

FALMOUTH HOUSING AUTHORITY - COMMISSIONERS SPECIAL SESSION BOARD
MEETING MINUTES

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The Falmouth Housing Authority conducted a Special Session Commissioners Board Meeting on Wednesday, October 25, 2023, the Special Session began at 4:30 p.m. The Board did its best to adhere to posted time frames, but times may have varied. The meeting 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; extended to 2025. Meetings are recorded events. The agenda is subject to revision; all agendas are posted at Town Hall.

To receive an electronic copy of the agenda, register for the Town of Falmouth's Agenda center (Notify Me system at <https://www.falmouthma.gov/list.aspx>). The public were invited to join in the FHA's general session meeting by going to:

Link: <https://us02web.zoom.us/j/89308916678> Meeting ID: 893 0891 6678

Audio Access: 1-646-558-8656 Meeting ID: 893 0891 6678

MEMBERS PRESENT: Stephen Patton
Patricia Favulli
Michael Galasso
Kathleen Haynes

STAFF PRESENT: Bobbi Richards, Executive Director
Leslie Pearce, Assistant Director
Charles Starr, Fiscal Officer

OTHERS PRESENT: Maureen McIver, Recording Secretary
Laura Bancroft, Lynne Rhodes
Chris Kicza, Winslow Architects
George Comatas, Norian/Siani Engineering, Inc.

OPEN SESSION

At 4:30 p.m. Steve Patton called the meeting to order and asked commissioners present to identify themselves. Patricia Favulli, Michael Galasso, Kathleen Haynes, and Steve Patton identified themselves.

Recognition, Announcements and Public Comments

-Member – Robert Mascali – informed FHA of resignation from Board of Commissioners via email on 10/20/23. Section 11. As used in this section, the term "vacancy" includes a failure to elect. If a vacancy occurs in any town office, other than the office of selectman, town clerk, treasurer, collector of taxes or auditor, the selectmen shall in writing appoint a person to fill such vacancy. If there is a vacancy in a board consisting of two or more members, except a board whose members have been elected by proportional representation under chapter fifty-four A, the remaining members shall give written notice thereof, within one month of said vacancy, to the selectmen, who, with the remaining member or members of such board, shall, after one week's notice, fill such vacancy by roll call vote. The selectmen shall fill such vacancy if such board fails to give said notice within the time herein specified. A majority of the votes of the officers entitled to vote shall be necessary to such election. The person so appointed or elected shall be a registered voter of the town and shall perform the duties of the office until the next annual meeting or until another is qualified.

Bobbi Richards reported that the town clerk has been notified. The town clerk will notify town counsel. Robert Mascali's term is due to expire in May; the Select Board will make an appointment at a joint meeting with the Board of Commissioners to fill the vacancy. An election to fill the position will be held in the spring. The next meeting of the Select Board is on November 6.

-A wellness check, conducted with the help of the police, for a tenant at Rose Morin, found that the tenant had died in the unit.

-Commissioners were reminded of two contracts that would be presented at the next meeting: Pannels at Rose Morin and carpeting for floors 2-4 at Harborview.

Items requiring discussion and votes:

1. Winslow Architects-Designer, emergency funded project-Tataketa Walkways – vote

Bobbi Richards reviewed that there has been significant discussion of the Tataketa situation over the past 2 years. The board had previously voted approval of repairs of piping and walkways at Tataketa. Insufficient funds remained from the HUD allocation after Harborview was finished to do all the approved work at Tataketa. Recently, the walkways have become a more significant emergency. Bobbi Richards separated the walkways from the pipe issue and requested approval for just the walkway emergency repair. The vote requested was approval to proceed with the walkways as a separate project.

No budget or schedule was available but Chris Kicza offered a very rough estimate of \$1.2 or 1.4 million.

John Winslow explained that the architects would need to go on site to do some destructive testing to see how far the rot had spread to get a better idea of the scope of work that needed to be done.

Michael Galasso wanted a schedule so that progress could be tracked.

Resolution 2024-047

Patricia Favulli moved to go forward with the emergency repair plan proposed by Winslow Architects for the walkways at Tataketa provided there is a schedule from the design team.

Kathleen Haynes seconded.

A roll call vote was taken:

Steve Patton -aye

Patricia Favulli-aye

Michael Galasso-aye

Kathleen Haynes-aye

4 Ayes (Patton, Galasso, Favulli), Haynes)

0-Nays

MOTION CARRIED

2. ADA bathroom renovations changes – Harborview #103 – vote

Bobbi Richards reported that additional accommodations were requested by the tenant after the original renovation was finished. The tenant wants the sink lowered and the shower seat moved. The tenant was involved with the original renovation by viewing plans, and meeting with the architects and construction company, and signing off on renovations. The bathroom is now ADA compliant. The tenant was initially very happy and 7-10 days after the work was completed, the new request came in.

Chris Kicza said that the sink lowering was doable. Brackets in the wall would need to be accessed and this may involve replacing the wallboard. Plumbers would need to be brought in. It is unclear whether the shower controls could be brought near the seating if the seat was moved. The shower enclosure would need to be replaced. The additional changes would cost an estimated \$8,000 to \$10,000.

Bobbi Richards emphasized that the tenant was involved throughout the process.

Kathleen Haynes, noting that she herself was disabled, said there is a point where requests for reasonable accommodations are not reasonable. This is not a reasonable accommodations request.

Patricia Favulli noted that the tenant was involved in the process. The bathroom is ADA compliant. The funds for this second renovation may be better used bringing another bathroom into ADA compliance.

Bobbi Richards will seek a legal opinion on the issue.

5. Norian/Siriani-cost estimate for Harborview ventilation recommendations

Bobbi Richards explained that the ventilation system in Harborview was disconnected 10 or 15 years ago; no one is sure why this happened. The Town of Falmouth wants answers from the FHA about how long it will take to put in a new system and what direction the FHA is going with regards to putting in a new system.

George Sirianni of Norian/Siriani appeared with three options after reviewing the existing ventilation system. He noted that there are no cost estimates for these options yet.

Option 1 involves individual ventilation systems for each unit, replacement of bathroom fans with possibly automatic fans.

Option 2 involves individual energy recovery units (ERV). This would provide a balanced exhaust, would be a break from the centralized system, and provide both heating and cooling. ERVs would be placed in corridors.

Option 3 would be more centralized and invasive with controls located in the attic and duct work directed to each bathroom. The heat recovery is good but it is a very expensive system.

A discussion included the following:

- Option 1 provides no air conditioning.
- Maintenance removes and installs A/C units in Harborview twice a year. There is some question about the safety of these individual units.
- A very early cost estimate is \$200,000 for Option 1 and \$1 million for the ERVs.
- Consideration should be for any conflicts this installation could have with future projects such as solar panels.
- Energy credits should be available for Options 2 and 3.
- The physical needs assessment should yield more information about which option would be best.
- Consideration should be given to the best long-term solution and not the cheapest thing to do now.
- Filters do need to be changed in individual ERVs but this is usually not a difficult maintenance task.
- Though an urgent matter, the town has funded the needs assessment and is aware that not all vital information is available now but is actively being gathered.

- The board ruled out Option 1 and Options 2 and 3 are under active consideration. The project is being considered as a piece of a whole.

3. EOHLC Project #096100-Basement/Boiler Rm Stairwell Retaining Wall Repair – vote

Bobbi Richards explained that this project has been state funded.

Resolution 2024-048

Patricia Favulli moved to approve the repairs to the basement/boiler room stairwell retaining wall, EOHLC Project #096100, at Choat. Kathleen Haynes seconded.

A roll call vote was taken:

Steve Patton -aye

Patricia Favulli-aye

Michael Galasso-aye

Kathleen Haynes-aye

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

4. EOHLC Project #096101-Vacant Unit Bathroom Repairs- 44 Carolyn Ln-vote

Bobbi Richards reminded that FHA originally requested additional funds for this repair after EOHLC denied the need. Michael Coffee wrote an appeal for funding for the unsafe bathroom floor and EOHLC granted the funding.

Resolution 2024-049

Patricia Favulli moved to approve the repairs to the bathroom at 44 Carolyn Ln, EOHLC Project #096101. Kathleen Haynes seconded.

A roll call vote was taken:

Steve Patton -aye

Patricia Favulli-aye

Michael Galasso-aye

Kathleen Haynes-aye

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

6. Resident Service Coordinators Funding Opportunity, FY24-FY28, annual increase of \$10k per year: Bobbi Richards reported on the increase in funding.

7. Redevelopment of State-Aided Public Housing, EOHLC PHN 2023-19, NOFA:

Bobbi Richards reviewed the plan: There are about 60 units that could be federalized. To qualify, units must be in good condition with a needs assessment done. There is a 5 year wait time for newly federalized units to be eligible for repair funds except in case of emergency. It is possible that the state would help with some repairs to prepare for federalization. Bobbi Richards will also see if the affordable housing fund could fund repairs. Benefits of

federalization include greater control of construction projects, no other agencies involved, and more funding. The commissioners agreed that Bobbi Richards should pursue this application.

Resolution 2024-050

At 5:39 p.m. Patricia Favulli moved adjourn. Kathleen Haynes seconded.

A roll call vote was taken:

Steve Patton -aye

Patricia Favulli-aye

Michael Galasso-aye

Kathleen Haynes-aye

4 Ayes (Patton, Galasso, Favulli), Haynes)

0-Nays

MOTION CARRIED

Relevant Documents

096100-EOHLC Mayflower-Choate Stairwell-Retaining Wall Scope

096101-EOHLC 44 Carolyn Ln Scope

Tatakiet Walkways as a solo project – Winslow Architects

ADA Harborview Unit 103 Additional Renovations – Winslow Architects

Harborview Ventilation Study by Norian/Siriani

PHN NOFA for the transformation of state-aided public housing units

PHN NOFA for Resident Service coordinators notice of funding availability