

FALMOUTH HOUSING AUTHORITY - COMMISSIONERS
GENERAL SESSION BOARD MEETING MINUTES

Tuesday, August 30, 2022

115 Scranton Avenue, Falmouth, MA 02540

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The Falmouth Housing Authority conducted two meetings as follows: (1) Public Hearing on the federal public housing developments' Capital Fund Plans (CFP)/Five Year and Annual Plan, and (2) a General Session Commissioners Board Meeting on Tuesday, August 30, 2022. The public hearing began at 4:30 p.m., the general session was held immediately thereafter. The meetings will be 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/86712758423> Meeting ID: 867 1275 8423

Audio Access: 1-646-558-8656 Meeting ID: 867 1275 8423

MEMBERS PRESENT: Patricia Favulli
Michael Galasso
Kathleen Haynes (*logged in at 5:17 p.m.*)
Robert Mascali (*logged out at 5:25 p.m.*)
Stephen Patton (*logged out at 5:15 p.m.*)

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

OTHERS PRESENT: Laura Bancroft
"RM" (unknown attendee)
Lawrence O'Brien
Maureen McIver, Independent Recording Secretary

OPEN SESSION

At 4:57 p.m. Patricia Favulli called the regular meeting to order. Patricia Favulli requested a motion to take items out of order as a few commissioners had expressed time constraints.

Resolution 2023-019

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

A roll call vote was taken:

Patricia Favulli-aye

Michael Galasso-aye

Robert Mascali-aye

Stephen Patton-aye

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

0-Nays

MOTION CARRIED

Maintenance Department update

- RM Security Proposal Low Bid Award – VOTE

All bids received were presented to the Board for review. Certain bids were excluded due to late submission.

Resolution 2023-020

Stephen Patton moved to approve Setronics as the low bidder at \$74,903. Michael Galasso seconded.

A roll call vote was taken:

Patricia Favulli-aye

Michael Galasso-aye

Robert Mascali-aye

Stephen Patton-aye

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

0-Nays

MOTION CARRIED

241 Scranton Avenue – Lawrence O’Brien – Easement – VOTE

A discussion included the following:

- Bobbi Richards reported that the Executive Director, Chair and Vice Chair met with DHCD officials regarding the transfer request. DHCD does not recommend this transfer or use of this land for this purpose; it may not be legal to do so.
- Robert Mascali clarified that an easement is not a transfer.
- Bobbi Richards shared that DHCD does not recommend that the housing authority proceed with the action as requested by Lawrence O’Brien.
- Patricia Favulli said that DHCD did not endorse or recommend that the housing authority grant the easement. Their legal counsel had advised this. Other similar situations have not met with success for the petitioners.
- Robert Mascali said that he would have liked to have been on the call.
- Patricia Favulli said that DHCD did not want this added as an agenda item so the call was limited to the Chair and Vice Chair.
- Robert Mascali noted that this prevents Lawrence O’Brien from moving forward. Other situations may have similarities but this is unique.
- Lawrence O’Brien asked if there was a point of contact for DHCD.
- Patricia Favulli said it was through the board.
- Michael Galasso asked if the opinion of DHCD was put in writing.

- Patricia Favulli said that DHCD was asked to put their opinion in writing but they did not choose to do so at this juncture.
- Patricia Favulli reiterated to Lawrence O'Brien that the FHA is separate from the Town of Falmouth.
- Steve Patton said that the state was very clear. The matter was highly complicated needing to go through attorneys, the Attorney General, and the Governor for approval. Land would have to be given. There would need to be an RFP and public bidding process for the land.
- Patricia Favulli shared that under procurement rules, FHA cannot directly grant land to any one entity without going through the procurement process.
- Lawrence O'Brien asked what the procurement would be about. Patricia Favulli explained that, for example, if another entity wanted to park their vehicles on the land, they would have the right to bid on the 5' easement.
- Michael Galasso asked if any member of the public could drive down Salt Sea Lane. Patricia Favulli confirmed that the public could drive down the lane if so desired; the driveway is named "Salt Sea Lane," but the service streets are not named Salt Sea Lane and the fire department has required FHA to update its service addresses for emergency responses. It is understood to be a private right-a-way for use of the tenants that live there.
- A point of order was discussed, and it was determined that a positive motion would be made and voted on.

Resolution 2023-021

Stephen Patton moved to approve the request for an easement. Robert Mascali seconded.

A roll call vote was taken:

Patricia Favulli-nay

Michael Galasso-aye

Robert Mascali-aye

Stephen Patton-nay

2-Ayes (Galasso, Mascali)

2-Nays (Favulli, Patton)

MOTION FAILED

Lawrence O'Brien clarified the vote and how many members needed for a quorum. Robert Mascali stated that three members are needed to form a quorum.

Maintenance Department update

-Change order approval policy and procedure – VOTE

The board discussed changes to the policy including that the Executive Director may approve change orders that represent less than 10% of the original project bid and must include a detailed breakdown of materials, labor and reason for recommendation for change order from contractors and all sub-contractors. A change order log must be maintained for each project. A review of the approved change orders, in log format/summary would be presented to the board at the next regular scheduled board meeting. Michael Galasso asked for the maintenance department to be more involved in the change order process. Once change orders exceed, cumulatively, 10% of the original project bid cost, the change orders would be voted upon by the Board.

Resolution 2023-022

Robert Mascali moved to approve the policy as discussed. Michael Galasso seconded.

A roll call vote was taken:

Patricia Favulli-aye

Michael Galasso-aye

Kathleen Haynes-aye

Robert Mascali-aye

Stephen Patton-aye

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

Before logging off the meeting call, Robert Mascali noted that this vote may make the following ones regarding maintenance work orders moot. Bobbi Richards stated that she was unable to confirm if the presented change orders totaled more than 10% of the original project cost.

-Zander – Change Order 6, required electrical upgrades – DHCD 096071-\$3,071.43 -VOTE

Resolution 2023-023

Michael Galasso moved to approve. Kathleen Haynes seconded.

A roll call vote was taken:

Patricia Favulli-aye

Michael Galasso-aye

Kathleen Haynes-aye

Stephen Patton-aye

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

-Zander – Change Order 7, Framing repairs – DHCD 096071 - \$1818.58 – VOTE

Tabled

-Zander - Certificate of Substantial Completion – DHCD 096071 – VOTE

Bobbi Richards said a walkthrough of the site was performed. Michael Galasso said he wanted the maintenance to be involved.

Resolution 2023-024

Kathleen Haynes moved to approve. Michael Galasso seconded.

A roll call vote was taken:

Patricia Favulli-aye

Michael Galasso-aye

Kathleen Haynes-aye

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

-130 Edgewater Dr W – Trees removed; project is in design mode with DHCD. Bobbi Richards shared that she met with the neighbors and discussed the funding process and planned work. Bobbi Richards reported that DHCD has funded this request.

-20 Madeline Rd review of Special Session meeting 7/21/22

The project received funding today.

-Portfolio vacancy review

The list of vacancies was reviewed by Bobbi Richards, noting there had been an increase in turns to rented units in this review period. There were no questions from the Board.

Report of the Fiscal Officer

-Payment of July bills and HAP payments – VOTE

Resolution 2023-025

Kathleen Haynes moved to approve as presented. Michael Galasso seconded.

A roll call vote was taken:

Patricia Favulli-aye

Michael Galasso-aye

Kathleen Haynes-aye

3-Ayes (Favulli, Galasso, Haynes)

0-Nays

MOTION CARRIED

-Review of monthly financials, public housing aging reports
Reviewed.

Minutes

-General Session minutes of 7/18/22 – VOTE

Resolution 2023-026

Kathleen Haynes moved to approve. Michael Galasso seconded.

A roll call vote was taken:

Patricia Favulli-aye

Michael Galasso-aye

Kathleen Haynes-aye

3-Ayes (Favulli, Galasso, Haynes)

0-Nays

MOTION CARRIED

-Special Session minutes of 7.21.22 – VOTE

No quorum; no need to represent for vote.

Public Comments

None

September Housing Authority Retreat, 9/10/22

-In person or remote

-Invitation to DHCD

It was agreed that the retreat would be in person. Bobbi Richards will send an invitation to DHCD; Patricia Favulli will send invitations to state representatives.

Report of the Assistant Director – Leased Housing Summary Report

Leslie Pearce reported 57 lease ups in the Mainstream Program; the staff has been working hard. Several new Housing Choice Vouchers have recently been awarded. Bobbi Richards added that

\$50,000 has been awarded for Mainstream applicants to be used for moving and other costs. This grant is based on how many lease-ups a housing authority performs.

Report of the Executive Director

Grants update:

- Affordable Housing Fund application/presentation at Committee meeting: Leslie Pearce will attend the meeting tomorrow. Michael Galasso and Patricia Favulli have agreed to attend also.
- HUD Emergency Grant: A meeting is being planned with HUD to discuss.
- Revision to Admin/ACOP plans re: local preferences (no time limit): Bobbi Richards said that HUD has requested a change to the language regarding the time limit for local residence as it is against regulation to put in place a time period to establish local residency. Patricia Favulli asked for the item to be placed on the next month's agenda for full board to discuss.

Resolution 2023-027

Michael Galasso moved to adjourn at 5:55 p.m. There was no second. Participants logged off at 5:56 p.m.

Next Scheduled Meeting: Housing Authority Retreat, September 10, 2022 at 9:00 a.m.
General Session Meeting, Monday, September 19, 2022 at 4:30 p.m.
Items for general session agenda due by Tuesday, September 12, 2022

Relevant Documents

24CFR 960.206 Waiting list local preferences in admission to public housing program
Bids and bid tabulation sheet related to Rose Morin Security Cameras
Draft Change Order policy and procedures
Zander Change Orders 6 & 7, Change Order Summary by Rescom
July 2022 HAP Register
July 2022 Payments by Landlord
Public Housing Aging Reports July 2022
Draft GS Minutes of 7/18/22
Draft SS Minutes of 7/21/22
Falmouth Proposed Easement Stamped Plans
Portfolio Vacancy Review through 8/30/22
Winslow Architects Response to HUD Inquiry