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### **Sick Leave Cap Policy for Executive Directors**

Employees whose service with the Commonwealth is terminated shall not be entitled to any compensation in lieu of accumulated sick leave credits. Employees who retire shall be paid twenty percent (20%) of the value of their unused accrued sick leave at the time of their retirement. Upon the death of an employee who dies while in the employ of the Commonwealth, twenty percent (20%) of the value of the unused sick leave which the employee had personally earned and accrued as of the time of death shall be paid in the following order of precedence, as authorized by the Chief Human Resources Officer upon request of the Appointing Authority of the deceased employee:

First: to the surviving beneficiary or beneficiaries, if any, lawfully designated by the employee under the state employees' retirement system; and

Second: if there be no such designated beneficiary, to the estate of the deceased. It is understood that any such payment will not change the employee's pension benefit.

*Approved by Board of Commissioners on February 15, 2022*

FALMOUTH HOUSING AUTHORITY  
COMMISSIONERS GENERAL SESSION BOARD MEETING

Tuesday, February 15, 2022

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 held a General Session Commissioners Board Meeting on Tuesday, February 15, 2022. The general session began at 4:30 p.m. and was held via a virtual meeting pursuant to Massachusetts Governor Charles D. Baker's Order Suspending Certain Provisions of the Open Meeting Law dated March 12, 2020. The public was invited to join in the general session meeting by going to:

Link: <https://us02web.zoom.us/j/89033005594> Meeting ID: 890 3300 5594

Audio Access: 1-646-558-8656 Meeting ID: 890 3300 5594

MEMBERS PRESENT: Patricia Favulli  
Robert Mascali  
Stephen Patton  
Michael Galasso  
Kathleen Haynes

STAFF PRESENT: Bobbi Richards, Executive Director  
Chuck Starr, Fiscal Director

OTHERS PRESENT: Laura Bancroft  
Carrie Gentile, Falmouth Enterprise

Call to Order

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

Approval of Minutes – General Session Minutes of 1/25/22

Resolution 2022-066

Michael Galasso moved to approve the General Session Minutes of 1/25/22. Steve Patton seconded.

A roll call vote was taken:

Patricia Favulli-aye

Michael Galasso-aye

Steve Patton-aye

Kathleen Haynes-aye

Robert Mascali-aye

5 Ayes ( Favulli, Galasso, Haynes, Mascali, Patton)

0-Nays

MOTION CARRIED

Michael Galasso asked when the minutes of the last executive session would be released.

Patricia Favulli said that they could be released when the personal and/or professional issue that was the subject of the meeting was resolved. Since these minutes were not on the agenda a request would need to be made to discuss. Patricia Favulli said that the issue could be placed on the next agenda.

#### Public Comments

Bobbi Richards noted that the FHA would be closed for the holiday on Monday.

A question arose about whether the hours of the FHA were listed on the door.

#### New Business

-Public Comment

None

#### Report of Maintenance Department - Portfolio Vacancy and department update

Bobbi Richards reported that 2 units were leased today. The Rose Morin units are finished but one is being held to stage it for marketing purposes. Last week there was a death at Rose Morin and one at Tatakot. Bobbi Richards noted that the 5-Year Plan distributed to Commissioners was applicable only to Harborview, Rose Morin, and Tatakot.

Michael Galasso asked for an update of vacant units and status on a regular basis. Patricia Favulli said that the information, through December, is available, though embedded in the Leased Housing Summary report, as prepared by the Asst. Director, Leslie Pearce. Michael Galasso requested the information to be submitted on a spreadsheet as previously provided by Bobbi Richards.

Patricia Favulli emphasized that the 5-Year Plan was provided to help Commissioners understand what has been planned as part of the capital improvement process. Michael Galasso requested a maintenance department update regarding the position of superintendent. Bobbi Richards noted that she had reviewed this at the last meeting. The job description is being developed, the salary survey has been done, the process is anticipated to take 2 months and be completed by the end of June.

Bobbi Richards reported that there is a plan for the service coordinator to increase their mobile operations by working out of two established primary offices; main admin building and an office to be created at the Tatakot property. The service coordinator will also visit the smaller properties frequently – the community rooms at these sites are small and there are no areas that can be turned into small offices.

#### Report of the Accounting Department

-Payment of February bills and HAP payments – VOTE  
Resolution 2022-067

Steve Patton moved to approve payment of February bills and HAP payments. Kathleen Haynes seconded.

A roll call vote was taken:

Patricia Favulli-aye  
Michael Galasso-aye  
Steve Patton-aye  
Kathleen Haynes-aye  
Robert Mascali-aye

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

-Review November 2021 and December 2021 financials and current public housing aging reports: Reviewed. Chuck Starr noted that the financials are doing well overall.

Resolution 2022-068

Kathleen Haynes moved to approve. Steve Patton seconded.

A roll call vote was taken:

Patricia Favulli-aye  
Michael Galasso-aye  
Steve Patton-aye  
Kathleen Haynes-aye  
Robert Mascali-aye

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

It was then noted that no vote was necessary.

Michael Galasso asked if the funds were held by HUD and the State. Patricia Favulli urged a reading of the Capital Plan that was provided and any questions could be brought to the next meeting.

Report of Assistant Director – Leased housing summaries for 12/21, 1/22, and 2/22

All programs were reviewed by Bobbi Richards.

Steve Patton inquired about the unit size of the applicants. Bobbi Richards said that this information could be available if it was reported on the application.

Report of the Executive Director

-Review of federal capital fund plans and process to include new projects

\*Planned capital improvements for Harborview

\*Planned capital improvements for Rose Morin

\* Planned capital improvements for Tatakot

Bobbi Richards initiated a conversation about capital improvements which included the following:

- Bobbi Richards said that things to consider are: Where should our capital funds be invested? What work orders came in and are they indicative of a systemic issue?

Cost is not the primary consideration for being placed on the list. Projects are listed according to need and then funds are sought. It is most important that projects are listed on the 5-Year Plan. The Plan reflects needs/wants at the properties. For example, regarding the substance use issues at Rose Morin, police officers were paid to patrol when the situation worsened. Security cameras were then put into the plan and grants were sought and awarded. The funds in the plan for security could then be used for something else.

- Bobbi Richards asked Commissioners if there was anything else they thought should be on the plan.
- Michael Galasso said that he would wait until after he took a tour to comment.

-Tatakot Community Room – Office conversion to allow Service Coordinator to work onsite 2-3 days per week  
See above.

-DHCD has informed Executive Directors that they are members of the NAGE Collective Bargaining Agreement. Certain clauses that have historically applied to AFSME employees and were also applied to EDs at FHA are no longer valid. In particular, votes on the following clauses are required:

\*Hours of Work: - 37.5 hours per week minimum; FHA ED was hired to work 40 hours. Board is requested to approve a work week of 40 hours.

Resolution 2022-069

Kathleen Haynes moved to approve. Steve Patton seconded.

A roll call vote was taken:

Patricia Favulli-aye

Michael Galasso-abstained

Steve Patton-aye

Kathleen Haynes-aye

Robert Mascali-aye

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

\*Sick leave cap policy for executive directors

1 AFSME contract allows for sick leave to vacation leave conversion.

Boards is requested to approve that the Executive Director is ineligible for sick leave conversion.

2 FHA has no stated cap on the amount of sick leave paid to an employee upon retirement or death. The State Cap for public employees governed by NAGE Collective Bargaining Agreement, which includes Executive Director's, is 20%. In summary, sick leave is paid out upon death or retirement. The board is requested to approve the recommended cap payout provisions as stated in the Bargaining Agreement.

Resolution 2022-070

Steve Patton moved to approve. Kathleen Haynes seconded.

A roll call vote was taken:

Patricia Favulli-aye

Michael Galasso-abstained

Steve Patton-aye

Kathleen Haynes-aye

Robert Mascali-aye

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

\*AFSME and FHA personnel policy identifies the Day after Thanksgiving as a paid holiday; the State does not recognize this day as a holiday. Board may elect to provide the ED with an additional personal day, up to a maximum of five personal days. Board is requested to approve one (1) additional personal day for the ED. The ED currently receives three (3) personal days each year.

Resolution 2022-071

Kathleen Haynes moved to approve. Steve Patton seconded.

A roll call vote was taken:

Patricia Favulli-aye

Michael Galasso-abstained

Steve Patton-aye

Kathleen Haynes-aye

Robert Mascali-aye

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

Next meeting agenda items – due by Tuesday, March 8, 2022

a Review of state capital improvement plans and process to include new projects, tour for Michael Galasso, unit size of applicants, executive session, ARPA funds, DHCD letter, retreat, RFP for Section 8 project, on site managers

Note: Per Chair request, please submit all agenda items to the Chair

([boc1@falmouthhousing.org](mailto:boc1@falmouthhousing.org)) to allow for proper planning for future meetings.

Resolution 2022-072

Robert Mascali moved to adjourn at 5:33 p.m.. Kathleen Haynes seconded.

A roll call vote was taken:

Patricia Favulli-aye

Michael Galasso-aye

Steve Patton-aye

Kathleen Haynes-aye

Robert Mascali-aye

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

Relevant Documents

Monthly Financials from Fenton, Ewald & Associates, P.C. for October, November & December 2021

Leased Housing report for December 2021  
Leased Housing report for January 2022  
Leased Housing Report for February 2022  
General Session Minutes of 1/25/22  
State recap of modernization for 705s, as of 10/2/21  
Draft Sick Leave Policy Cap for Executive Directors  
HAP register for February 2022  
Public Housing Aging Report