

FALMOUTH HOUSING AUTHORITY
COMMISSIONERS BOARD MEETING
SPECIAL SESSION MINUTES

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The Falmouth Housing Authority conducted a General Session Commissioners Board Meeting on Tuesday, June 8, 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 in the meeting by going to: <https://us02web.zoom.us/j/82679756947>; Meeting ID: 826 7975 6947 or dial 1-646-558-8656, Meeting ID: 826 7975 6947; and following the instructions to join virtual meeting.

MEMBERS PRESENT: Patricia Favulli
Michael Galasso
Robert Mascali
Stephen Patton

STAFF PRESENT: Bobbi Richards, Executive Director
Leslie Pearce, Assistant Director
Kimberly Conn, Fiscal Officer

OTHERS PRESENT: Laura Bancroft
Chris Kicza, Winslow Architects
John Winslow, Winslow Architects

OPEN SESSION

Call to Order

At 4:30 p.m. Patricia Favulli called the meeting to order. Bobbi Richards asked Chair Favulli to take the meeting out of order to allow for the presenters, Winslow Architects, to speak on project-relevant matters.

Update regarding maintenance projects as follows:

-Winslow Architects presents

Chris Kicza appeared before the Board to discuss the Harborview piping repair project, including change orders. He explained that many preexisting conditions have been discovered during the project and this may push back the completion date. PCOs 13, 14 and 16 were deemed essential changes by the design team after thorough review and scrutinization. Before a change order is generated it has affirmatively answered the question: Is this essential and necessary.

A discussion included the following:

- Steve Patton asked about the discrepancy in parts/labor costs among the change orders.
- Chris Kicza explained that the stairwells had not been enclosed properly originally. There is a gypsum board seal that requires much labor to deal with multiple penetrations including at least multiple pipes and wiring penetrations. The labor charge proposed is fair.

- In response to Michael Galasso’s questions about a PCO log and exploratory work done prior to the project, Chris Kicza said that Winslow Architect had drawings and exploratory work was done in the two mechanical rooms; there were no resources to cut and patch beyond this.
- John Winslow said that exploratory work was done, including a report from MacRitchie – mechanical engineer - a report is available.
- Michael Galasso asked to see totals on the change order log. John Winslow agreed to update the log to include change order totals.

-PCO #13 – MCI – Replace piping at Sprinkler Room – Harborview Piping Project - \$6,284.44 – VOTE

Resolution 2020-190

Steve Patton moved to approve as written. Robert Mascali seconded.

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

-PCO #14 - MCI – Remove and replace water piping at 2nd flr boiler room – Harborview Piping Project, \$8,933.53 – VOTE

Resolution 2020-191

Steve Patton moved to approve as written. Robert Mascali seconded.

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

-PCO #16 – MCI – Install continuous framing and GWB at concealed cavity at stairwell partitions - \$15,622.52 – VOTE

Resolution 2020-192

Steve Patton moved to approve as written. Robert Mascali seconded.

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

-Low bid – Top Neck – Tatakot #120 (fire damage unit), \$41,900.00 - VOTE

Bobbi Richards explained that the October fire was allegedly caused by a tenant. When the project went out to bid, the insurance company rejected all bids and proposed another entity to do the work for a lower cost than any of the bids that had come in. Questioning the insurance company’s ability to make such requests, FHA asked Winslow Architects to intervene on its behalf. Winslow researched the issue by contacting the insurance company, federal and state representatives to further discuss the bid process and decline of bid provided by the insurance company.

John Winslow explained that Winslow Architects contacted state and federal entities who recommended rejecting all bids and starting the bidding process a second time. John Winslow recommended the bid from Top Neck which comes with a clean bid process and proposal and was the low bid. Insurance is requiring that things be restored exactly as they were prior to the fire.

Michael Galasso said that he wished to see addressed in the bid process, other requirements such as whether or not the business is woman, minority or veteran-owed/opportunities that they provide. He also suggested looking into insurance coverage for loss of rental income.

Commissioners may look into having an adjuster in the future since there was such a discrepancy between the bids and the insurance estimate. Robert Mascali asked how much FHA is to receive from insurance regarding this issue; Bobbi Richards deferred to Ms. Conn to respond as to the deductible, etc. Kimberly Conn shared that the deductible is \$25k.

John Winslow shared that Winslow took issue with the value of the job as determined by the insurance company. The market is dictating that the job cost more than the insurance company is providing. Patricia Favulli stated that a private insurance adjuster is a good idea to implement moving forward. Bobbi Richards stated that FHA has not engaged the services of a private adjuster in the past, to their knowledge. John Winslow shared that a performance bond is not required based on the value of the job.

Resolution 2020-193

Steve Patton moved to approve \$41,900.00 to Top Neck for the restoration of Tatakak apartments unit #120. Robert Mascali seconded.

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

MOTION CARRIED

Approval of Minutes of Special Session – 5/27/21

Resolution 2020-194

Steve Patton moved to approve as written. Robert Mascali seconded.

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

MOTION CARRIED

New Business

None

Report of the Executive Director

-Required Board Member trainings

Ms. Richards reminded that Commissioners Steve Patton, Robert Mascali and Michael Galasso must take trainings by the end of the month.

-Emergency Safety & Security Grant – Rose Morin

Ms. Richards reported that the FHA has filed for a grant for \$216,138.00 with HUD to install cameras and a video service, replace front and back doors and install security windows at the 60 units at Rose Morin. She noted that this was an example of how the Capital Plan may be supplement, and the allocations in the capital plan can be funged from year-to-year and/or amongst the stated projects in the plan.

-Cable bulk contract – VOTE

Michael Galasso raised concerns that the proposed contract was not fixed and adjustable after one year. The contract offered only bare bones and not high definition view capacity. Additionally, the contract was set to auto renew. Robert Mascali said he did not disagree. High definition was standard. Was there any way to get this? It was noted that at the last meeting it was clarified that the FHA does not enter into automatically renewable contracts and that the cable company agreed to remove the auto-renewals from the contracts. Ms. Richards said that

she would pose these two issues and was concerned that the contract be approved by the end of the month. Patricia Favulli requested that an addendum listing all channels available be included in the contract. The matter will be readdressed at the next board meeting.

-Amendment to Vehicle Policy - VOTE

Ms. Richards explained that the change was to address union concerns with the policy as voted by the Board previously. Ms. Richards does not object to the revision to the policy and asks the Board to pass the policy is so agreed.

Resolution 2020-195

Michael Galasso moved to approve as written. Robert Mascali seconded.

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

Report of the Finance Department

-Payment of HAP and bills – VOTE

Resolution 2020-196

Steve Patton moved to approve as written. Robert Mascali seconded.

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

-April 2021 Financials

Ms. Conn reviewed for the commissioners.

-Year-end Tenant Account Receivables (TAR) write off

Ms. Richards explained that a unit is off line due to an eviction process and an abandonment. DHCD will be doing the rehabilitation with the process taking 6-9 months.

Resolution 2020-197

Steve Patton moved to approve the year-end tenant account receivables write offs, as presented, for \$500.00. Robert Mascali seconded.

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

-Year-end Participant & Tenant Fraud (unreported income) write off

Ms. Richards explained that incremental payments of \$5 or \$10 were not effective in reducing debt. Negotiations are now done for higher repayment sums in accordance with the administrative plan for the program(s).

Resolution 2020-198

Robert Mascali moved to approve the year end write off for \$2,9911.24. Steve Patton seconded.

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

At 5:33 p.m. the meeting adjourned by consensus.

Relevant Documents

Previous and proposed cable contracts, including current and proposed cable line up

Revised Agency Vehicle Policy

Tataketa Unit #120 Low bid letter, GC list of bids, and bid docs

MCI PCO #'s 13 – Replace piping at Sprinkler Room

MCI PCO #14- Remove and replace water piping at 2nd flr boiler room

MCI PCO #16 – Install continuous framing and GWB at concealed cavity at stairwell partitions

MCI PCO #17 – Replace urinal flush valve

Revised Agenda

2021 Fraud A/R recommended for write-off

2021 Tenant A/R recommended for write-off

May 2021 HAP and cash registers

Draft Minutes of Special Session of May 27, 2021

Fenton, Ewald & Associates, P.C. – April 2021 FHA Financials