addition to the vote for the overall budget, an additional four (4) votes would be needed.

Resolution 2020-145

Steve Patton moved to accept and approve the 2021 Falmouth Housing Authority overall budget as presented. Robert Mascali seconded.

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

MOTION CARRIED

Resolution 2020-146

Steve Patton moved to accept and approve the Executive Director's salary. Robert Mascali seconded.

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

MOTION CARRIED

Resolution 2020-147

Steve Patton moved to accept and approve the MRVP 2021 budget as presented. Robert Mascali seconded.

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

MOTION CARRIED

Resolution 2020-148

Steve Patton moved to accept and approve the 689 2021 budget as presented. Robert Mascali seconded.

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

MOTION CARRIED

Resolution 2020-149

Steve Patton moved to accept and approve the 4001 2021 budget as presented. Robert Mascali seconded.

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

MOTION CARRIED

## Report of the Assistant Director-Monthly Leasing Report

Ms. Richards noted that the Commissioners had passed the housing choice plan in December. The CRHI program is over budget and there is a need to reduce the number of participants. One remedy is to transition participants to another program such as the Mainstream. Participants are being encouraged to apply to a program through the Sandwich housing authority. Ms. Howard asked for additional information regarding FHA's preference system for its waiting lists.

## Report of the Executive Director

### -Portfolio update

- Ms. Richards reported that two units, 4 and 15 which have been on the vacancy list for some time will be filled within the next few weeks.
- An independent audit is in progress; Ms. Richards thanked Ms. Conn and Ms. Pearce for their service in this effort.
- Regarding the pipe project at Harborview: units will be rekeyed to have units be lockable from both inside and out. Especially during construction, tenants will need to be able to exit, enter and secure their homes from the porches. Ms. Favulli asked if Covid-19 funds could be used to fund this. Ms. Richards will investigate. A change work order may be needed.
- Ms. Richards reported that on 24 hours' notice the housing authority was able to help get 30 tenants over the age of 75 at Harborview vaccinated. Many tenants contacted had already received at least one dose of vaccine.
- Ms. Pearce reported that the Community Health Center contacted them with news of extra Moderna vaccine. A pharmacist and nurse administered the vaccines. The Community Health Center will contact FHA when more vaccine is available. Ms. Howard asked for information regarding how tenants were selected for inoculations.
- It is likely that Community Health Center will go to tenants' homes to inoculate.
- Ms. Richards stated that she was uncomfortable providing specific vaccine information in terms of tenant numbers at meetings; questioned whether it was a violation of HIPAA to provide information that may suggest the identity/identities of tenants who received or declined the vaccine.
- Ms. Richards reported that staff and tenants have complained about behaviors of a tenant, including public drunkenness, who was found to be in violation of the lease agreement. The tenant requested an informal hearing but then refused to attend the hearing as scheduled. FHA is moving forward with an eviction process.
- At Tatakot, another tenant is in process with an informal hearing scheduled.
- Ms. Favulli reminded that the commissioners' charge is to deal with the budget, HAP, votes, major projects and not day to day operations of the FHA.
- Ms. Richards noted that Fall River Contractors has offered to close the project. A change work order may be presented at Tuesday's meeting.

### -HUD form 52190 – Declaration of Trust revision

Ms. Richards requested that this item be tabled.

Resolution 2020-150

At 5:46 p.m. Mr. Patton moved to adjourn. Mr. Mascali seconded.  
3-Ayes (Favulli, Mascali, Patton) 0-Nays

MOTION CARRIED

Relevant Documents

FHA HAP Registers for January 2021

FHA Vacancy Report as of February 9, 2021

FHA Annual Budget for 2021

FHA Financial Statements

Federal Leased Housing Summary as of 2/1/21



FALMOUTH HOUSING AUTHORITY  
COMMISSIONERS BOARD MEETING MINUTES

Tuesday, March 2, 2021 at 4:30 p.m. via Zoom

115 Scranton Avenue, Falmouth, MA 02540

Tel: (508) 548-1977 Fax (508) 457-7573

[www.falmouthhousing.org](http://www.falmouthhousing.org)

The Falmouth Housing Authority conducted a Special Session Commissioners Board Meeting on Tuesday, March 2, 2021 at 4:30 p.m. via a virtual meeting pursuant to Massachusetts Governor Charles D. Baker's Order Suspending Certain Provisions of the Open Meeting Law dated March 12, 2020. The public were invited to join the meeting by going to: Join Zoom Meeting <https://us02web.zoom.us/j/85430865262> ; Meeting ID: 854 3086 5262; or dial 1-646-558-8656, Meeting ID: 854 3086 5262; and following the instructions to join virtual meeting.

MEMBERS PRESENT: Patricia Favulli  
Robert Mascali  
Stephen Patton

STAFF PRESENT: Bobbi Richards, Executive Director  
Kim Conn, Finance Director  
Leslie Pearce, Assistant Director

OTHERS: Laura Bancroft  
Carrie Gentile, Falmouth Enterprise

OPEN SESSION

Call to Order

At 4:35 p.m. Patricia Favulli called the meeting to order.

New Business

-Public and Tenant Representative comments - none

-Resignation – Commissioner Linda Howard, State Appointee

Ms. Favulli announced the resignation of Linda Howard, effective last week. The Governor's office will be reviewing applications for the position.

-Open Board positions Announcement and process to apply

Ms. Richards said that she had spoken with Michael Palmer, Town Clerk, about the second open position on the board. He requested that all tenants be informed of the vacancy which may be

filled by a tenant. This has been done and one tenant has expressed interest in the opening. Mr. Palmer said that the Select Board would appoint someone to this unfilled, non-state term.

-Public Hearings to review capital plans scheduled for state (3/16/21) and federal funded properties (4/20/21)

Ms. Richards noted that the date for the federal hearing was tentative.

#### Report of the Maintenance Department

-Harborview and Tataketa piping projects – Update

Ms. Richards reported that the scope of work assessment continues at Tataketa. Pipes continue to be repaired as leaks develop. Rehousing of tenants occurs when leaks develop and are being repaired.

Harborview's work schedule has been revised. The permit was issued last week. It is likely that demolition work will commence on Thursday or Friday. 12 leaks were repaired on Sunday with the maintenance department on site from 7:30 a.m. to 2:00 p.m. Last night 7 more leaks were reported all in the common area. It is anticipated that stacks 1 and 3 will begin on the 12<sup>th</sup> with 7 tenants being relocate.

-Change Order/Credit– Fall River Electrical Associates - Non application of loam and seed, credit of \$300 – VOTE

Ms. Richards explained that the vendor had proposed a \$300.00 credit in lieu of non-application of loam and seed. The architect's opinion was that this was reasonable.

#### Resolution 2020-149

Steve Patton moved to accept the credit of \$300.00 in exchange for work not completed. Robert Mascali seconded.

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

MOTION CARRIED

-Certificate of Final Completion – Fall River Electrical Associates - \$3,179.05 – VOTE

#### Resolution 2020-150

Steve Patton moved to accept the certificate of final completion for Fall River Electrical Associates for \$3,179.05 Robert Mascali seconded.

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

MOTION CARRIED

-Change Order – MCI Contracting, Inc. - Install and maintain polyethylene plastic at the 1st floor common hallway ceiling areas in select areas – \$14,352.02 – VOTE

Ms. Richards explained that the Board of Health had requested that areas under construction be covered when work was not being done. It was determined that the FHA maintenance department can do the work putting up the tarps on Friday evening when work was finished for

the week, so the \$14,352.02 charge can be withdrawn. All that remains is to pick up the product for covering.

#### Report of the Executive Director – Portfolio update

Ms. Richards reported that the FHA is moving forward with eviction notices. Multiple attempts to reach a long list of tenants, including multiple phone calls and multiple emails, have been unsuccessful.

#### Resolution 2020-151

At 4:54 p.m. Steve Patton moved to adjourn. Robert Mascali seconded.  
3-Ayes (Patton, Favulli, Mascali) 0-Nays MOTION CARRIED

#### Relevant Documents

Letter of Transmittal from Fall River Electrical Associates, dated 2/11/21, includes operations manual

Change Order regarding Fall River Electrical (FRE) Associates – reduction of \$300, signed 2/22/21 by FRE

Certificate of Final Completion regarding Fall River Electrical Associates

Winslow Architects – As Built Drawings regarding Fall River Electrical Associates – Harborview Admin Generator

Change Order no. 5 – MCI Contracting regarding Poly sheeting application for Harborview Piping project

FALMOUTH HOUSING AUTHORITY  
COMMISSIONERS BOARD MEETING MINUTES

Tuesday, March 23, 2021 at 4:30 p.m. via Zoom  
115 Scranton Avenue Falmouth, MA 02540  
Tel: (508) 548-1977 Fax: (508) 457-7573  
[www.falmouthhousing.org](http://www.falmouthhousing.org)

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

MEMBERS PRESENT: Patricia Favulli  
Robert Mascali  
Stephen Patton

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

OTHERS: Laura Bancroft

OPEN SESSION

Call to Order

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



## New Business

### -Public and Tenant Representative Comments

None

### -Notice of Public Hearing for HUD Five Year Capital Plan

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

### Report of the Maintenance Department – Portfolio Update

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

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

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

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

#### Resolution 2020-158

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

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

MOTION CARRIED

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

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

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

Resolution 2020-159

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

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

MOTION CARRIED

Report of the Fiscal Officer

-Payment of bills and HAP – VOTE

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

Resolution 2020-160

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

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

MOTION CARRIED

-Review of financials – January 2021 and February 2021

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

-Cable bulk contract

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

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

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

Report of the Assistant Director

-Vacancy report

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

-Leasing Housing summary  
NOT REVIEWED

MATTER TABLED

### Report of the Executive Director

-No Smoking Lease Addendum

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

-Gas Renewal pricing through PowerOptions – VOTE

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

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

#### Resolution 2020-161

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

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

MOTION CARRIED

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

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



-Waiting list update  
NOT REVIEW

MATTER TABLED

Resolution 2020-162

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

MOTION CARRIED

Relevant Documents

Draft Minutes of 1/19/21

Draft Minutes of 1/28/21

Draft Minutes of 2/11/21

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

MCI Contracting's Change Order No. 6

MCI Contracting's Change Order No. 8

FHA Landlord Payment History Report, February 2021

FHA HAP Accounting Cash Payment/Receipt Register, February 2021

Financials as of January 31, 2021

Financials as of February 28, 2021

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

FHA's No Smoking Lease Addendum

Proposed State Capital Plan

Vacancy Report

FALMOUTH HOUSING AUTHORITY  
COMMISSIONERS BOARD MEETING MINUTES

Friday, March 26, 2021 at 4:30 p.m. via Zoom  
115 Scranton Avenue Falmouth, MA 02540  
Tel: (508) 548-1977 Fax: (508) 457-7573  
[www.falmouthhousing.org](http://www.falmouthhousing.org)

The Falmouth Housing Authority conducted a remote Special Session Commissioners Board Meeting on Friday, March 26, 2021 at 4.30 p.m. via virtual meeting pursuant to Massachusetts Governor Charles D. Baker's Order Suspending Certain Provisions of the Open Meeting Law dated March 12, 2020. The public were invited to join in the meeting by going to: <https://us02web.zoom.us/j/89632990770>; Meeting ID: 896 3299 0770 or by dialing 1-646-558-8656 and entering Meeting ID: 896 3299 0770 and following the instructions to join the virtual meeting.

MEMBERS PRESENT: Patricia Favulli  
Robert Mascali  
Stephen Patton

STAFF PRESENT: Bobbi Richards, Executive Director

OTHERS: Trisha Rush, PowerOptions  
Derek Howell, PowerOptions

OPEN SESSION

Call to Order

At 4:43 p.m. Patricia Favulli called the meeting to order.

Minutes – Special Session of 1/28/21 – VOTE

Report of the Assistant Director – Leased Housing Summary

Resolution 2020-163

Robert Mascali moved to table the minutes of the Special Session held on 1/28/21 and to table the Leased Housing Summary report. Steve Patton seconded.

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

MOTION CARRIED

### Report of the Executive Director

-Report of the Executive Director - Gas Renewal (Direct Emergency) pricing through PowerOptions, presented by Patricia Rush/PowerOptions– VOTE

Tricia Rush and Derek Howell of PowerOptions gave a report which included the following:

- PowerOptions is a non-profit energy purchasing consortium which was established 20 years ago.
- There are over 470 members.
- Through leverage of the buying power of the consortium, there is competitive solicitation of gas and electric energy.
- Energy consultants, suppliers and others are interviewed and based on information gleaned, an RFP is constructed.
- Clients include colleges, housing authorities, hospitals, municipalities, senior living facilities.
- FHA now has a fixed agreement with unlimited use. Locking in a rate offers insurance against rising rates and provides stability for budgeting.
- The rate of \$5.02 for 3 years is low compared to other years.
- Most other clients are locking in at lower rates.

The commissioners noted that rates are historically low and it seemed to be sensible to lock in for a longer period than they would normally.

### Resolution 2020-164

Robert Mascali moved to lock in at the rate of \$5.02 for 3 years. Steve Patton seconded.  
3-Ayes (Patton, Favulli, Mascali) 0-Nays MOTION CARRIED

### Resolution 2020-165

At 5:06 p.m. Robert Mascali moved to adjourn. Steve Patton seconded.  
3-Ayes (Patton, Favulli, Mascali) 0-Nays MOTION CARRIED

### Relevant Documents

Email dated 3/26/21 from PowerOptions regarding current Gas Renewal Pricing through Direct Energy and PowerOptions

Presentation to Board of Commissioners from PowerOptions, “Natural Gas Renewal, March 26, 2021”

Email from Bobbi Richards (3/23/21) regarding amount FHA currently pays for Gas through October 2021

FALMOUTH HOUSING AUTHORITY  
MINUTES OF THE GENERAL SESSION AND PUBLIC HEARING  
MAY 11, 2021 AT 4:30 P.M.

The Falmouth Housing Authority conducted a General Session Commissioners Board Meeting on Tuesday, May 11, 2021 at 4:30 p.m. via a virtual meeting pursuant to Massachusetts Governor Charles D.Baker's Order Suspending Certain Provisions of the Open Meeting Law dated March 12, 2020. The public was invited to join in the meeting by going to: <https://us02web.zoom.us/j/82853322187>; Meeting ID: 828 5332 2187 or dial 1-646-558-8656, Meeting ID: 828 5332 2187; and follow the instructions to join virtual meeting.

MEMBERS PRESENT: Patricia Favulli  
Robert Mascali  
Stephen Patton

MEMBERS ABSENT: None

STAFF PRESENT: Bobbi Richards, Executive Director  
Leslie Pearce, Assistant Director

OTHERS PRESENT: Chris Kicza, Winslow Architects  
Hannah Goetz, Citizens Energy  
Mike DiGiano, Falmouth EDIC  
Brian O'Connor, Citizens Energy

OPEN SESSION

Call to Order

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

-Public and Tenant Representative comments

Mike DiGiano, of EDIC, commented on the program, available to low-income Falmouth residents through Citizens Energy and the Falmouth EDIC, that allows for \$300.00 off of Eversource bills.

Resolution 2020-180

Steve Patton moved to take items out of order as needed. Robert Mascali seconded.

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

Report of the Maintenance Department

- Harborview piping repair update by Winslow Architects:

Chris Kicza appeared with an update of the project which is expected to be finished by the end of June. 20 of the 24 vertically connected pipes or stacks have been completed. All projects encounter unexpected problems; in this case work that the FHA has done over the years such as plumbing shower valves have resulted in the need for a change order as presented below. Considering adds and credits, the difference is \$4,379.27.

Ms. Richards added that a challenge that remains is gaining access to Harborview apartment #303. The tenant has refused access. An injunction has been filed and a court date is scheduled for 5/14/21.

-PCO #09 Plumbing Handicap Shower Valves-Harborview Piping – VOTE

Resolution 2020-181

Robert Mascali moved to approve. Steve Patton seconded.

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

MOTION CARRIED

Public Hearing for Federal Five-Year and Annual Plan

Ms. Richards noted that the Plan has been posted online and distributed widely. Advertisements were published locally. The plan was revised a few days ago, with several items added. Though the Plan is a 5-year plan, it is reviewed annually and can be reopened in an emergency. What is most important is that all projects are in the plan; items on the plan may be fungible.

Comments received and to be added included requests to add pull down shelving in ADA units, sensor faucets, cameras at Rose Morin, pipe replacement at the commercial Harborview kitchen which was not included in the present scope of work, additional directional signage at all properties. (Ms. Richards explained that the Fire Department responded to a 911 call and had trouble finding the address even though signs are newly installed and done to Fire Department specifications).

Ms. Richards will update the draft for a vote at the next meeting.

Approval of Minutes of General Session – 4/20/21

Steve Patton noted two corrections. He requested that the language read into record regarding voting should be attached; in consideration of the ED's salary as it relates to the published Mashpee Housing Authority's salary, the range should be up to \$125,000.

Note: The procedure and language as read into record at the vote held on 5/11/21 is as follows:

*The presiding officer says, "The minutes have been [read/distributed] to you. Are there any corrections?" If corrections are offered, the chair handles each by offering the correction to the membership, just to be sure everyone agrees that the correction is accurate. The secretary then enters the corrections on the master copy.*

*When no (further) corrections are offered, the presiding officer says, "If there are no (further) corrections . . . (pause) . . . the minutes are approved as read/distributed/corrected."*

Resolution 2020-182

Steve Patton moved to approve with corrections. Robert Mascali seconded.

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

Report of the Maintenance Department

-DHCD Approved Work Order No. 913.4646.201905201719 – Project No. 096065 (Septic) –

VOTE

Resolution 2020-184

Steve Patton moved to approve for \$3,454.00. Robert Mascali seconded.

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

Report of the Executive Director

Resolution 2020-185

Robert Mascali moved to take the next item out of order. Steve Patton seconded.

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

-Joe-4-Sun Information forward request to voucher tenants – VOTE

A discussion included the following:

- Ms. Richards noted that she was supportive of the project promoted by Mike DiGiano of the Falmouth EDIC and Brian O'Connor of Citizen's Energy but thought that Section 8 participants had not given the kind of consent that would allow release of information that the energy program was seeking.
- Steve Patton agreed that the program has value but that passing on confidential information was problematic.
- Robert Mascali did not see a problem with the request.
- Patricia Favulli said that the FHA could not give a list to any third party because of confidentiality concerns. Additionally, FHA has a fiduciary responsibility and cannot have staff spending time or money working in the interest of a third party.
- Could the information be posted on the web site or published in the newsletter?
- Ms. Richards noted that another program involving a bank and benefits to tenants was published in the newsletter several years ago and tenants objected to the information being published in the newsletter. Posting on the web site could be seen as endorsement.
- Brian O'Connor of Citizens Energy said that Citizens would pay for the staff's time to compile a mailing list and could provide labels to address confidentiality concerns.

- Patricia Favulli noted that staff are union employees and she did not see any way to do this program.
- Suggestions were made for other avenues for the petitioners to explore such as requesting an accessory list of owners from the Town of Falmouth. This list would identify all owners that have second properties that may serve as rentals.
- Patricia Favulli said that it was clear that the board was not endorsing the program and a vote was not necessary.
- Robert Mascali said that if there was a vote he would vote in favor. He would like to have a discussion in the future about how to get worthwhile program information to tenants.
- Ms. Richards noted that the Section 8 list in question was not made up of FHA tenants. FHA only provides subsidies and works with landlords regarding Section 8 participants – FHA does not serve as the landlord for Section 8 tenants.

Report of the Fiscal Officer

-Payment of Bills and HAP payments – VOTE

Resolution 2020-186

Steve Patton moved to approve. Robert Mascali seconded.

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

MOTION CARRIED

-March 2021 financials:

Reviewed

-Vacancy report:

Reviewed.

Report of the Executive Director

-Policy regarding forward requests to FHA tenants and participants

Ms. Richards will survey other executive directors to see how this issue is handled.

- FHA Waiting Lists update report/status

Ms. Richards said that as of May 31<sup>st</sup> the Section 8 list will be closed.

-Leased housing summary as of May 1, 2021

Reviewed.

- Public housing – Family absence from the unit – Revision to policy- VOTE

Ms. Richards explained that there are two units affected. One tenant went to a nursing home in May of 2020. This is well over the 180 days allotted by HUD for tenants to be absent from their units. The family has provided no information and has threatened taking the matter to the newspapers if the FHA continues asking them about the matter. HUD has been involved and has reminded the family of their responsibilities. HUD has indicated the FHA has the right to determine what is reasonable. The policy presented is an attempt to clarify what is reasonable.

A second situation involved a tenant transferred to a nursing home. Two cats were discovered in the unit where the lease agreement was for one cat. What is reasonable, Ms. Richards asked the board to clarify.

The commissioners asked Ms. Richards to survey other housing authorities to see how this issue is addressed. Ms. Richards favored the June meeting to revisit the issue.

-Union review of Vehicle Policy & Infectious Disease/COVID-19 Policy Revision

Ms. Richards said that the union has asked for additional time to review the policy.

-Executive Director Contract Renewal – VOTE

Ms. Richards presented additional information to substantiate the salary request of the executive director. She urged the commissioners to consider, as DHCD does, the link between unit counts and salary. Falmouth is the fastest growing housing authority regarding unit counts. The count has increased to 932 from 772 or 774 in the time Ms. Richards has been on the job. Reference was made to FHA's undercounting in past years of the total number of units and programs it provides. This is an error that occurred previous to Ms. Richards' hire and was corrected during this current salary review to accurately reflect the unit count and housing programs provided by FHA.

#### Resolution 2020-187

Robert Mascali moved to approve the requested 2-year contract at \$120,000.00 per year for Ms. Richards finding that FHA is the fastest growing housing authority regarding unit counts, the count has increased by about 160 units under Ms. Richards supervision, and other housing authorities are paying executive directors comparable amounts and more. Steve Patton seconded.

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

MOTION CARRIED

-Ms. Richards restated four identified goals:

Implementation of proper procurement processes

Modernization of record keeping

Portfolio growth and grants

Management position for the leased housing program.



### Future Agenda Items

-Request for Special Session to be held Tuesday, May 25, 2021 at 4:30 p.m.

Cable Bulk Contract

COVID-19 Statutory and Regulatory Waivers and Alternative

Requirements (HUD PIH 2021-14) VOTE

3 Policy regarding forward requests to FHA tenants and participants - VOTE

-No smoking policy

- Voucher programs (unreported incomes) and public housing unpaid rents

-Updated on heat pump conversions (705 portfolio)

-Certificate of Substantial Completion – DHCD Project No. 096065

### Resolution 2020-188

Robert Mascali moved to adjourn at 6:02. Steve Patton seconded.

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

### Relevant Documents

Minutes of 4/20/21

Draft federal capital fund plan

MCI PO #9

Change Order – JW Dubuis & Sons, \$3454.60

Email dated 5/6/21 re: Joe 4 Sun and communication attachments

Harborview piping repairs as of 4/28/21

HAP Accounting cash payment/receipt register as of 4/1/21

HAP Landlord payment history report for April 2021

FHA Public Housing Account Aging Report as of 5/5/21

Fenton, Ewald & Associates, P.C. Financials as of March 2021

Vacancy/Turnover Report as of May 2021

Waiting list update as of 5/10/21 and waiting list status for all waiting lists

Leased housing summary report as of May 1, 2021

FHA ACOP revision request related to Family Absence from Unit

Executive Director Two-Year Contract Renewal – Additional information as requested by the Board of Commissioners

Falmouth Housing Authority Special Session Draft Minutes  
115 Scranton Avenue  
Falmouth, MA 02540  
Tel: (508) 548-1977  
Fax: (508) 457-7573 www.falmouthhousing.org

The Falmouth Housing Authority conducted a Special Session Commissioners Board Meeting on Thursday, May 27, 2021 at 4:30 p.m. via a virtual meeting pursuant to Massachusetts Governor Charles D. Baker's Order Suspending Certain Provisions of the Open Meeting Law dated March 12, 2020. The public were able to join in the meeting by going to:  
<https://us02web.zoom.us/j/82859979381>; Meeting ID: 828 5997 9381 or dial 1-646-558-8656, Meeting ID: 828 5997 9381; and follow the instructions to join virtual meeting.

MEMBERS PRESENT: Patricia Favulli  
Robert Mascali  
Stephen Patton  
Michael Galasso

STAFF PRESENT: Bobbi Richards, Executive Director  
Kimberly Conn, Fiscal Officer

OTHERS PRESENT: Laura Bancroft

OPEN SESSION

Call to Order

At 4:30 p.m. Patricia Favulli called the meeting to order. She welcomed new commissioner Michael Galasso, who confirmed that he had been sworn in at town hall on Monday.

Approval of Minutes of General Session – 5/11/21

Resolution 2020-189

Steve Patton moved to approve as written. Robert Mascali seconded.

3-Ayes (Favulli, Mascali, Patton)

0-Nays

MOTION CARRIED

New Business

-Resignation of Kimberly Conn, Fiscal Officer

Ms. Richards said that Ms. Conn's last day would be June 11<sup>th</sup>. The Commissioners thanked Ms. Conn for her service. The position of Fiscal Officer will be advertised in the Boston Globe, the Enterprise and the Cape Cod Times; fee accountants, HUD and DHCD have been notified.

-Ms. Richards welcomed Michael Galasso, new board member. She reported that she had worked for Michael Galasso's sister-in-law many years ago in California but met Mr. Galasso

after moving to the Cape. Ms. Richards said that she would need his appointment letter issued by the town. Michael Galasso stated that he would provide Ms. Richards with a copy of the appointment letter.

#### Report of the Maintenance Department

- a. PCO #13 – MCI – Replace piping at Sprinkler Room – Harborview Piping Project - \$6,284.44 -VOTE
- b. PCO #14 - MCI – Remove and replace water piping at 2nd flr boiler room – Harborview Piping Project, \$8,933.53 - VOTE
- c. PCO #16 – MCI – Install continuous framing and GWB at concealed cavity at stairwell partitions - \$15,622.52 – VOTE

Regarding the 3 change orders above, Ms. Richards called attention to the architect's summary. She noted that she supported the proposed changes. By way of explanation to Michael Galasso, she said that certain change orders were skipped because of occasions where it was determined that the change was not a necessary requirement and so would not be presented to the board.

Michael Galasso said that his perspective was that of a developer and contractor. Michael Galasso asked if he could tour the site. Ms. Richards agreed but that any comments he may have should be saved for the open meeting. Patricia Favulli said that a staff member would accompany Michael Galasso on the tour.

Michael Galasso asked about the change order process.

Ms. Richards explained that there were weekly meetings with the architects. Any potential changes were evaluated for being necessary or not. If deemed needed, the changes were presented to the board and approved or not by the board. Change orders are submitted in advance of work done. If an emergency repair was necessary, Ms. Richards would approve and then present to the board. These change orders are not emergencies but things the architects think are important to do before the project closes. There is no clerk of the works but the architects have hired their own specialists to be on site including a plumbing company, engineers, a special consultant who has been involved in with some of the other housing authorities across Massachusetts who have had the same type of pipe failures.

Michael Galasso had concerns with each of the three PCOs including labor and materials charges that were not consistent.

Ms. Richards said that she would be happy to call a special meeting with the architects available on the call to answer questions.

Patricia Favulli asked about the all-day shut off. Ms. Richards said that this had had to be done on other occasions. Tenants are given advanced notice and offered bottled water. No vote was taken on the 3 change orders and a Special Session will be held to address them at a later date.



Ms. Richards reported that the FHA would open to the public on July 1. The goal is to keep staff safe and be responsible to the public. Zoom will end soon with the June meeting via Zoom and the July meeting likely in person. A question has been submitted to legal regarding whether masks can be mandated in buildings.

b. Federal public housing five-year and annual plan – VOTE

Ms. Richards reiterated that the most important consideration with the plan is that all anticipated projects are included; values are a lesser consideration because funding sources fluctuate and if projects are included, they may be more easily considered since adding a new project requires a public hearing; thus, a more involved process. Ms. Richards shared those plans are reviewed every year. Based on public comment, review of maintenance history, this is a reasonable plan.

Resolution 2020-192

Steve Patton moved to approve the Federal public housing five-year and annual plan. Robert Mascali seconded.

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

Resolution 2020-193

At 5:33p.m. Steve Patton moved to adjourn. Robert Mascali seconded.

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

Relevant Documents

Minutes of 5/11/21

Architect's Summary of Change Orders (PCO #'s 13, 14, 16

Revised Draft HUD Capital Fund Program – Five-Year Action Plan

Cable Bulk Bill Agreement for Harborview, Tataketa, Rose Morin, Choate and Salt Sea

HUD PIH 2021-14(HA) – COVID-19 Statutory and Regulatory Waivers and Alternative Requirements for Public Housing, Housing Choice Voucher (including Mainstream and Mod Rehab), Indian Housing Block Grant and Indian Community Development Block Grant programs, Suspension of Public Housing Assessment System and Section Eight Management Assessment Program, Revision 3

FALMOUTH HOUSING AUTHORITY  
COMMISSIONERS BOARD MEETING  
SPECIAL SESSION MINUTES

115 Scranton Avenue, Falmouth, MA 02540  
Tel: (508) 548-1977, Fax: (508) 457-7573 [www.falmouthhousing.org](http://www.falmouthhousing.org)

The Falmouth Housing Authority conducted a General Session Commissioners Board Meeting on Tuesday, June 8, 2021 at 4:30 p.m. via a virtual meeting pursuant to Massachusetts Governor Charles D. Baker's Order Suspending Certain Provisions of the Open Meeting Law dated March 12, 2020. The public were invited to join in the meeting by going to: <https://us02web.zoom.us/j/82679756947>; Meeting ID: 826 7975 6947 or dial 1-646-558-8656, Meeting ID: 826 7975 6947; and following the instructions to join virtual meeting.

MEMBERS PRESENT: Patricia Favulli  
Michael Galasso  
Robert Mascali  
Stephen Patton

STAFF PRESENT: Bobbi Richards, Executive Director  
Leslie Pearce, Assistant Director  
Kimberly Conn, Fiscal Officer

OTHERS PRESENT: Laura Bancroft  
Chris Kicza, Winslow Architects  
John Winslow, Winslow Architects

OPEN SESSION

Call to Order

At 4:30 p.m. Patricia Favulli called the meeting to order. Bobbi Richards asked Chair Favulli to take the meeting out of order to allow for the presenters, Winslow Architects, to speak on project-relevant matters.

Update regarding maintenance projects as follows:

**-Winslow Architects presents**

Chris Kicza appeared before the Board to discuss the Harborview piping repair project, including change orders. He explained that many preexisting conditions have been discovered during the project and this may push back the completion date. PCOs 13, 14 and 16 were deemed essential changes by the design team after thorough review and scrutinization. Before a change order is generated it has affirmatively answered the question: Is this essential and necessary.

A discussion included the following:

- Steve Patton asked about the discrepancy in parts/labor costs among the change orders.
- Chris Kicza explained that the stairwells had not been enclosed properly originally. There is a gypsum board seal that requires much labor to deal with multiple penetrations including at least multiple pipes and wiring penetrations. The labor charge proposed is fair.

- In response to Michael Galasso’s questions about a PCO log and exploratory work done prior to the project, Chris Kicza said that Winslow Architect had drawings and exploratory work was done in the two mechanical rooms; there were no resources to cut and patch beyond this.
- John Winslow said that exploratory work was done, including a report from MacRitchie – mechanical engineer - a report is available.
- Michael Galasso asked to see totals on the change order log. John Winslow agreed to update the log to include change order totals.

-PCO #13 – MCI – Replace piping at Sprinkler Room – Harborview Piping Project - \$6,284.44 – VOTE

Resolution 2020-190

Steve Patton moved to approve as written. Robert Mascali seconded.

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

-PCO #14 - MCI – Remove and replace water piping at 2nd flr boiler room – Harborview Piping Project, \$8,933.53 – VOTE

Resolution 2020-191

Steve Patton moved to approve as written. Robert Mascali seconded.

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

-PCO #16 – MCI – Install continuous framing and GWB at concealed cavity at stairwell partitions - \$15,622.52 – VOTE

Resolution 2020-192

Steve Patton moved to approve as written. Robert Mascali seconded.

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

-Low bid – Top Neck – Tatakot #120 (fire damage unit), \$41,900.00 - VOTE

Bobbi Richards explained that the October fire was allegedly caused by a tenant. When the project went out to bid, the insurance company rejected all bids and proposed another entity to do the work for a lower cost than any of the bids that had come in. Questioning the insurance company’s ability to make such requests, FHA asked Winslow Architects to intervene on its behalf. Winslow researched the issue by contacting the insurance company, federal and state representatives to further discuss the bid process and decline of bid provided by the insurance company.

John Winslow explained that Winslow Architects contacted state and federal entities who recommended rejecting all bids and starting the bidding process a second time. John Winslow recommended the bid from Top Neck which comes with a clean bid process and proposal and was the low bid. Insurance is requiring that things be restored exactly as they were prior to the fire.

Michael Galasso said that he wished to see addressed in the bid process, other requirements such as whether or not the business is woman, minority or veteran-owed/opportunities that they provide. He also suggested looking into insurance coverage for loss of rental income.

Commissioners may look into having an adjuster in the future since there was such a discrepancy between the bids and the insurance estimate. Robert Mascali asked how much FHA is to receive from insurance regarding this issue; Bobbi Richards deferred to Ms. Conn to respond as to the deductible, etc. Kimberly Conn shared that the deductible is \$25k.

John Winslow shared that Winslow took issue with the value of the job as determined by the insurance company. The market is dictating that the job cost more than the insurance company is providing. Patricia Favulli stated that a private insurance adjuster is a good idea to implement moving forward. Bobbi Richards stated that FHA has not engaged the services of a private adjuster in the past, to their knowledge. John Winslow shared that a performance bond is not required based on the value of the job.

#### Resolution 2020-193

Steve Patton moved to approve \$41,900.00 to Top Neck for the restoration of Tatakak apartments unit #120. Robert Mascali seconded.

4-Ayes (Favulli, Galasso, Mascali, Patton) 0-Nays

MOTION CARRIED

#### Approval of Minutes of Special Session – 5/27/21

#### Resolution 2020-194

Steve Patton moved to approve as written. Robert Mascali seconded.

4-Ayes (Favulli, Galasso, Mascali, Patton) 0-Nays

MOTION CARRIED

#### New Business

None

#### Report of the Executive Director

##### -Required Board Member trainings

Ms. Richards reminded that Commissioners Steve Patton, Robert Mascali and Michael Galasso must take trainings by the end of the month.

##### -Emergency Safety & Security Grant – Rose Morin

Ms. Richards reported that the FHA has filed for a grant for \$216,138.00 with HUD to install cameras and a video service, replace front and back doors and install security windows at the 60 units at Rose Morin. She noted that this was an example of how the Capital Plan may be supplement, and the allocations in the capital plan can be funged from year-to-year and/or amongst the stated projects in the plan.

##### -Cable bulk contract – VOTE

Michael Galasso raised concerns that the proposed contract was not fixed and adjustable after one year. The contract offered only bare bones and not high definition view capacity. Additionally, the contract was set to auto renew. Robert Mascali said he did not disagree. High definition was standard. Was there any way to get this? It was noted that at the last meeting it was clarified that the FHA does not enter into automatically renewable contracts and that the cable company agreed to remove the auto-renewals from the contracts. Ms. Richards said that



she would pose these two issues and was concerned that the contract be approved by the end of the month. Patricia Favulli requested that an addendum listing all channels available be included in the contract. The matter will be readdressed at the next board meeting.

**-Amendment to Vehicle Policy - VOTE**

Ms. Richards explained that the change was to address union concerns with the policy as voted by the Board previously. Ms. Richards does not object to the revision to the policy and asks the Board to pass the policy is so agreed.

Resolution 2020-195

Michael Galasso moved to approve as written. Robert Mascali seconded.

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

Report of the Finance Department

-Payment of HAP and bills – VOTE

Resolution 2020-196

Steve Patton moved to approve as written. Robert Mascali seconded.

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

**-April 2021 Financials**

Ms. Conn reviewed for the commissioners.

**-Year-end Tenant Account Receivables (TAR) write off**

Ms. Richards explained that a unit is off line due to an eviction process and an abandonment. DHCD will be doing the rehabilitation with the process taking 6-9 months.

Resolution 2020-197

Steve Patton moved to approve the year-end tenant account receivables write offs, as presented, for \$500.00. Robert Mascali seconded.

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

**-Year-end Participant & Tenant Fraud (unreported income) write off**

Ms. Richards explained that incremental payments of \$5 or \$10 were not effective in reducing debt. Negotiations are now done for higher repayment sums in accordance with the administrative plan for the program(s).

Resolution 2020-198

Robert Mascali moved to approve the year end write off for \$2,9911.24. Steve Patton seconded.

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

At 5:33 p.m. the meeting adjourned by consensus.

Relevant Documents

Previous and proposed cable contracts, including current and proposed cable line up

Revised Agency Vehicle Policy

Tataketa Unit #120 Low bid letter, GC list of bids, and bid docs

MCI PCO #'s 13 – Replace piping at Sprinkler Room

MCI PCO #14- Remove and replace water piping at 2<sup>nd</sup> flr boiler room

MCI PCO #16 – Install continuous framing and GWB at concealed cavity at stairwell partitions

MCI PCO #17 – Replace urinal flush valve

Revised Agenda

2021 Fraud A/R recommended for write-off

2021 Tenant A/R recommended for write-off

May 2021 HAP and cash registers

Draft Minutes of Special Session of May 27, 2021

Fenton, Ewald & Associates, P.C. – April 2021 FHA Financials

FALMOUTH HOUSING AUTHORITY  
COMMISSIONERS BOARD MEETING MINUTES

Tuesday, June 22, 2021 at 4:30 p.m. via ZOOM

115 Scranton Avenue

Falmouth, MA 02540

Tel: (508) 548-1977

Fax: (508) 457-7573 [www.falmouthhousing.org](http://www.falmouthhousing.org)

The Falmouth Housing Authority conducted a Special Session Commissioners Board Meeting on Tuesday, June 22, 2021 at 4:30 p.m. via a virtual meeting pursuant to Massachusetts Governor Charles D. Baker's Order Suspending Certain Provisions of the Open Meeting Law dated March 12, 2020. The public may join in the meeting by going to: <https://us02web.zoom.us/j/82679756947>; Meeting ID: 826 4602 3147 or dial 1-646-558-8656, Meeting ID: 826 4602 3147.

MEMBERS PRESENT: Patricia Favulli  
Robert Mascali  
Stephen Patton  
Michael Galasso

STAFF PRESENT: Bobbi Richards, Executive Director

OTHERS PRESENT: Chris Kicza  
John Winslow

OPEN SESSION

Call to Order

At 4:31 p.m. Patricia Favulli called the meeting to order; items were taken out of order.

Update regarding maintenance projects as follows:

Winslow Architects presents –

Chris Kicza appeared to discuss the change orders and the status of the Harborview piping project. He explained that he was at the site today and work is proceeding toward completion. Work has been pushed back a couple of weeks due to the last change order approved and work undertaken on this. Work is underway on the first floor corridor with new ceilings and carpeting.

Regarding existing conditions that were not able to be anticipated in this occupied building, Mr. Kicza walked the Commissioners through the 5 PCOs:

-For PCO #3 and# 3A several units were found to have corroded nuts under sinks which could not be reused but needed to be replaced. Similarly, several units were found to have corroded flanges which were not visible until the work was done and needed to be replaced. The contractor has photographed and documented all.

-For PCO #6 additional air quality testing is proposed. The original proposal is withdrawn and the new proposal, which includes 3 additional tests, balances to a cost of \$2,439.15

-For PCO #15, damaged existing wiring was discovered today. Old fashioned incandescent light fixtures had bulbs in them which were too hot for them and wiring was scorched. The amount of, not to exceed, -\$2,555.21 was proposed to replace all wiring in the corridor if needed.

-For PCO # 17, Mr. Kicza explained that the flush valve in the men's room urinal was corroded and could not be put back on. A new one was installed.

-Total cost for PCOs is \$10,495.82.

Commissioners 'comments and questions included:

-What percentage of work is complete?

About 95%

-Will there be more change orders?

It was thought and hoped not.

-Michael Galasso noted that the change orders represented less than 10% of the total cost of the project which is pretty good for a project of this scope.

-PCO #3 – MCI – Lav p-trap unit price replacement-\$1,941.94 – VOTE

Resolution 2020-199

Robert Mascali moved to approve PCO #3 for -\$1,941.94 . Michael Galasso seconded.

4-Ayes (Favulli, Galasso, Mascali, Patton) 0-Nays

MOTION CARRIED

-PCO #3A – MCI –Toilet flange repair unit price replacement-\$3,085.14- VOTE

Resolution 2020-200

Robert Mascali moved to approve PCO #3A for -\$3,085.14. Michael Galasso seconded.

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

-PCO #06 – MCI –Perform air quality testing-\$2,439.15- VOTE

Resolution 2020-201

Robert Mascali moved to approve PCO #06 for \$2,439.15. Michael Galasso seconded.

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

-PCO #15 – MCI –Replace damaged Romex wiring at 1st floor corridor light fixtures exposed by  
GWB ceiling removal-Harborview Piping Project -\$2,555.21- VOTE

Resolution 2020-202

Robert Mascali moved to approve PCO #15 for a cost not to exceed \$2,555.21. Michael Galasso seconded.

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

-PCO #17 – MCI –Remove existing and install a new Sloan flush valve and a new spud at the 1st  
floor Men’s Room urinal-Harborview Piping Project, \$474.38- VOTE

Resolution 2020-203

Robert Mascali moved to approve PCO #17 for \$474.38. Michael Galasso seconded.

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

Harborview piping project end date and tenant debriefing session (date change)

Ms. Richards said that the anticipated end date is before the next commissioner’s meeting on July 20. The debriefing session will be held via Zoom and is a chance for tenants to ask any questions. An overview of the project will be presented.

A question was raised about whether all PCOs need to be presented to the board.

Approval of Minutes of Special Session – 6/8/21

Resolution 2020-204

Steve Patton moved to approve. Robert Mascali seconded.

4-Ayes (Favulli, Galasso, Mascali, Patton) 0-Nays

MOTION CARRIED

New Business

-FHA reopening Thursday, July 1, 2021

Ms. Richards said that public access would be limited. The reception area could only accommodate 2-3 at a time. Appointments will be encouraged. Phone calls and Zoom will continue for business.

-Joe-4-Sun

Michael Galasso said that Joe-4-Sun has struggled to provide services that could reduce the electric bill of low income tenants. It was hoped that they could be allowed to meet on site at the FHA properties.

Ms. Richards explained that only the 25 or so 705s would qualify because tenants of the FHA have electricity costs included in their rents. The 705s have private landlords and it is probably not permissible to share contact information without consent, which the housing authority does not have. Ms. Richards referenced a previous meeting where Joe-4-Sun was encouraged to put ads in local papers and contact the Town for a list of second-home owners, which may represent some of the landlords in town. These avenues would not require participant consent. Patricia Favulli also suggested that Joe-4-Sun consult the Assessors Office.

Report of the Executive Director

-Required Board Member trainings

Ms. Richards explained that the state is having trouble with their web site. Information will be provided as it becomes available. The deadline has been extended two weeks from 6/30/21. Contact to attend the board trainings will be sent directly from DHCD.

-Cable bulk contract-VOTE

Ms. Richards presented the contract which included all the changes requested by the commissioners including HD, no increase and many channels in standard and high-definition at no additional cost to tenants.

Robert Mascali abstained as he is a current member of the Cable Advisory Board.

#### Resolution 2020-205

Steve Patton moved to approve the bulk cable contract for Rose Morin, Harborview, Tataket, Mayflower/Choate and Salt Sea as described. Michael Galasso seconded.

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

Michael Galasso said that he would like to make sure that the cable company would reference the list of channels in the contract.

Ms. Richards said that the vote would need to be restated since this was an amendment.

Michael Galasso said that he wanted to make sure that the list of channels was included. Then he could move approval.

The vote was vacated.

#### Resolution 2020-205

Michael Galasso moved to approve the bulk cable contract with Comcast beginning August 1, 2021 with modifications to paragraph 2 regarding standard channels. Steve Patton seconded.

Ms. Richards expressed concern about what would happen if Comcast rejected the inclusion of the channel lineup as an attachment to the contract as June 30<sup>th</sup> was the deadline to accept. A standard template was used and it did not appear to include the lineup as an attachment. Can this be passed if reference to a separate attachment is handwritten at the bottom of the template contract? Patricia Favulli thought that a statement could be added on the signature page as was done with a previous contract.

Ms. Richards thought that this would be possible but it seemed not likely that changes could be made to paragraph 2.

Michael Galasso said that his aim was to link the list of channels with the contract.

Patricia Favulli suggested calling the list of channels and calling it Addendum A on the signature page.

#### Resolution 2020-205

Michael Galasso moved to approve the bulk cable contract with Comcast, for Rose Morin, Harborview, Tataket, Mayflower/Choate and Salt Sea, beginning August 1, 2021 and authorizing the Executive Director to execute the contract including the list of channels in the contract.

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

-Candidate search for Fiscal Officer

Ms. Richards said that 18 resumes were received. 5-6 will be interviewed with the help of Fenton Ewald.

Next meeting agenda items-due by Tuesday, July 13, 2021

Resolution 2020-206

At 5:30 p.m. Steve Patton moved to adjourn. Robert Mascali seconded.

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

Relevant Documents

Draft Minutes of Special Session of 5/27/21

GC E-bid List for Tatakot Apartments #120, Low Bid – Top Neck Design, Pocasset

Harborview Piping Contract – Current PCO Log and change orders 13, 14, 16, 17

2021 Emergency Safety & Security Grant Submission for Rose Morin

Previous and proposed Comcast Contracts for Rose Morin, Tatakot, Harborview,  
Mayflower/Choate and Salt Sea public housing units

Draft Vehicle Policy

HAP Accounting Cash Payment/Receipt Register and Landlord Payment History Report

Financials through April 30, 2020 – Fenton, Ewald & Associates

Public housing inactive balance summary 6/4/21 for FY 6/30/21

Fraud recovery inactive balance summary 6/4/21 for FY 6/30/21