

FALMOUTH HOUSING AUTHORITY COMMISSIONERS
BOARD MEETING MINUTES

July 23, 2019 at 1:00 p.m.

Tataketa Apartments – Community Room 138 Teaticket Highway, Teaticket, MA 02536

MEMBERS PRESENT:

Patricia Favulli
Sari Budrow
Holly Wilson
Stephen Patton (*arrived at 1:22 p.m.*)

STAFF PRESENT:

Bobbi Richards, Executive Director
Jason Norton, Maintenance Department
Kim Conn, Financial Manager

OTHERS:

Mary Jane Costa, Pat Johnson, Laura Bancroft, Michael LaRochelle
Fred Wadsworth
Maureen McIver, (Independent Contractor)-Recording Secretary

Call to Order

At 1:06 p.m. Chairperson Favulli called the meeting to order.

Resolution 2019-140

Ms. Budrow moved to take agenda out of order. Ms. Wilson seconded.
3-Ayes (Wilson, Favulli, Budrow) 0-Nays MOTION CARRIED

Report of the Maintenance Department

- Federal Properties: Harborview, Tataketa, Rose Morin

Jason Norton (Maintenance Tech) reported that the new alarm and heat detection system at Tataketa has been installed. Wasps on the property are scheduled to be removed tomorrow. The 6th of 10 roofs at Rose Morin is underway. The FHA is still working with police regarding this property to random patrol the property and we work with legal counsel to address other concerns at Rose Morin. The clinic opening at Harborview was well attended. Existing shelving will be repainted by maintenance offering considerable savings over replacing. John Parker Rd is in review. The storm caused damage to the house and we are collecting quotes to determine the extent of the repairs. There is also an issue with water seeping into the basement during rainy periods. DHCD is involved in reviewing this issue as a decision regarding reopening the capital fund to address the repair must be determined by their engineers. Tenant has elected to stay with family until the home is repaired and the unit can be reoccupied. Bayberry House has requested a flooring replacement in their office. FHA has agreed to replace the carpets.

Emergency Alarm Repairs, Tatakot- VOTE

Resolution 2019-141

Ms. Wilson moved to approve the emergency alarm repairs by the Cape Cod Alarm Company, required by the Falmouth Fire Department, in the amount of \$14,826. Ms. Budrow seconded. During a discussion concern was expressed that the housing authority was out of compliance with the alarms. The protocol for communication regarding Town concerns has been amended to ensure that compliance reports are directly provided to the Executive Director. The fire alarm panel as well as detectors were replaced.

3-Ayes (Wilson, Favulli, Budrow) 0-Nays MOTION CARRIED

Award Contract (Boston Electric & Telephone, aka BETCO) for Camera Installation - VOTE

Resolution 2019-142

Ms. Budrow moved to approve the low bid of \$64,150 to Boston Electric & Telephone, aka BETCO. Ms. Wilson seconded.

3-Ayes (Wilson, Favulli, Budrow) 0-Nays MOTION CARRIED

Salt Sea Road and Sidewalk Improvements, DHCD #096062 – VOTE

Resolution 2019-143

Ms. Budrow moved to approve the low bid of \$214,300 to Lawrence Lynch, which the base bid as well as all combinations of Alternates. Ms. Wilson seconded.

4-Ayes (Wilson, Favulli, Budrow, Patton) 0-Nays MOTION CARRIED

- Other/Reports review

Vacancy Turnover

Work Orders (June 1-30, 2019)

Resolution 2019-144

Ms. Budrow moved to return to the order on the agenda. Mr. Patton seconded.

4-Ayes (Wilson, Favulli, Budrow, Patton) 0-Nays MOTION CARRIED

Approval of Minutes

Executive Session – May 29, 2019

Resolution 2019-145

Ms. Budrow moved to approve and release the executive session of May 29, 2019 as amended.

Amendments are spelling of Mr. Patton instead of Patterson. Mr. Patton seconded.

4-Ayes (Wilson, Favulli, Budrow, Patton) 0-Nays MOTION CARRIED

General Session – May 29, 2019

Resolution 2019-146

Ms. Budrow moved approve the minutes of the general session of May 29, 2019 as amended.

Amendments are spelling of Mr. Patton instead of Patterson. Mr. Patton seconded.

4-Ayes (Wilson, Favulli, Budrow, Patton) 0-Nays MOTION CARRIED

General Session – June 26, 2019

Resolution 2019-147

Mr. Patton moved to approve the general session minutes of June 26, 2019 amended. Amendments are spelling of Mr. Patton instead of Patterson. Ms. Wilson seconded. 4-Ayes (Wilson, Favulli, Budrow, Patton) 0-Nays MOTION CARRIED

Announcements

Reminder: HUD Public Housing Repositioning Two-Day Training, 8/15-16/19

New Business

- Public and Tenant Representative Comments:

Mary Jane Costa expressed concern about black gunk in the gutters and that Tatakot was in poor condition in general. She inquired about the purpose of the new cameras. Could the \$64,000 for cameras be used instead for fixing the place up? Ms. Richards explained the purpose of the five-year review and annual public meetings held at the federal properties so that capital items may be addressed. The challenge at Tatakot is the walkways, which will cost nearly \$600k and accounts for a majority of the five-year capital funds allocations. Additionally, there are termites on the property which are expensive to treat since it involves extensive digging. There are also ground wasps on the property that were reported over the weekend. The Authority was not aware of any concerns with the gutters prior to this.

Commissioners urged tenants to pick up the phone and inform the HA and not wait a month for a meeting to express concerns.

Commissioners noted that Ms. Richards has procured more grants than any other director likely because of her attention to detail that this attention must continue or grants would be denied. Since the cameras were paid for with a grant, this was another reason they could not be used to fix other things.

Pat Johnson said that she was afraid to come to the community room after dark because the laundry was now open all the time. Ms. Richards explained that public meetings were held every Friday for 3 or 4 months to seek tenant input about policies and the issue of the laundry room hours was not raised. To make any changes will require a revision process since it will require an amendment to the lease.

- Wadsworth, F – Section 8 program concern

Ms. Favulli explained to Frederick Wadsworth that the Board would listen to his concerns but if any names were mentioned, the session would be ended. Mr. Wadsworth stated that his neighbor, a Section 8 client, was engaged in drug trafficking. He said that over the past few years he has complained to the police and provided documents and tried to express his concerns to the Board of Selectmen and Mr. Julian Suso.

Ms. Favulli noted that for at least the past 3 years, there are no police reports, court reports or pending charges against the current household or against the property address. She explained further that the housing authority will not discuss individuals it is involved with another party, due to privacy concerns. It was emphasized that this is a matter for the police, not the Authority.

Mr. Wadsworth expressed frustration that his calls were not returned by the Assistant Director, who was not present at the meeting. Ms. Favulli stated she drove by the property and did not recognize the property as unkempt. Ms. Budrow stated that Mr. Wadsworth may also speak to someone else at the police department that may provide additional information regarding his concerns, how investigations work and provide additional resources if he is not happy with whom he initially spoke to at the police department. Another member of the public, a gentleman who identified himself as “the owner of the Section 8 house” was asked if he had any comments. He declined to comment at this time. Ms. Richards agreed to his frustration with the Assistant Director as it relates to his allegation that Ms. Pearce (Asst. Director) did not return his calls.

Report of the Financial Manager

Payment of bills and approval of HAP payments – VOTE

Resolution 2019-148

Mr. Patton moved to approve. Ms. Wilson seconded.

4-Ayes (Wilson, Favulli, Budrow, Patton) 0-Nays MOTION CARRIED

Review of management fees due from FHC entities - Ms. Conn explained that last month’s bill was higher because there were five weeks in the month. The bill in August will also be higher as there are five weeks in that month also.

Approve payment for vendor – Shred It – VOTE

Resolution 2019-149

Ms. Wilson moved to approve \$184.48. Ms. Budrow seconded.

4-Ayes (Wilson, Favulli, Budrow, Patton) 0-Nays MOTION CARRIED

Report of the Assistant Director

Section 8 Programs Update – Report Reviewed. The report has been revised to be a simpler format and will replace the “units leased” report. There were no questions.

Housing Choice Voucher Model Admin Plan – Change of Administration Companies. Ms. Richards reminded the board that a draft copy of the model admin plan will be distributed to each board member for review, and a notice will be published in the local newspaper. The change will not be ready for vote until September or October, 2019.

Report of the Executive Director

Annual Slate of Officers – VOTE -Tabled

Ms. Richards shared that she received information indicating that the State should be issuing an appointment letter within the next few days.

Executive Director Contract Renewal – VOTE

Ms. Richards reported that she was underpaid as compared to other similar housing authorities. Additionally, she has brought in a half million dollars in grants. Vouchers have increased 20%. She requested a raise to \$103,196, which is approximately a 6% raise, effective 9/1/19 because she was hired on 9/1/17. Based on the portfolio size, other Executive Directors are earning upwards of \$108k annually. The commissioners noted that improvements Ms. Richards has made in getting grants, staff training and increased efficiency were welcomed. Have comparisons been

made with other housing authorities regarding staffing? Deficiencies in the Maintenance Department are being uncovered. No hiring of a Maintenance Director will be done until it is organized. The Board expressed concern with Ms. Richards taken on the full responsibility of the maintenance department. Ms. Richards shared that her goal is to have an admin management staff at the maintenance meetings at least 3x per week, work with the current maintenance staff to understand their concerns and frustrations regarding the current process; and improve customer relations by focusing on better customer service. DHCD shared with Ms. Richards that management agreements, such as the agreement in Weymouth, include a salary allocation for the Director. FHA's management agreement bears no salary allocation for the Executive Director. Ms. Richards will seek clarification from the Falmouth Housing Corporation as to whether or not their new property, Spring Bars Rd, requires any maintenance support from the Authority. The contract is set to be reviewed in 2020. Ms. Favulli also stated that, because the Executive Director has taken on other responsibilities it has created a comp balance issue for her. She will not have used her earned comp hours by July 1st and will be subject to lose the accrued time. Ms. Favulli suggested that all time, vacation and comp hours, not be subject to losing the accrued time balances.

Resolution 2019-150

Ms. Wilson moved to renew the Executive Director's contract with a 6% increase in salary, effective 9/1/17. Mr. Patton seconded.

4-Ayes (Wilson, Favulli, Budrow, Patton) 0-Nays MOTION CARRIED

Resolution 2019-151

Ms. Budrow moved that Ms. Richards be allowed to carry over 2 weeks of vacation and/or comp time to be used in the next year with consideration of the matter on a yearly basis thereafter. Mr. Patton seconded.

4-Ayes (Wilson, Favulli, Budrow, Patton) 0-Nays MOTION CARRIED

Mainstream Voucher Program: Additional Preference – VOTE

Resolution 2019-152

Ms. Budrow moved to approve to add a preference in the Housing Choice Voucher Administrative Plan as amended to include age restriction for "persons under the age of 62." Ms. Wilson seconded.

4-Ayes (Wilson, Favulli, Budrow, Patton) 0-Nays MOTION CARRIED

Comment Period for the amendment to the federal lease agreement

Ms. Richards provided copies of the policy. She estimated that approximately four hearings per quarter were done. The lease will be amended to reference an attachment to the lease agreement which identifies the grievance hearing process as well as discusses the process to become a hearing officer. Ms. Budrow asked that that the lease be also updated to include numbered or lettered identifiers for the attachments (such as Exhibit A, B, etc.). There are many attachments, such as the pet policy and the tenant handbook – Ms. Richards agreed to add the comment by Ms. Budrow.

Report of Correspondence, Activities and Training Opportunities

Future agenda items – due to FHA by June 11, 2019
Award Bidder: 3-Bedroom House in Falmouth
VOTE .Housing Choice Voucher Model Admin Plan
VOTE Approval of Shredding Company Vendor
VOTE. Annual Slate of Officers-VOTE

Next scheduled meeting: 1:00pm - Tuesday, August 20, 2019 at Harborview Community Room,
115 Scranton Avenue, Falmouth, MA 02540

Resolution 2019-153

Ms. Budrow moved to adjourn. Ms. Wilson seconded.
4-Ayes (Wilson, Favulli, Budrow, Patton) 0-Nays MOTION CARRIED

The Falmouth Housing Authority Board of Commissioners has the right by vote to take items out of order. If you require a reasonable accommodation to attend this meeting, please contact our office at (508) 548-1977

Documents used during the meeting

General Bid Results for Security Improvements, Harborview Apartments 47-14 & Tatakett Apartments

Executive Director Contract Memo and Attachments

HUD PIH Notices 2019-01 through 2019-15

Low Bid notice from WDG for Salt Sea Development Road and Sidewalk Improvements

Executive Director's Report: June 26, 2019 – July 22, 2019

30-Day Comment Period: Change to Federal Public Housing Lease Agreement & Attachments

FHA Newsletter – July 2019

HAP Accounting Cash Payment/Receipt Register – June 2019

Management fees from FHC, July 2019

Vacancy/Turnover Report July 2019

Work Order Report for July 2019

Shred It Bill, 6/30/19

Resident Services Coordinator Report, 7/2019

Cape Cod Alarm First Installment Due Bill of \$14,826 – 7/15/19

Information from BSC Group regarding land surveying services for 3-705 properties (related to septic replacement project)

2017 Mainstream Vouchers Admissions Preference

Biddocs for low bidder, Boston Electric and Telephone

Section 8 Programs Report, July 2019

Resignation Letter from Holly Wilson, Commissioner, effective 7/30/19

Maintenance Agreement with the Falmouth Housing Corporation