

FALMOUTH HOUSING AUTHORITY - COMMISSIONERS
REGULAR BOARD MEETING MINUTES
Monday, November 21, 2022
115 Scranton Avenue, Falmouth, MA 02540
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The Falmouth Housing Authority conducted a General Session Commissioners Board Meeting on Monday, November 21, 2022. The general session began at 4:30 p.m. and then entered into Executive Session. General Session resumed at 5:06 p.m. The meetings were 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 were invited to join in the general session meeting by going to:

Link: <https://us02web.zoom.us/j/88930040457> Meeting ID: 889 3004 0457

Audio Access: 1-646-558-8656 Meeting ID: 889 3004 0457

MEMBERS PRESENT: Patricia Favulli
Michael Galasso
Kathleen Haynes
Robert Mascali (*left at 6:00 p.m.*)
Stephen Patton

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

OTHERS PRESENT: Michael Coffey, Laura Bancroft, Dan Webb, Gardner Miller,
Lynne Rhodes, Karen Thurber, Lawrence O'Brien,

OPEN SESSION

At 4:34 p.m. Patricia Favulli called the meeting to order.

EXECUTIVE SESSION

- To discuss strategy with respect to collective bargaining or litigation if an open meeting may have a detrimental effect on the bargaining or litigating position of the public body and the chairs so declares.

Resolution 2023-046

Kathleen Haynes moved to go to executive session at 4:36 p.m. Steve Patton seconded.

A roll call vote was taken:

Patricia Favulli-aye

Michael Galasso-aye

Kathleen Haynes-aye

Robert Mascali-aye

Steve Patton-aye

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

At 5:06 p.m. the Commissioners returned to the regular session. Since one commissioner needed to leave at 6:00 p.m., it was decided to take items out of order.

OPEN SESSION

Approval of Minutes

-General Session 10/17/22 – VOTE

Resolution 2023-049

Steve Patton moved to approve the minutes of the General Session of 10/17/22 as presented.

Kathleen Haynes seconded.

A roll call vote was taken:

Patricia Favulli-abstained

Michael Galasso-aye

Kathleen Haynes-aye

Robert Mascali-aye

Steve Patton-aye

Patricia Favulli-abstained

4 Ayes (Galasso, Haynes, Mascali, Patton) 0-Nays 1-Abstain (Favulli) MOTION CARRIED

Next meeting

Resolution 2023-050

Steve Patton moved that the next meeting be on 12/19/22. Kathleen Haynes seconded.

A roll call vote was taken:

Michael Galasso-aye

Kathleen Haynes-aye

Steve Patton-aye

Robert Mascali-aye

Patricia Favulli-aye

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

Report of the Fiscal Officer

- Payment of bills and HAP payments – VOTE

Resolution 2023-051

Steve Patton moved to approve October bills and HAP payments. Kathleen Haynes seconded.

A roll call vote was taken:

Michael Galasso-aye
Kathleen Haynes-aye
Steve Patton-aye
Robert Mascali-aye
Patricia Favulli-aye
5 Ayes (Favulli, Galasso, Haynes, Mascali, Patton) 0-Nays MOTION CARRIED

Report of the Executive Director

- Annual staff holiday party -VOTE

Resolution 2023-052

Steve Patton moved to approval of the holiday party. Kathleen Haynes seconded.

A roll call vote was taken:

Michael Galasso-aye
Kathleen Haynes-aye
Steve Patton-aye
Robert Mascali-aye
Patricia Favulli-aye
5 Ayes (Favulli, Galasso, Haynes, Mascali, Patton) 0-Nays MOTION CARRIED

- Items for Discussion Timeline/Policy – VOTE

It was decided to examine what policies other committees have for public comment, with an emphasis on local committees.

- Not Us Clean Energy – Dan Webb:

Dan Webb emphasized that though he was a renewable energy developer, he was not present in a sales capacity but wanted to inform the FHA of recent changes that could present opportunities to low-income people as they pay utilities. His power point presentation was entitled ‘New Incentives for Solar Related to Affordable Housing’.

-241 Scranton Ave, Easement – VOTE

It was noted that communication has been received by town counsel, Peter McConarty, and DHCD which clarified its position. This last piece was not yet forwarded to Mr. O’Brien until the commissioners authorized. A discussion included the following:

- Lawrence O’Brien said that since the vote was a tie, he was hoping for a new vote.
- Robert Mascali said that Lawrence O’Brien needed to see the DHCD correspondence. He summarized the DHCD correspondence: The state disfavors the FHA granting an easement in this situation for a number of reasons but they suggested a solution: a license. Would Lawrence O’Brien consider this?
- Doug Jones appeared as a resident and taxpayer and urged the Board to move forward.
- Patricia Favulli read some of the issues involved with an easement: appraisals, open bids, costs borne by applicant, DHCD approval; the license also requires DHCD approval but had more flexibility.
- Michael Galasso noted that whatever was done, there should be no cost to the FHA and some benefit. Can approval include the condition that the house be finished?

- Lawrence O'Brien said that a benefit would be that there would be no litigation for the FHA.
- Patricia Favulli reiterated that the threat of litigation is not helpful.
- Lawrence O'Brien agreed to consider a license.
- All relevant material will be sent to Lawrence O'Brien as soon as possible.
- Patricia Favulli sought public comment on this issue; there was none.
- Michael Galasso reiterated the no costs were to be incurred by the FHA.
- Patricia Favulli reminded that DHCD needed to approve all agreements.

Public Comments

-Winter FHA Workshop, Saturday, February 18, 2022, at 9:00 a.m.

Board members will check their availability and get back to Bobbi Richards.

-Other public comment

None.

-Comments regarding No Smoking Policy and Establishment of Smoking Areas

Bobbi Richards reported that some tenants fear being targeted and so in this circumstance, anonymous written comments are being accepted. Tenants have sought to find where the property lines are. Tenants have requested that comments be sent with enough time before the next meeting for comments to be reviewed.

-December Meeting Date(s) 12/12/22, 12/19/22, or 12/26/22 – VOTE

A date was determined (see above) but then was determined to not be a good date.

Maintenance Department update

-Michael Coffey, Maintenance Superintendent for Falmouth Housing Authority

Michael Coffey introduced himself. He said he was a licensed plumber and trade school graduate. He worked for 7 years as a police officer before starting a handyman business and then became a maintenance supervisor at a boarding school. He has started a punch list and looks forward to establishing maintenance schedules. He starts work on November 28.

-Update re: DHCD 096086 (38 Marshall) & 096091(130 Edgewater) Vacant Units

Bobbi Richards reported that DHCD has selected Rescom to work on both units.

-Bid updates: Rose Morin, Harborview ADA, Electrician

Security camera work for Rose Morin should begin in 2 weeks, vendor is Setronics; Winslow Architects was the low bidder and has been selected to do the Harborview ADA work; the bid for electricians did not yield any submissions; ads were placed in various publications, including

FHA's website, State's central register and the Falmouth Enterprise. On call electricians will continue to be used until the ad is reposted and a successful bid is awarded.

-Portfolio vacant unit turn review

Leslie Pearce reported that the 3 vacant units at Rose Morin should be completed in December.

Leslie Pearce reported that 10 trees were taken down on 130 Edgewater; mold remediation, a solar hot water tank, and weatherization including an electric heat pump has been completed. Oil tank removal is yet to be done.

On Marshall winterization has been completed; an electric heat pump is being sought.

Trees were trimmed on Madeline.

Report of the Fiscal Officer

Review of monthly financials, public housing aging reports

The housing authority had been reluctant to issue notices of termination to tenants due to the constraints presented by COVID, however many tenants have fallen months behind in rent payments. Notices were issued and it appears to have encouraged tenants to seek financial resource referrals from FHA. Help from local churches, Falmouth Service Center and HAC has been promised for many that were behind.

Report of the Assistant Director

-Leased housing report

Leslie Pearce said that the numbers are looking good; it is helpful to have adequate staff.

Report of the Executive Director

-Board of Selectman approval of grant funding - \$100k

Bobbi Richards thanked the commissioners who attended the meeting to support the request.

-FY2023 Appropriation (7004-0107) - \$350k to Falmouth Housing Authority

The plan is to use this appropriation for window replacement at Mayflower/Choate and Salt Sea.

Patricia Favulli noted that David Viera, Susan Moran, and Dylan Fernandes pushed for this funding and they should be acknowledged for their help.

-Portable Space Heater Guidance – DHCD 11/16/22

Bobbi Richards will have a policy for the December meeting.

Resolution 2023-053

At 6:15 p.m. Kathleen Haynes moved to adjourn. Steve Patton seconded.

A roll call vote was taken:

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

4 Ayes (Favulli, Galasso, Haynes, Patton)

0-Nays

MOTION CARRIED

Next meeting: To Be Determined

Items for agenda due by: To Be Determined

Relevant Documents

Salt Sea Blueprints: Sewage Disposal System Upgrade Plan

Salt Sea: 241 Salt Sea Easement – McConarty Email Response 10/17/22

Salt Sea: DHCD Easement Technical Assistance Letter

Salt Sea: FHA Easement Presentation, Proposed Easement, Grant of Perpetual Easement– L. O’Brien

Salt Sea: Exhibits A & B– 241 Scranton Ave from Town of Falmouth

Salt Sea: Sidewalk Reconstruction Plan 1989 from Town of Falmouth

Salt Sea: Subdivision Plan from Town of Falmouth

Town of Falmouth Commitment Letter and Grant Agreement regarding Grant of \$100k for Needs Assessment

FY2023 Appropriation Language 7004-0107 – Susan Moran, David Viera

November 2022 Leased and Public Housing Report

Portable Space Heater Guidance, DHCD November 16, 2022

Public Housing Aging Report – October 2022

YTD Landlord History – October 2022

HAP Check Register – October 2022

Fenton, Ewald & Associates – September 2022 Financials

General Session Minutes of 10/17/22

Work Order Scope from Rescom for 38 Marshall and 130 Edgewater West

Vacancy Portfolio Review for November