

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 Tataketa, 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 Tataketa 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 4th 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