

FALMOUTH HOUSING AUTHORITY  
COMMISSIONERS GENERAL SESSION BOARD MEETING MINUTES  
Monday, June 1, 2023

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The Falmouth Housing Authority conducted a General Commissioners Board Meeting on Monday, June 1, 2023. The general session began at 4:30 p.m. The meeting was 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.

MEMBERS PRESENT: Patricia Favulli  
Michael Galasso  
Kathleen Haynes  
Robert Mascali  
Stephen Patton

STAFF PRESENT: Bobbi Richards, Executive Director

OTHERS PRESENT: Laura Bancroft, Kurt Achin, Chris Kicza – Winslow Architects

OPEN SESSION

At 4:30 p.m. Patricia Favulli called the meeting to order.

Approval of Minutes

-General Session Minutes of 5/22/23– VOTE

Resolution 2023-106

Steve Patton moved to approve. Michael Galasso seconded.

A roll call vote was taken:

Patricia Favulli-aye

Michael Galasso-aye

Steve Patton -aye

3 Ayes (Favulli, Galasso, Patton)

0-Nays

MOTION CARRIED

-Executive Session Minutes of 3/20/23– VOTE

Resolution 2023-107

Steve Patton moved to approve as written. Michael Galasso seconded.

A roll call vote was taken:

Patricia Favulli-aye

Michael Galasso-aye

Robert Mascali-aye

Steve Patton -aye

4 Ayes (Favulli, Galasso, Mascali, Patton)

0-Nays

MOTION CARRIED

Public Comments

None.

Maintenance Department

Low bid Zander Corporation, \$26,000, VOTE

Bobbi Richards noted that the task was to review the low bid for this federal project at Harborview.

Architect, Chris Kicza said that the bathroom in this ground floor unit at Harborview met earlier ADA standards but not the ADA or Massachusetts standards of today. In response to comments from the Board, the proposal was reduced to a minimum with a roll in shower and a shower and floor drain. Despite efforts to generate interest in bidding, only 2 bids were received with Zander the low bidder at \$26,000.

Michael Galasso asked how Winslow evaluates bids. Is there a breakdown of costs? A lump sum of \$26,000 can't be evaluated.

Chris Kicza was unsure whether there was a provision in Massachusetts law that permitted breaking down the costs. He noted that the proposal sets minimum requirements. Materials are specified.

Patricia Favulli said that prevailing wages must be used.

Michael Galasso asked how contractors are bound to the schedule. Can 10% be withheld?

Chris Kicza said that in any case, payments to the contractor usually are made months after completion.

Steve Patton noted that this was a sealed bid.

Patricia Favulli added that there was considerable information in the RFP as well.

Resolution 2023-108

Steve Patton moved to approve the contract with Zander Corporation for \$26,000 to restore the bathroom as described. Kathleen Haynes seconded.

A roll call vote was taken:

Patricia Favulli-aye

Michael Galasso-nay

Kathleen Haynes-aye

Robert Mascali-aye

Steve Patton -aye

4 Ayes (Favulli, Haynes, Mascali, Patton)

1-Nay (Galasso)

MOTION CARRIED

Report of the Assistant Director

Utility Allowances-VOTE

Bobbi Richards reported that Nelrod of Texas has set rates to be used by Section 8 tenants for the next 12 months. A third party does the research the allowances are based on.

Michael Galasso asked if the age of the units are considered. These are not as energy efficient as newer units. Bobbi Richards did not know if that was a factor that was considered. The vote will be moved to the next meeting.

Resolution 2023-109

At 5:04 p.m. Steve Patton moved adjourn. Kathleen Haynes 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

Relevant Documents

Bid package for Zander Corporation for ADA Unit at Harborview

Draft Minutes of 5/22/23

Falmouth Financial Statements for March

Utility Allowances from Nelrod