

FALMOUTH HOUSING AUTHORITY - COMMISSIONERS GENERAL SESSION BOARD

MEETING MINUTES

Wednesday, January 29, 2025

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www.falmouthhousing.org

The Falmouth Housing Authority conducted a General Session and Executive Session Commissioners Board Meeting on Wednesday, January 29, 2025 The general session began at 4:30 p.m. The Board did its best to adhere to posted time frames, but times may have varied. The meeting(s) 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; extended to 2025. The public were invited to join in the general session meeting by going to:

Link: <https://us02web.zoom.us/j/88439503043>

Meeting ID: 884 3950 3043

Audio Access: 1-646-558-8656

Meeting ID: 884 3950 3043

MEMBERS PRESENT:

Stephen Patton, Chair

Patricia Favulli (*arrived at 4:32 p.m., logged off at 5:45 p.m.*)

Michael Galasso

Kathleen Haynes

Jack Richardson (*logged off at 5:35 p.m.*)

STAFF PRESENT:

Bobbi Richards, Executive Director

Leslie Pearce, Assistant Director

Benjamin Anako, Fiscal Officer

Kevin Donovan, Maintenance Superintendent

Emma Montville, Maintenance Assistant

OTHERS PRESENT:

Chris Kicza and John Winslow – Winslow Architect; Timothy Kenneally – Foley & Foley; Ross Lendway – Rise Engineering; Laura Bancroft, Maureen McIver-Independent Recording Secretary; Call-in-User_1

OPEN SESSION

At 4:31 p.m. Stephen Patton called the meeting to order.

Resolution 2025-068

At 4:31p.m. Stephen Patton moved to go to Executive Session. Kathleen Haynes seconded.

A roll call vote was taken:

Stephen Patton -aye

Michael Galasso-aye

Kathleen Haynes-aye

Jack Richardson-aye

4 Ayes (Patton, Galasso, Haynes, Richardson)

0-Nays

MOTION CARRIED

EXECUTIVE SESSION

1. To discuss the deployment of security devices, strategies with respect hereto, and the investigation of potential criminal misconduct.

2. Adjournment to General Session

GENERAL SESSION

Resolution 2025-070

At 4:58 p.m. Patricia Favulli moved to resume the General Session of January 29, 2025.

Kathleen Haynes seconded.

A roll call vote was taken:

Stephen Patton -aye

Patricia Favulli-aye

Michael Galasso-aye

Kathleen Haynes-aye

Jack Richardson-aye

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

At 4:58 p.m. the general session resumed.

Items were taken out of order to accommodate presenters' schedules.

Policies - votes

-Revised Policy: Key Policy

Timothy Kenneally said that a new key policy has been drafted. An impact bargaining session occurred late last year. Previously, maintenance staff had a master key at all times. The process recommended and underway is that specific keys are presented by management to the maintenance team based on their assignments. The keys are returned at the end of the day. An exception is the on-call maintenance staff who has a key for the duration of their on-call shift.

Resolution 2025-071

Patricia Favulli moved to approve the revised key policy. Kathleen Haynes seconded.

A roll call vote was taken:

Stephen Patton -aye

Patricia Favulli-aye

Michael Galasso-aye

Kathleen Haynes-aye

Jack Richardson-aye

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

-Revised Policy –Drug & Alcohol-Free Workplace Policy

Timothy Kenneally clarified that this was to codify that using, having, or distributing drugs and alcohol at work was not permitted. This is a safety in the workplace issue and the union agreed.

Resolution 2025-072

Kathleen Haynes moved to approve the revised drug and alcohol-free workplace policy. Patricia Favulli seconded.

A roll call vote was taken:

Stephen Patton -aye

Patricia Favulli-aye

Michael Galasso-aye

Kathleen Haynes-aye

Jack Richardson-aye

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

-Security Camera Policy

Timothy Kenneally explained that this policy has conditions: There will be no live monitoring of employees but if something is captured, it may be used for disciplinary purposes. The use of the existing and new cameras is to be used for the safety and security of people and property.

Resolution 2025-073

Steve Patton moved to approve the security camera policy. Kathleen Haynes seconded.

A roll call vote was taken:

Stephen Patton -aye

Patricia Favulli-aye

Michael Galasso-aye

Kathleen Haynes-aye

Jack Richardson-aye

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

A question arose because one of the policies requires commissioners to sign and the others do not. Is an MOU needed? Bobbi Richards said that policies are posted on the website and direct readers to the minutes where the policies have been approved. Timmothy Kenneally advised that the approved policies be put on the website and an MOU will be drafted if/when needed.

-Public Comments

Bobbi Richards noted that she included in the board packets a copy of the negotiated union contract and the DLS ruling.

-Rise Engineering – Ross Lendway – Heat pump projects

Bobbi Richards reported that Ross Lendway has been very helpful putting forth energy saving projects to FHA. Ross Lendway reported that Rise Engineering has been working with FHA for several years. 11 of the 705s are having heat pumps installed. Each of Rose Morin's 60 units is having a heat pump installed as well as asbestos abatement. A new style refrigerant is being use that is code compliant. Rise uses local vendors. There is no charge to FHA for these projects totaling \$900,000 in work and materials. All work is expected to be completed by June 1st.

Items requiring discussion and vote:

-Special Session Minutes of 1.2.25 – vote

Resolution 2025-074

Stephen Patton moved to approve the special session minutes of 1.2.25. Jack Richardson seconded.

A roll call vote was taken:

Stephen Patton -aye

Patricia Favulli-aye

Michael Galasso-aye

Kathleen Haynes-aye

Jack Richardson-abstain

4 Ayes (Patton, Favulli, Galasso, Haynes) 0-Nay 1-Abstain (Richardson) MOTION CARRIED

-Approval of Public Hearing Minutes of 8.28.24-vote

Resolution 2025-075

Stephen Patton moved to approve the public hearing minutes of 8/28/24. Patricia Favulli seconded.

A roll call vote was taken:

Stephen Patton -aye

Patricia Favulli-aye

Michael Galasso-aye

Kathleen Haynes-aye

Jack Richardson-aye

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

-Report of Fiscal Officer - HAP and Payment of Bills -vote

Resolution 2025-076

Steve Patton moved to approve the payment of HAP and bills.

Kathleen Haynes seconded.

A roll call vote was taken:

Stephen Patton -aye

Patricia Favulli-aye

Michael Galasso-abstain

Kathleen Haynes-aye

Jack Richardson-aye

4 Ayes (Patton, Favulli, Haynes, Richardson) 0-Nays 1-Abstain (Galasso) MOTION CARRIED

-Review of public aging reports

-Revised Designer Fee – John Winslow/Architect– Security Cameras, \$39,150 – vote

Bobbi Richards noted that a review of the recording of the last meeting revealed a discrepancy between what the Board said and what was proposed. John Winslow said that yes, there was a discrepancy. However, the money was about the same in each case. Rogue Engineering submitted a proposal demonstrating that the work required will be less architecture and more engineering. The fee does exceed the 12% by a bit and this can be worked out with Rogue Engineering. The 12% is an all in number.

Resolution 2025-077

Patricia Favulli moved to approve the emergency Harborview and Tatakot additional security cameras proposal by Winslow Architect with a 12% cap.

Kathleen Haynes seconded.

A roll call vote was taken:

Stephen Patton -aye

Patricia Favulli-aye

Michael Galasso-nay

Kathleen Haynes-aye

Jack Richardson-aye

4 Ayes (Patton, Favulli, Haynes, Richardson) 1-Nay (Galasso) MOTION CARRIED

-Replacement of locks at Harborview and Tatakot – Mayflower Services \$48,700-

Vote

Bobbi Richards reported that Mayflower was the low bidder. New England Home and Glass did not include the back doors in their bid and so was more costly overall. Kevin Donovan said that the plan was to replace all master locks at Tatakot and Harborview. A plan to replace Knox Boxes has been reviewed with the fire department.

Michael Galasso noted that receipt of federal funds requires that 65% of the materials used be made in the US. Bobbi Richards agreed to review the current legislation and update the low bidder regarding the results.

Resolution 2025-078

Stephen Patton moved to approve the lock replacement contract to Mayflower Services for \$48,700. Kathleen Haynes seconded.

A roll call vote was taken:

Stephen Patton -aye

Patricia Favulli-aye

Michael Galasso-aye

Kathleen Haynes-aye

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

MOTION CARRIED

-096101 – CSC and CFC – Zander Corporation – votes

Kevin Donovan said that a walk-through last week showed just a few items remaining left to do; many were the responsibility of the FHA such as stove and refrigerator installation. Michael Galasso expressed concern that the Certificate of Occupancy had not yet been issued.

Resolution 2025-079

Michael Galasso moved to approve the CSC for Zander Corporation provided the Certificate of Occupancy is obtained. Stephen Patton seconded.

A roll call vote was taken:

Stephen Patton -aye

Patricia Favulli-aye

Michael Galasso-aye

Kathleen Haynes-aye

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

MOTION CARRIED

Resolution 2025-080

Patricia Favulli moved to approve the CFC for Zander Corporation. Michael Galasso seconded.

A roll call vote was taken:

Stephen Patton -aye

Patricia Favulli-aye

Michael Galasso-aye

Kathleen Haynes-aye

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

MOTION CARRIED

-Cape Cod Alarm –Smoke Detector Repl in federal units, CSC and \$145,400 CFC –
Votes

Bobbi Richards reviewed that this was an emergency and safety grant awarded for smoke and CO detector upgrades for Tatakot and Harborview in all units and hallways.

A question arose about the invoice where there appeared to be a discrepancy between the charge and the amount due. Bobbi Richards will verify the amount due and a vote will be taken today for substantial completion; final completion will be requested at the next meeting.

Resolution 2025-081

Patricia Favulli moved to approve payment of \$145,400 to Cape Cod Alarm for CSC for smoke detector replacement in Harborview and Tatakot. Kathleen Haynes seconded.

A roll call vote was taken:

Stephen Patton -aye

Patricia Favulli-aye

Michael Galasso-aye

Kathleen Haynes-aye

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

MOTION CARRIED

A vote for final completion will be on the next agenda.

-Report of the Executive Director -vote

1. Annual Fair Housing Compliance Data- vote

Bobbi Richards noted that FHA pulls applicants considering disabled status and age of over 65.

Resolution 2025-082

Kathleen Haynes moved to approve the Annual Fair Housing Compliance Report. Stephen Patton seconded.

A roll call vote was taken:

Stephen Patton -aye

Michael Galasso-aye

Kathleen Haynes-aye

3 Ayes (Patton, Galasso, Haynes) 0-Nays

MOTION CARRIED

2. Designated Housing Plan (DHP) – vote

This plan applies to the federal buildings: Rose Morin, Tatakot and Harborview Apartments and is updated every three years; the focus is on the disabled under 62 and those over 65.

Resolution 2025-083

Michael Galasso moved to approve the Designated Housing Plan. Kathleen Haynes seconded.

A roll call vote was taken:

Stephen Patton -aye

Michael Galasso-aye

Kathleen Haynes-aye

3 Ayes (Patton, Galasso, Haynes) 0-Nays

MOTION CARRIED

3. Correspondence and Activities Report – vote

(small contracts – Rose Morin additional cameras (2), 485 Brick Kiln LOA, CPC funding letter to Rep. Vieira, administrative, grants and properties update, solar contract approval from HUD, Mayflower-Choate windows, conflict of interest disclosure forms required, commissioner trainings required, office updates, development information from HUD)

Bobbi Richards called attention to several items in the Correspondence and Activities Report including 2 new cameras at Rose Morin, HUD approval of all solar contracts, the need for all commissioners to submit conflict of interest disclosure forms, progress on the plan for building in front of Harborview including a survey from BSS and information gathering processes.

Resolution 2025-084

Kathleen Haynes moved to approve the Correspondence and Activities Report and contents therein. Michael Galasso seconded.

A roll call vote was taken:

Stephen Patton -aye

Michael Galasso-aye

Kathleen Haynes-aye

3 Ayes (Patton, Galasso, Haynes)

0-Nays

MOTION CARRIED

-Report of the Maintenance Superintendent

Modernization of 705s, Tatakak walkways and offline units, vacant unit turns, staff

Kevin Donovan reported that the walkways at Tatakak are looking good; divots in the lawn there from construction will be repaired in the spring. Vacant unit turns are being done in good time.

A new maintenance technician is scheduled to start next week. The outside of 189 Old Barnstable is now cleaned; the inside is next.

-Report of the Assistant Director – Leased Housing Report

Leslie Pearce reported that the numbers are looking up. Leases have increased in both Section 8 and Mainstream programs. Bobbi Richards added that with federal funding frozen, then not, and perhaps to be frozen again, funding is being drawn down to pay vendors and staff as quickly as FHA can access the system.

-Next meeting agenda items: Vendor laundry services, Past executive session minutes, PowerOptions utility lock in, Development and Redevelopment of Properties, Review of EOHLC letter

Adjournment

Resolution 2025-085

At 6:13 p.m. Michael Galasso moved to adjourn. Kathleen Haynes seconded.

A roll call vote was taken:

Stephen Patton -aye

Michael Galasso-aye

Kathleen Haynes-aye

3 Ayes (Patton, Galasso, Haynes)

0-Nays

MOTION CARRIED

Relevant Documents

Public Aging Reports (705s, 667s, federal public housing) for January 2025

Race & Ethnicity EOHLC for state public housing

CHAMP system print out for FHA Demographics

Union Negotiation CBA Final Draft for signatures

Leased Housing Summary for December 2024 and January 2025

Draft Master Key Policy

Draft Security Camera Policy

Draft Drug & Alcohol Policy

Federal Sites Designated Housing Plan Draft

Tatakak and Harborview Camera Proposal

Master Locks Rekey Proposal from Mayflower (Low Bid)

Certificates of Substantial and Final Completion 44 Carolyn-Zander

Invoices related to Substantial and Final Completion – Cape Cod Alarm

PowerPoint regarding CPA funding 6.18.24

Article regarding Embezzlement related to current tenant 1.16.25

Executive Director's Correspondence & Activities Report for January 2025 (includes contracts)