

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

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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