

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 31st 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