

FALMOUTH HOUSING AUTHORITY  
COMMISSIONERS BOARD MEETING MINUTES

Tuesday, August 24, 2021 at 4:30 p.m.

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 conducted a General Session Commissioners Board Meeting on Tuesday, August 24, 2021 at 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 were invited to join the meeting virtually or via telephone:

Link: <https://us02web.zoom.us/j/82453543654> Meeting ID: 824 5354 3654

Audio Access: 1-646-558-8656 Meeting ID: 824 5354 3654

MEMBERS PRESENT: Patricia Favulli  
Michael Galasso  
Robert Mascali  
Stephen Patton

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

OTHERS PRESENT: Chris Kicza, Winslow Architects  
Mike Martin

OPEN SESSION

Call to Order

At 4:33 p.m. Patricia Favulli called the meeting to order. Patricia asked for a motion to take items out of order to accommodate the scheduling of Winslow Architects.

Resolution 2022-010

Steve Patton moved to take items out of order. Michael Galasso seconded.

4-Ayes (Favulli, Galasso, Mascali, Patton)

0-Nays

MOTION CARRIED

Update regarding maintenance projects as follows:

-Harborview Piping Project:

Chris Kicza/Winslow Architects reported that the project has been at substantial completion since the end of July. Air quality testing was recently completed at 8 locations in the building and at one outside location for a baseline. All results were low for the presence of mold. Mitigation measures were taken during construction because of the mold concerns and included HEPA filters, negative air pressure and spraying down surfaces with water and a mold abatement solution. Painting in a corridor is the last item to finish and is planned for this weekend.

-Project near completion:

Chris Kicza will do a final check at the site when the painting is finished. It is expected that the project will be closed out at the end of August.

-Finances associated with piping project for both amps (Harborview & Tataketa) update:

Chris Kicza reported that at the Harborview Project there were about \$50,000.00 in change orders representing 3.4% of the total cost of the project.

Bobbi Richards reported that HUD offices in both Boston and Washington, D.C., David Viera and Bill Keating were contacted to clarify the wants/needs of FHA regarding emergency funding and associated issues for the piping project at Tataketa. A response has not yet been received from HUD. Additionally, the Town was contacted to see if the project was eligible for CPA funding but it is not eligible.

-Tataketa unit #120 project:

Chris Kicza said that outstanding concerns with the contractor were addressed based on the punch list and that work should now be complete. Chris will be on site tomorrow to check on progress. Bobbi Richards said that the hope was to have the unit ready for occupancy by Friday. The former tenant will move back into the renovated unit.

-Review of unit portfolio (Choate, Salt Sea, Harborview, Tataketa, Rose Morin, 705s):

Per the request of Michael Galasso at a previous meeting, Bobbi Richards offered a review of all the public housing units under control of FHA. The goal is to have 95% occupancy rate. The report and discussion included the following:

- Challenges to the outstanding vacancy at Tataketa involves a legal issue; fire occurred in the unit. FHA has paid approximately \$10k out of pocket; repair is estimated to be approximately \$45k and is going through insurance.

Patricia Favulli asked if insurance had been reviewed recently to see if the deductible could be reduced. Bobbi Richards said that procurement for the insurance company is handled through a third-party; procurement recently occurred and is reviewed annually. Additional contact with the third party can be made to determine if there is an option to review the procurement if the board so wishes.

Also at Tataketa, unit 106 has been off line with several issues including no insulation. It is in the process of rehabilitation.

- At Harborview, one unit was occupied by a person with hoarding issues. The FHA worked with the Board of Health and Falmouth Human Services to get the tenant to move to another unit and have the original unit rehabilitated. Staff capacity, based on the number of turn overs, has affected all turn overs being timely.
- At Rose Morin, some rehabilitation has occurred but some has been delayed due to staffing shortages.
- The state properties have had issues with hoarding as well.
- Sometimes tenants have passed away or move to a higher level of care, hoping to return to the unit and the FHA does not hear about it for weeks or months.
- One of the 705s was discovered empty. The FHA served notice for unpaid rent and then for abandonment. There are extensive problems including rodent infestation, mold, roof and a detaching chimney. At a meeting earlier in the day, DHCD informed that if a house is sold another house must replace it. Bobbi Richards understood this to be that the FHA could not opt out of the 705s, meaning that a unit could not be sold and the portfolio simply reduced. The money from the sale of one unit was hoped to be able to be used to renovate the entire portfolio but it does appear that is allowable by DHCD.
- Michael Galasso asked if the units could be sold to a non-profit with deed restrictions. Perhaps the agreement could be modified for good reason.
- Bobbi Richards will contact DHCD and provide a copy of the agreement at the next meeting but cautioned that maintenance staffing was based on unit count and a reduction could result in a reduction of maintenance staff.
- Michael Galasso suggested selling the properties in bulk to a property management company that could get 5% of the rent.
- Steve Patton noted that the FHA recently dropped a management agreement with another entity because the situation was not favorable to FHA. Having a lawyer to review the details would be a good idea.
- The 705 in question would need about \$200,000 worth of repairs.
- Patricia Favulli asked if a prefab could be placed over the foundation.
- The cost to even clean and investigate the situation would be over the \$10,000 threshold for a split bid under DHCD regulations, so taking any kind of action is problematic. DHCD clarified at the meeting today that anything going through the state must account for prevailing wages.

#### Approval of General Session Minutes

-Minutes of 6/22/21: Tabled

-Minutes of 7/20/21: Tabled

#### Public Comments

-Board member trainings through the Mel King Institute:

Bobbi Richards noted that a former commissioner highly recommended these trainings.

New Business – Updated state guidance regarding COVID-19 and meetings (PHN 2021-18)  
Bobbi Richards said that FHA is open but some local agencies such as HAC are not. Some agencies are using Zoom as the default means of contact.

Announcement of new Fiscal Officer, Charles Starr and report of the Accounting Department  
Mr. Starr introduced himself and provided information regarding past industry experience.

-Declaration of new fiscal officer for banking purposes – VOTE  
Resolution 2022-011

Michael Galasso moved to acknowledge Charles Starr as the new Fiscal Officer for the Falmouth Housing Authority. Robert Mascali seconded.

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

-Payment of July bills and HAP payments – VOTE  
Resolution 2022-012

Steve Patton moved to approve July bills and HAP payments. Michael Galasso seconded.

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

-Status of tenant accounts

Bobbi Richards reported that the FHA has been receiving emergency rental funds to pay rental arrearages at 100% reimbursement.

Report of Assistant Director

-Leased housing summary as of 8/1/21:

Leslie Pearce reviewed the report.

It was noted that there are 1,870 applicants on the waiting list.

Report of the Executive Director

-241 Scranton Ave correspondence from Town of Falmouth:

It was agreed that the correspondence was only for the information of the FHA and no action was needed.

-Tenant Commissioner Appointment

The Select Board will check applicants standing with FHA prior to appointment.

-Waiting list pulls (Section 8 and Mainstream)

HUD requested that a waiting list call be done. The process is underway.

-Reasonable Accommodation Policy – VOTE

Bobbi Richards reported that a template from the state seems very good and could be applied to the federal units as well. The draft will be presented at a future meeting. NO VOTE TAKEN

Next meeting agenda items – due by Tuesday, September 14, 2021

Resolution 2022-013

At 5:51 p.m. Steve Patton moved to adjourn. Robert Mascali seconded.

4-Ayes (Favulli, Galasso, Mascali, Patton)

0-Nays

MOTION CARRIED

Relevant Documents

Letter to HUD, 8.5.21 & Attachments (Funding concern and original Emergency HUD Approval Letter)

8.5.21/8.6.21/8.9/21 Email communications to keep Board informed regarding Tenant Commissioner process at Town of Falmouth

Harborview Post Construction Air Quality Testing Results

DHCD PHN 2021-18 Updated COVID-19 Guidance for Delta Variant

June HAP Accounting Cash Payment – Receipt Register

June Landlord Payment History Report

June Public Housing Aging Report

Federal Public Housing Occupied Units Report as of 8.20.21

State Housing Units Occupied Report as of 8.20.21

Federal Daily Vacancy for Public Housing Report as of 8.20.21

FHA Active and Planned Activities – DHCD Report as of 8.20.21

DHCD PHN 2021-17 DHCD Reasonable Accommodation Policy

MA State-aided public housing preservation and modernization program guidelines

Tataketa funding letter narrative – Winslow Architects

HUD Original Emergency Approval Letter for Harborview/Tataketa Piping

Leased Housing Summary for August 2021

Communication with Town of Falmouth re: 241 Scranton Ave correspondence from Town of Falmouth