

FALMOUTH HOUSING AUTHORITY - COMMISSIONERS BOARD MEETING MINUTES

Tuesday, November 23, 2021 at 4:30 p.m.

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The Falmouth Housing Authority conducted a General Session Commissioners Board Meeting on Tuesday, November 23, 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 may join in the meeting by going to:

Link: <https://us02web.zoom.us/j/84694359380> Meeting ID: 846 9435 9380

Audio Access: 1-646-558-8656 Meeting ID: 846 9435 9380

MEMBERS PRESENT: Patricia Favulli  
Robert Mascali  
Stephen Patton (*logged in at 4:56*)  
Michael Galasso

MEMBERS ABSENT: Kathleen Haynes

STAFF PRESENT: Bobbi Richards, Executive Director  
Leslie Pearce, Assistant Director

OTHERS PRESENT: Laura Bancroft  
John Winslow  
Chris Kicza

OPEN SESSION

Call to Order

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

Resolution 2022-034

Michael Galasso moved to take items out of order. Robert Mascali seconded.  
3 Ayes ( Favulli, Galasso, Mascali) 0-Nays MOTION CARRIED

-2021 Emergency and Disaster Grant Funding Application and Additional Funding Request and obligation extension update:

Bobbi Richards called attention to the application for additional funding packet sent out previously and reported that additional funding has been requested.

-Project update from Winslow Architects:

John Winslow provided an update:

The scope of the Tatakot project is much the same as that of Harborview except for the balconies at Tatakot. Winslow now has a better data base after doing the Harborview project. Some estimates were missed by the firm underestimating the extent of existing damage. Estimates were done before the database developed as a result of doing Harborview. Additionally, some costs have doubled and tripled in some cases. An original estimate of \$1.3 million is now \$3 million. The numbers are based on the bid environment now and the experience doing Harborview.

Phase 1 has been approved previously and includes the first floor and all horizontal lines. There are funds for this. John Winslow reviewed that the architects were told to hold pending results of an additional funding request. Doing the whole project at once is preferred.

A discussion included the following:

- Have overheading costs been included?
- No but there is a clerk of the works.
- It is not known if overheading could be done since this is a public and not a private project.
- There may also be issues with the union.
- Funds must be obligated by 1/31/22. Discussions are ongoing with HUD regarding the funding request.
- Many housing authorities find themselves in similar situations regarding funding and HUD is processing many similar requests.

#### Resolution 2022-035

Michael Galasso moved to resume the regular order of the meeting. Robert Mascali seconded.  
3 Ayes ( Favulli, Galasso, Mascali)                      0-Nays                                      MOTION CARRIED

#### Minutes

10/26/21 - No quorum present.

10/19/21

#### Resolution 2022-036

Michael Galasso moved to approve the General Session Minutes of 10/19/21. Robert Mascali seconded.  
3 Ayes ( Favulli, Galasso, Mascali)                      0-Nays                                      MOTION CARRIED

10/26/21

Steve Patton logged in, creating a quorum.

#### Resolution 2022-037

Michael Galasso moved to approve the Special Session Minutes of 10/26/21. Steve Patton seconded.  
3 Ayes ( Favulli, Galasso, Mascali)   0-Nays   1-Abstention (Mascali)                      MOTION CARRIED

Public Comments - None offered.

### New Business

-Discussion on formation of subcommittees

Michael Galasso noted that most boards that meet monthly have specific projects that they work on. The commissioners could consider development and redevelopment, disposition or selling of single-family homes or adding housing for projects.

Patricia Favulli said that these must be open meetings, posted, with minutes taken and the director involved. Frank Duffy had said that even if the meeting involves less than a quorum this must be the case since if 2 members are having a dialog, it is a meeting. If committees are meeting without these protocols, it is in violation of Open Meeting Law.

-Discussion on planning a retreat (time/location/agenda items)

It was agreed that the retreat would focus on 2 or 3 items such as diversity or subcommittees. A Saturday in January or February maybe in the Hermann Room was discussed. Ideas and availabilities would be sent to Bobbi Richards.

### Report of Maintenance Department

-Removal of basement storage/storage outside of units

Bobbi Richards reported that tenants are not happy that they are required to remove items from the basement of Salt Sea and other locations. It is unclear when the practice began and there is nothing about storage allowed in basements in the lease. Foundations are due to be inspected soon at Salt Sea and the items stored would interfere with the inspections.

-Update on properties affected by recent storms

Several large trees and lots of brush came down. The crews have been working to cleanup. A tree damaged a fence at a 705 unit and the neighbor wants the fence replaced. The tree was cleared though it was actually the neighbor's responsibility to do so under MGL. The fence may take some time to deal with since fence panels are in short supply.

-State housing units review:

-Heat pump conversions to date:

The aim is to convert all 25 705s from oil to heat pumps. When units become vacant, energy audits and energy improvements are done by Rise Engineering.

Bobbi Richards will check to see if FHA gets the electricity discount on units where it pays the electricity.

-Discussion regarding off-grid options/ideas for housing authority-owned properties:

Solar energy was discussed. Further discussion may be done at the retreat.

### Report of the Accounting Department

Chuck Starr was out because of health issues and Bobbi Richards presented his reports.

Payments totaling over \$10,000 are expected soon from HAC to cover past due rents.

There have been several tenants' deaths and resulting turnovers this year which is depressing for tenants when someone passes away and difficult for maintenance who must do turnovers.

Maintenance asked Leslie Pearce if temporary help could be provided and a temp was hired for 3

days per week. Bobbi Richards was contacted by the union who had concerns with a temp being hired.

-Payment of October bills and HAP payments – VOTE  
Resolution 2022-038

Steve Patton moved to approve the payment of the October bills and HAP payments. Michael Galasso seconded.

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

-Review of July financials and public housing aging reports - Reviewed

#### Report of Assistant Director

-Leased housing summary review – November 2021:

Leslie Pearce reported that 56 of 100 Main Street Vouchers have been leased up. This is up from 48 and the numbers are good for this climate. HUD has reviewed and found the numbers for programs good in general.

Bobbi Richards reported that HUD is reviewing the issue of project-based vouchers.

#### H. Report of the Executive Director

-Monitoring of 40B projects on projects that board members are associated with:

Bobbi Richards said that ethical issues may be involved and it would not be a good idea for the FHA to monitor.

-Reorganization of the Board of Commissioners – VOTE(s): - Tabled until the full board is present.

#### Resolution 2022-039

At 5:47 p.m. Michael Galasso moved to adjourn. Steve Patton seconded.

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

#### Relevant Documents

Draft Minutes of General Session of 10/19/21

Draft Minutes of Special Session of 10/26/21

Financials for the month of July 2021 prepared by Fenton, Ewald & Associates

Leased Housing Summary Review for November 2021

Positions on the Board of Commissioners handout

HAP Accounting Cash Payment Register for October 2021

Landlord Payment History Register for October 2021

Public Housing Aging Report through October 2021

2021 Emergency and Disaster Grant Funding Application & Additional Funding Request documents