

FALMOUTH HOUSING AUTHORITY, 115 SCRANTON AVE., FALMOUTH, MA

GENERAL SESSION:

July 2, 2014

MEMBERS PRESENT: Patti B. Haney, Chairperson  
Timothy H. Lineaweaver  
Florence Bodnar  
Karen Cardeira

MEMBERS ABSENT: Claire M. Maguire

STAFF PRESENT: Thomas L. Lacey, Executive Director  
Kimberly Conn, Accountant/Secretary  
Bob Arsenault, Maintenance Director

OTHERS PRESENT: Pat Varney, Choate / Pat Drouin, Dorothy Shaver, Shirley Lewis,  
Genevieve Clement, Connie Caruso, & Richard Lowe, Tatakot

The General Session of the Board of Commissioners of the Falmouth Housing Authority was convened at 10:12am in the Community Room of Tatakot Apartments.

The Chairperson announced that the Secretary will be recording this meeting as usual for the purpose of preparation of meeting minutes.

Approval of Minutes

Mr. Lineaweaver moved acceptance of the June 10, 2014 meeting, Seconded by Ms. Cardeira.  
3-Ayes          0-Nays          1-Abstained          1-Absent          MOTION CARRIED.

Approval of Payment of Bills & HAP Payments

Mr. Lineaweaver moved approval of bills and HAP payments, Seconded by Ms. Cardeira.  
4-Ayes          0-Nays          1-Absent          MOTION CARRIED.

Tenant Representatives:

Choate's representative reported that everything is quiet, since FHA staff helped to resolve a tenant issue. Also, the recent storm blew more shingles off the roof. Tatakot's representative reported various work order related items that Mr. Arsenault addressed. Mr. Lacey will be addressing the courtyard parking issue by ordering signs. A specific tenant issue was brought up at the meeting, but was to be addressed independently of the board meeting.

Financial Statements – Year to Date Review:

Mr. Lacey reviewed the two page excel summary that captures all of the programs. The pro-rated budgeted loss through 11 months was approximately \$69,000, with the actual loss being just under \$40,000 year to date. The Federal reserve balances were healthy enough to cover the loss for the fiscal year, and the State Consolidated covered for this year as well even though their reserve balances are much lower. Section 8 reserves have a funding deficiency from last year's sequestration. He further reminded the board of the year-end GASB 45 entry that will be posted.  
*Document Reference: Falmouth Housing Authority Agency Wide Financials through May 31, 2014.*

NEW BUSINESS

Update from Maintenance Director on Significant Projects:

Rose Morin – Boiler Replacement:

Mr. Arsenault reported that there will be a meeting next week. There are three chimney flues left to install and a little electrical work left. There are some questions regarding who is responsible for the items that needed to be changed; the final resolution will be discussed at the meeting.

Choate – Roof:

Mr. Arsenault reported that the Choate roof job should only take about 10 days once it begins, weather permitting. The paperwork was submitted to DHCD and the installation will hopefully begin by the middle of the month.

Bayberry House – Exterior:

Mr. Arsenault reported that there was not enough funding allocated to this job which hindered the bidding process. FHA has reallocated some CIP funds and will be rebidding the Bayberry House exterior siding replacement project.

Executive Director's Report

State Capital Improvement Plan-VOTE:

Mr. Lacey reviewed the State Capital Improvement Plan spreadsheet; the shaded items were items that had changed in some way. Mr. Arsenault recently visited all of the 705-houses and prepared a maintenance needs assessment list. Two roofs have been added to the FY2015 funding as they are in dire need of replacement. Mr. Lacey intends to go before the CPC for Spring Town Meeting requesting funds to repair some of the 705 houses. Ms. Haney reviewed some of the qualifying expenses, such as: septic repairs, roofing, ADA accessibility changes, in summary generally items that are replaced in a time frame of more than ten years. Mr. Lineweaver moved to approve the State Capital Improvement Plan as discussed; Seconded by Ms. Cardeira.

4-Ayes      0-Nays      1-Absent      MOTION CARRIED.

*Document Reference: State Capital Improvement Plan 11x17 print out through FY-2019*

Lead Paint

The board reviewed the form for Certification of Compliance with Notification Procedures for Federal and State Lead Paint Laws. Mr. Lineweaver moved approval of signing the Lead Certification paperwork as the Falmouth Housing Authority is in compliance; Seconded by Ms. Cardeira.

4-Ayes      0-Nays      1-Absent      MOTION CARRIED.

*Document Reference: Certification of Compliance with Notification Procedures for Federal and State Lead Paint Laws for Fiscal Year ending 6/30/2014.*

Utility Allowances – VOTE:

Mr. Lacey reviewed the new utility allowance schedules as updated June 2014. Mr. Lineweaver moved to approve the schedules to be utilized effective July 1, 2014; Seconded by Ms. Cardeira.

4-Ayes      0-Nays      1-Absent      MOTION CARRIED.

*Document Reference: Falmouth & Barnstable County utility allowance schedules 6/2014.*

Bob Murray Housing With Love Walk:

The walk itinerary was adjusted slightly this year with the changing of some of the routes, the organizations worked together to change some sections. There is a lot of publicity going on now, and this is the first year without Bob. The walk finishes in Falmouth on July 20, 2014.

*Document Reference: Housing With Love Walk 2014 Itinerary.*

Notantico Woods Update:

The bid opening for Notantico Woods is today. Falmouth Housing Authority has the option to allot three Project Based Vouchers to the project per its current Section 8 Administrative Plan. The Housing Authority has 319 Section 8 vouchers, in which 20% of them (based on dollars) can be tied specifically to a unit, making the unit affordable; called a Project Based Voucher. The Housing Authority currently has 59 Project Based Vouchers, so the three additional vouchers will bring the project based program up to 62 vouchers (and still within the 20% allowed). Mr. Lineweaver moved to award three Project Based Vouchers to the Notantico Woods project once it is built; as Woods Hole is currently underserved for affordability; Seconded by Ms. Bodnar.

4-Ayes      0-Nays      1-Absent      MOTION CARRIED.

Management Plan Update:

Mr. Lacey is reviewing the packet that he received from Mike Foley, to update the Management Plan.

Agency Plan Update:

Leslie Pearce and Mr. Lacey had a conference call with Joe Schiff on Monday. Mr. Schiff is now putting the items discussed into the agency plan. There is a 45 day public review period, so the changes will likely be ready to approve at the September board meeting.

Regionalization Update:

Mr. Lacey reviewed a summary that came out a few weeks ago of the current housing bill. The items focused on were accountability and transparency, annual plan, annual audit, board member training, executive director contract, resident surveys, centralized waiting lists, and Capital Assistance Teams (CAT). Falmouth Housing Authority may be subject to the CAT as we only have 87 State public housing units. The regional innovation program encourages housing authorities to voluntarily regionalize; however there is a minimum requirement of 750 units and seven housing authorities, which Cape Cod does not meet. It is appearing more likely the legislation will pass.

*Document References: An Act Relative to Local Housing Authority Reform Joint Committee on Housing & Massachusetts House of Representatives Bill Summary*

Vacancy/Turnover Review:

Mr. Lacey reviewed the vacancy turnover report. Overall the number of days to turnover a unit is within the threshold, and occupancy remains high.

*Document Reference: Falmouth Housing Authority Vacancy/Turnover Report through June 2014.*

Section 8 Tracking Report:

The Housing Authority is almost fully leased, with 317 of the 319 vouchers leased. The funding of dollars going out is slightly over dollars coming in, but as of December 2013, there was approximately \$49,000 in reserves. HUD has recaptured the reserves of housing authorities, but is holding them on the housing authority's behalf.

*Document Reference: CY 2014 Section 8 Tracking Report through July 2014.*

Management Fees Due from FHC Entities:

Management fees for May 2014 totaled \$28,164.00, with a 5<sup>th</sup> week of payroll.

Report from Community Preservation Committee Representative:

The CPC received 13 applications for fall funding totaling \$2.4 million in requests. There is only \$1 million available for funding. There were two applications for housing received; one from Falmouth Housing Authority for the Housing Stabilization Program which was awarded \$40,000 last year and requested \$45,000 this year; and the other request came from Habitat for Humanity. The CPC is in the process of preparing for Fall Town Meeting.

NEXT MEETING DATE August 6, 2014, 10:00am; Harborview Community Room

General Session adjourned at 11:03am

Moved by Mr. Lineaweaver; Seconded by Ms. Cardeira.

4-Ayes      0-Nays      1-Absent      MOTION CARRIED.



Thomas L. Lacey  
Executive Director



Patti B. Haney  
Chairperson

FALMOUTH HOUSING AUTHORITY, 115 SCRANTON AVE., FALMOUTH, MA

GENERAL SESSION:

August 6, 2014

MEMBERS PRESENT: Patti B. Haney, Chairperson  
Claire M. Maguire  
Florence Bodnar

MEMBERS ABSENT: Timothy H. Lineaweaver  
Karen Cardeira

STAFF PRESENT: Thomas L. Lacey, Executive Director  
Kimberly Conn, Accountant/Secretary  
Bob Arsenault, Maintenance Director

OTHERS PRESENT: Pat Varney, Choate / Eileen Rice, Salt Sea  
Madeline Felker, Tataket / David Marks, Harborview

The General Session of the Board of Commissioners of the Falmouth Housing Authority was convened at 10:00am in the Community Room of Harborview Apartments.

The Chairperson announced that the Secretary will be recording this meeting as usual for the purpose of preparation of meeting minutes.

Approval of Minutes

Ms. Bodnar moved acceptance of the minutes of the May 7, 2014 meeting, Seconded by Ms. Maguire.

3-Ayes      0-Nays      2-Absent      MOTION CARRIED.

Ms. Bodnar moved acceptance of the July 2, 2014 meeting, Seconded by Ms. Maguire.

3-Ayes      0-Nays      2-Absent      MOTION CARRIED.

Approval of Payment of Bills & HAP Payments

Ms. Maguire moved approval of bills and HAP payments, Seconded by Ms. Bodnar.

3-Ayes      0-Nays      2-Absent      MOTION CARRIED.

Tenant Representatives:

Salt Sea's representative reported that everything is good and quiet. Choate's representative reported that tenants are eagerly awaiting the new roof, and also fixing lighting that was damaged during the septic installation. Regarding the lighting, Mr. Arsenault responded that they need specific equipment to test for low voltage wiring and that they are working on it. A Tataket tenant was very upset that the garden was cut back so much. Mr. Arsenault sympathetically explained that the garden was way overgrown and it had to be cut back in that way. A positive discussion ensued with specific actions agreed upon that will prevent a similar situation in the future.

Financial Statements – Year to Date Review:

The fee accountants are still working on the month end reports for June 30, 2014 as they are the fiscal year end and require more detail and analysis.

NEW BUSINESS

Update from Maintenance Director on Significant Projects:

Rose Morin – Boiler Replacement:

The flues are all in, but there is still some electrical wiring to complete. Mr. Arsenault gave an estimate to the contractor to have the Housing Authority electrician install them for approximately \$2,200 and is waiting to hear if they would like to complete the job or process a change order to have FHA complete the wiring.

Choate – Roof:

DHCD has the paperwork for the Choate Roof project. Once it is signed then a Notice To Proceed will be sent to the contractor, then a construction meeting will take place and the project will begin.

Bayberry House – Exterior – VOTE:

Mr. Arsenault reviewed the bid results with the board. The two lowest bidders came in at the same base bid amount, but Cape Cod Builders had a \$10/SF pricing to replace rot and Drizos Construction had a \$100/SF price. There was a larger price fluctuation with the alternates, but the board decided to go with the base bid amount. After a brief discussion and the concern of the unknown rot repair the board decided to award the project to the lowest bidder, with the lowest rot repair cost per square foot. Ms. Bodnar moved to award the project to Cape Cod Builders for a base bid amount of \$32,000 with \$10/SF for rot repair; seconded by Ms. Maguire.

3-Ayes            0-Nays            2-Absent            MOTION CARRIED.

*Document Reference: Falmouth Housing Authority Bid Results Bayberry Housing Siding & Trim Replacement dated July 31, 2014 at 2:00pm.*

Executive Director's Report

Bob Murray Housing With Love Walk:

The Bob Murray Housing With Love Walk went well this year. The weather was pretty good overall, with one day of rain. Mr. Lacey walked the entire route with four others. Eight people walked a portion of the race every day, and on any given day approximately 20-40 walkers participated. Mr. Lacey felt very positive about the current year's walk and also for the continuation of the walk.

Notantico Woods Update:

Delphi Construction was selected as the general contractor from the bids received for the Notantico Woods project. Falmouth Housing Corporation is still working on funding and putting all of the final projections together.

Management Plan Update:

There was nothing new to report at this time.

Agency Plan Update:

Mr. Lacey just received the draft updates from Joe Schiff, him and Ms. Pearce will be reviewing them and posting for public comment. The updates will most likely be ready for vote at the October meeting.

Regionalization Update:

The legislation that came out of the joint housing committee meeting did pass before the end of July. The positive changes increase accountability, and lay the framework for clear expectations and support. Regionalization is currently voluntary, with the potential for up to 3 pilot regionalized consortia housing authorities. Another aspect of the legislation is tenants will receive random tenant surveys, and housing authorities will have the right to see the survey results and respond within 60 days if desired. Board member training will be required, and hopefully they will set up a less costly more economic program. Hopefully future budget appropriations will recognize that there will be increased staff time needed to adhere to the additional requirements. Finally, DHCD wanted the right to remove an Executive Director, but this section did not pass as in some cases the states portion of the housing authority budget is minimal. Ms. Haney mentioned that next month there will be an agenda item to discuss the Executive Director's contract, and the allocation percentage for State, Federal, and Private Management units.

Vacancy/Turnover Review:

The state vacancy turnover days is skewed based on the tenant that moved from Choate into Tatakot as the move took the tenant a lot longer than expected. The overall occupancy percentage is still high at 99.47%. Occupancy is measured by a snapshot of any vacancies on the first of the month. The staff is very conscious of this and works diligently to turnover and lease up promptly.

*Document Reference: Falmouth Housing Authority Vacancy/Turnover Report through July 2014.*

Section 8 Tracking Report:

The housing authority has started to issue new vouchers based on the small reserve and HUD's anticipated future funding. However, last month six people went off the program; a few were removed from the program a few voluntarily went off the program and a few were absorbed by other housing authorities through the portability process. Current voucher utilization is at 98.90%.

*Document Reference: CY-2014 Section 8 Reporting through August 2014.*

Management Fees Due from FHC Entities:

Management fees for June 2014 totaled \$20,917.12.

Report from Community Preservation Committee Representative:

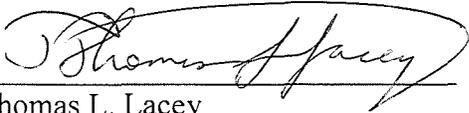
The two proposals the CPC received for housing were from the Falmouth Housing Authority to support the Housing Stabilization Program, and from Habitat for Humanity to build a single family home on a donated piece of land in Falmouth. Notantico Woods' predevelopment funds are going before the Board of Selectmen again even though they were voted in favor previously; this is partially because there are several new members on the board.

NEXT MEETING DATE September 3, 2014, 10:00am; Tataketa Community Room

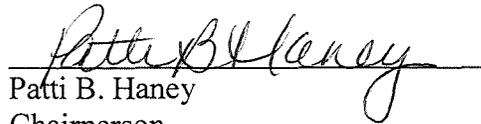
General Session adjourned at 10:51 a.m.

Moved by Ms. Bodnar; Seconded by Ms. Maguire.

3-Ayes      0-Nays      2-Absent      MOTION CARRIED.



Thomas L. Lacey  
Executive Director



Patti B. Haney  
Chairperson

FALMOUTH HOUSING AUTHORITY, 115 SCRANTON AVE., FALMOUTH, MA

GENERAL SESSION:

September 3, 2014

MEMBERS PRESENT:      Patti B. Haney, Chairperson  
                                 Claire M. Maguire  
                                 Timothy H. Lineaweaver  
                                 Florence Bodnar  
                                 Karen Cardeira

MEMBERS ABSENT:      None

STAFF PRESENT:      Thomas L. Lacey, Executive Director  
                                 Kimberly Conn, Accountant/Secretary  
                                 Bob Arsenaault, Maintenance Director

OTHERS PRESENT:      Pat Varney, Choate / Eileen Rice, Salt Sea  
                                 Hilda Sousa, Frank Travis, Paul Kenefick, & Pat Drouin / Tataketa

The General Session of the Board of Commissioners of the Falmouth Housing Authority was convened at 10:06am in the Community Room of Tataketa Apartments.

The Chairperson announced that the Secretary will be recording this meeting as usual for the purpose of preparation of meeting minutes.

Approval of Minutes

Ms. Cardeira moved acceptance of the minutes of the July 2, 2014 meeting, Seconded by Ms. Bodnar.

3-Ayes      0-Nays      1-Abstained      1-Absent for vote      MOTION CARRIED.

Ms. Maguire moved acceptance of the minutes of the August 6, 2014 meeting, Seconded by Ms. Bodnar.

3-Ayes          0-Nays          2-Abstained          MOTION CARRIED.

Approval of Payment of Bills & HAP Payments

Mr. Lineaweaver moved approval of bills and HAP payments, Seconded by Ms. Maguire.

5-Ayes                  0-Nays                  MOTION CARRIED.

Tenant Representatives:

Salt Sea's representative reported that everything is going well. Choate's representative reported that everything is quiet, but tenants are anxiously waiting for the new security lighting and roof replacement. Tatakot's representatives reported that the newly painted parking lines look great, but inquired about the remainder of the lot if it would be done before winter. Maintenance did a fabulous job with the grounds clean up. Other tenants discussed the overgrown garden that is an eyesore and full of weeds. Mr. Arsenault will discuss it with Ms. Purdy the Service Coordinator as previously tenants agreed to maintain the garden in order to keep it. If tenants are unable to maintain the garden, it will be removed.

Financial Statements – Year to Date Review:

Mr. Lacey reviewed the financials through June 30, 2014. The most significant adjustment was a Capital Fund adjustment for 2010 and 2011. There was a capital receivable on the books from a prior year, so it was decided to charge against extraordinary maintenance. Across the board the Housing Authority had a positive year. There was a budgeted \$75,000 loss across all programs and actuals came in at a surplus of \$7,854. Mr. Lacey reviewed various line items with the board in response to questions posed. Mr. Lacey and Mr. Arsenault discussed energy efficiency programs the Housing Authority has participated in, as well as other opportunities that exist. Mr. Lacey discussed PILOT (Payment In Lieu Of Taxes), which is the savings of real estate taxes paid to the town in lieu of repairs to the properties. The Housing Authority also takes care of its own trash disposal and plowing and sanding of its roadways. There was a large receivable for Capital Fund disbursement that was not received, due to the Environmental Review paperwork to be distributed to HUD. The Cape Cod Commission conducts the Environmental Review for the Housing Authority, but HUD wanted the Town's Planning Department to conduct the review. The Town Manager needed to sign a document authorizing the Cape Cod Commission to conduct the review, in order for HUD to release the Capital Funds. This process took time, as the letter from the Town was not received until July 1, 2014; therefore delaying the funds disbursement beyond the fiscal year ending 6/30/2014. The board discussed accessing Community Preservation funds to improve state public housing, which is allowed in the regulations. The town is in the process of preparing specific written guidelines on how to access the funds. The board reviewed and signed the year end financials to be submitted to DHCD, for the State Consolidated, MRVP, and Bayberry House programs.

*Document Reference: Falmouth Housing Authority Financial Statements through June 30, 2014 & FHA Year-End Operating Statements for programs 4001, 689, & MRVP as of June 30, 2014.*

NEW BUSINESS

Update from Maintenance Director on Significant Projects:

Rose Morin – Boiler Replacement:

Mr. Arsenault had the final walk through with the engineers last week, with a few items to correct. The architects were drafting a letter to the contractor to correct the final items for completion of the project.

Choate – Roof:

The preconstruction meeting for the Choate roof project will be scheduled soon, and the Notice to Proceed will be delivered to the contractor following the meeting.

Bayberry House – Exterior:

The contracts were turned in and mailed to DHCD yesterday; once they are approved the project will begin.

Scattered Site Houses-VOTE:

Mr. Arsenault reviewed emergency projects at the 705-houses. The first was a significant roof leak at 7 Carol Ave, in which the house has a large tarp over it. Mr. Arsenault reviewed the bids with the board in which five bids went out and two were returned. Mr. Lineaweaver moved to award Sprinkle Home Improvement, Inc. the roof replacement project at 7 Carol Ave in the amount of \$7,900; Seconded by Ms. Maguire.

5-Ayes

0-Nays

MOTION CARRIED.

Scattered Site Houses continued:

The second emergency project is a septic system that failed at 38 Marshall Drive; the neighbors have been complaining of the odor, and the Town of Falmouth had been called. The septic has been pumped several times. Dig Safe has been on site and the perk test is in progress now. There is an accessibility issue with the site, and a neighbor has agreed to allow the contractor to utilize his driveway during construction. The septic system was on the State capital plan to replace next year, Mr. Arsenault has contacted DHCD to move forward in this fiscal year; and hopefully paperwork will be in process to bid on at the next board meeting.

Executive Director's Report

SEMAP 6/30/2014-VOTE:

Mr. Lacey reviewed the 6/30/14 submission of the Section 8 Management Assessment Program. There are new personnel at HUD accepting them, they are due by August 30, 2014 and usually a scoring is assessed by September 30, 2014. Falmouth usually receives a score of 100%. Ms. Cardeira moved acceptance of the SEMAP report as submitted; Seconded by Mr. Lineaweaver.

5-Ayes

0-Nays

MOTION CARRIED.

*Document Reference: Falmouth Housing Authority SEMAP Certification for FYE 6/30/2014 as submitted on August 11, 2014.*

Affordable Single Family Resales:

There are two families wanting to sell their affordable houses at Esker Place, and one family selling at Ward Street. The Falmouth Housing Authority is working with The Falmouth Housing Trust to find affordable buyers. Each home has a different deed rider to follow in order to keep the house affordable as indicated on the state's Subsidized Housing Inventory (SHI) list. There is a universal deed rider now, but these homes were built before the uniformity of the deed rider, and therefore have their own sets of rules as indicated.

State Ethics Requirement:

The updated conflict of interest law is to be distributed between September 15<sup>th</sup> and December 15<sup>th</sup> and therefore will be distributed at the next board meeting. The online ethics test must be completed every two years.

Executive Director Contract:

Ms. Haney reviewed that Mr. Lacey's contract was up in January, and she was in the process of crunching numbers with Ms. Conn and would most likely have something more concrete to discuss with the board at the next meeting.

Notantico Woods Update:

Mr. Lacey reviewed the delays in the Notantico Woods project and the funding of \$540,000 that was approved by the Board of Selectmen in August of 2012. Linda Clark has been working very hard to access the funds, and is scheduled to go before the current Board of Selectmen on Monday evening.

Management Plan Update:

There is nothing new to report at this time in regards to the Management Plan.

Agency Plan Update:

The agency plan is currently in the 45-day public comment period and will be ready to review and approve at the next board meeting.

Vacancy/Turnover Review:

Mr. Lacey is in the process of recreating this report, as his hard drive crashed on his computer, and while most information was recovered, this document was lost.



### Approval of Payment of Bills & HAP Payments

Mr. Lineaweaver moved approval of bills and HAP payments, Seconded by Ms. Bodnar.  
4-Ayes          0-Nays          1-Absent          MOTION CARRIED.

### Tenant Representatives:

Salt Sea's representative reported that everything is going well. Choate's representative reported that things are busy with the installation of the new roof looking great, and the contractor has been cleaning up very nicely. Lastly, the lawn looks great.

### Financial Statements – Year to Date Review:

Mr. Lacey reviewed the summary and full statements for the first two months of the fiscal year. Currently all programs are running a surplus. Thus far this year the HUD funding proration has increased and DHCD has not issued their guidance yet.

*Document Reference: Falmouth Housing Authority Agency Wide Financials through August 31, 2014.*

### NEW BUSINESS

Update from Maintenance Director on Significant Projects:

#### Rose Morin – Boiler Replacement:

Mr. Arsenault attended a closeout meeting yesterday with the Architect and the Contractor. A few small items are left to complete, with the final walkthrough scheduled for Friday. The project should be off the agenda after next month.

#### Choate – Roof:

The Choate roof project is going great, but they are not working now because of the rain. Weather permitting they should be completed by Friday or early next week; as reported by Mr. Arsenault. There surprisingly has not been much rot found; there have been approximately three pieces of plywood sheathing replaced, which is under the threshold in the contract.

#### Bayberry House – Exterior:

The Bayberry House exterior replacement project is on hold, pending a review of the bidding documents by DHCD. Mr. Arsenault is working with DHCD to find out why they are reviewing the documents, and to resolve the issue.

#### Scattered Site Houses-VOTE:

38 Marshall Drive has a failed septic. DHCD approved proceeding on an emergency basis as part of the Capital Improvement Plan in the amount of \$10,464.00. Carl F. Cavossa, Jr. Excavating, Inc. is recommended as the contractor for the project as they have the necessary equipment to get into the small parcel and adhere to the timing constraints of the project, their bid is reasonable and was approved by DHCD. The Health Department wanted the project done as soon as possible. Mr. Arsenault received a letter yesterday approving the move of the capital funds to this year, as the project was schedule for a later date. Mr. Lineaweaver moved approval of the septic replacement at 38 Marshall Drive and awarding the contract to Carl F. Cavossa, Jr. Excavating, Inc. in the amount of \$10,464.00; Seconded by Ms. Cardeira.  
4-Ayes          0-Nays          1-Absent          MOTION CARRIED.

Mr. Arsenault updated the board on the 7 Carol Ave roof replacement project as voted at the last meeting. The Notice to Proceed will be issued and the project should take three to four business days to complete.

### Executive Director's Report

#### HUD FY2015 FMRs and Payment Standards-VOTE:

HUD's Fair Market Rent (FMRs) are not yet listed as final; therefore the proposed FMRs are included in the board's monthly packets. As the staff will need to be utilizing the new FMRs and payment standards now, Mr. Lacey recommend that the board approve them with the provision that they are the final published FMRs. Mr. Lacey reviewed the FMRs and payment standards as proposed for 2015 with the 1-BR payment standard at \$996, 2-BR at \$1,311, 3-BR at \$1,614, & 4-BR at \$1,695. Ms. Bodnar moved approval of the FMRs and Payment Standards effective

December 1, 2014 as written, contingent that the proposed FMRs become finalized; Seconded by Mr. Lineaweaver.

4-Ayes      0-Nays      1-Absent      MOTION CARRIED.

*Document Reference: FY2015 Fair Market Rent as published by HUD for Falmouth, Massachusetts, & FY2014 Falmouth Housing Authority FMRs & Payment Standards as memo'd on 10/10/2013.*

Executive Director Contract-VOTE:

Ms. Haney reviewed the format and history of the Executive Director's contract. Although the contract is submitted and approved by DHCD, the contract is a binding document between the Board of Directors and the Executive Director. The contract was not available to be signed as of yet as the budget has not been prepared and therefore unknown as to what portion will be allocated to the State budgets vs. other programs administered by the Housing Authority. The budget process has begun but the State has not issued the budget guidelines for this fiscal year as of yet. She further reviewed contract changes, suggestions, and HUD/DHCD Executive Director compensation information with Karen Cardeira, and fiscal effect with Kimberly Conn in advance of this meeting. Ms. Haney recommended the following change to the board: Since Mr. Lacey is currently working in excess of 40 hours per week and being compensated based on 37.5 hours per week, she recommended compensating him based on his current rate but for a minimum 40 hour work week. This puts Mr. Lacey in the middle range of compensation averages within his industry. She further recommended making this change retroactive to July 1, 2014. Mr. Lineaweaver moved approval of the Executive Director's new contract and compensation effective July 1, 2014 based on the current rate of pay, but increasing compensation to 40 hours per week rather than 37.5; Seconded by Ms. Bodnar.

4-Ayes      0-Nays      1-Absent      MOTION CARRIED.

6/30/2015 Budget Update:

Mr. Lacey reviewed the current increased operating subsidy and admin fees from HUD. The DHCD budget guidelines are not out as of yet, and cannot be predicted based on historical information. Ms. Conn worked on the budget worksheet over the weekend and submitted to the fee accountants who were in the office this past Monday; they are working on the areas of the budget that they can.

Cape Regional Housing Initiative Update:

Falmouth Housing Authority took over the 24 vouchers from Housing Assistance Corporation effective this month. So far the Housing Authority has only received 16 of the 24 files and will process HAP on these files. The vouchers have been on the Cape since the mid 1990's, and now need to be administered by a Housing Authority in order to keep them on Cape. Mr. Lacey reported that the transition has been a labor intensive process, but we are working through it. There are many small programs like this on the Cape, but they work great as a whole.

Notantico Woods Update:

Mr. Lacey is in the process of formalizing the paperwork for the Project Based Vouchers. The Falmouth Housing Corporation is working towards a November closing for the project.

State Ethics Requirement:

Mr. Lacey reviewed the Summary of the Conflict of Interest Law for Municipal Employees as distributed in the monthly packets. The state ethics requirement is that they be distributed to board members between September 15th - December 15th, and signed by all board members that they have received. Mr. Lacey distributed the one page signature sheet to be turned into Michael Palmer, Clerk at the Town of Falmouth.

*Document Reference: State Ethics Commission Summary of the Conflict of Interest Law for Municipal Employees as printed from the Official Website.*

Vacancy/Turnover Review:

Mr. Lacey reviewed the Vacancy/Turnover report as recreated after his recent computer crash. The average length of turnover for Federal properties is 15 days, and the average State turnover is 16 days. The overall Housing Authority turnover goal is 20 days or less. The occupancy rate is close to 100% for both programs. According to the report the leaseup at 16 Salt Sea took 18 days, however this was an internal transfer in which the tenant moved from a 705-House and therefore transferred on the 1<sup>st</sup> of the month, but is still in the process of moving into the new



OTHERS PRESENT: Pat Varney, Choate / Eileen Rice, Salt Sea

The Public Hearing of the 2014 Agency Plan update, of the Board of Commissioners of the Falmouth Housing Authority was convened at 10:05 am in the Community Room of Harborview Apartments.

The Chairperson announced that the Secretary will be recording this meeting as usual for the purpose of preparation of meeting minutes.

Report from Executive Director

Advertising of Plan Availability:

Mr. Lacey reviewed that August 15, 2014 opened the 45 day public comment period, which closed yesterday. Nothing was received from the public.

Date of Public Hearing:

Mr. Lacey advised that this year was an annual update to the agency plan, and that next year is the required five year update. This year the plans updates consisted of statutory changes from HUD.

Description of Current Year Changes:

The Housing Authority Agency Plan consists of ACOP & Section 8. Mr. Lacey presented an overview of this years' changes to the agency plan(s) as updated with Joe Schiff, former HUD Official as follows:

ACOP

- 1) Specify what working in Falmouth means for preference, a minimum of 15 hours per week and for at least six months (page 21-22).
- 2) 40% of newly admitted families will have annual income higher of either 30% of the Area Median Income or the Federal poverty level as defined by HUD (page 24).
- 3) Statutory changes regarding exclusions of income (pages 33-36).
- 4) Temporary Compliance Assistance in verification of income by using either the most recent twelve months of EIV as third party verification-(A) or streamlined reexaminations based on fixed income plus cost of living adjustments-(C), and tenants self-certification of assets less than \$5,000-(B); Mr. Lacey recommends adopting (C) (pages 50-51).
- 5) Flat Rent calculation as mandated by HUD (pages 53-54).
- 6) Definition of Homelessness (pages 85-86).

Section 8

- 1) Specify what working in Falmouth means for preference, a minimum of 15 hours per week and for at least six months (page 27)
- 2) Statutory changes regarding exclusions of income (pages 55-57).
- 3) Exception Payment Standard as a reasonable accommodation for a family that includes people with disabilities (pages 74-75).
- 4) Utility allowances will now be based on voucher sizes, and not the size of the unit actually leased by the family (page 81).
- 5) Regular Lead based paint certifications (page 90).
- 6) Alternative inspection methods, every two years instead of annually (page 99).
- 7) Specifying Federal poverty level as determined by HUD (page 205-206).
- 8) Defining Homelessness and adding an individual or family fleeing domestic violence (pages 207-208).

Board Comments:

The board commented on the changes during the overview, and no changes were recommended.

Public Comments:

The public commented that it was a nice plan.

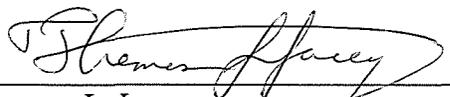
Board Vote on Plan:

Mr. Lineaweaver moved to approve all changes to the Agency Plan as reviewed and recommended; Seconded by Ms. Cardeira.

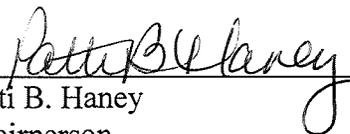
4-Ayes      0-Nays      1-Absent      MOTION CARRIED.

*Document Reference: ACOP & Section 8 Changes to Agency Plan*

The public hearing adjourned at 10:34 am



Thomas L. Lacey  
Executive Director



Patti B. Haney  
Chairperson

FALMOUTH HOUSING AUTHORITY, 115 SCRANTON AVE., FALMOUTH, MA

GENERAL SESSION:

November 5, 2014

MEMBERS PRESENT:      Claire M. Maguire  
                                 Timothy H. Lineaweaver  
                                 Florence Bodnar  
                                 Karen Cardeira

MEMBERS ABSENT:      Patti B. Haney, Chairperson

STAFF PRESENT:      Thomas L. Lacey, Executive Director  
                                 Kimberly Conn, Accountant/Secretary  
                                 Bob Arsenault, Maintenance Director

OTHERS PRESENT:      Pat Varney, Choate / Eileen Rice, Salt Sea  
                                 Hilda Sousa, Pat Drouin, Genevieve Clement, &  
                                 Connie Caruso, Tatakot

The General Session of the Board of Commissioners of the Falmouth Housing Authority was convened at 10:12 am in the Community Room of Tatakot Apartments.

The acting Chairperson announced that the Secretary will be recording this meeting as usual for the purpose of preparation of meeting minutes.

Approval of Minutes

The approval of the minutes of the October 1, 2014 meeting was tabled for the next meeting.

Approval of Payment of Bills & HAP Payments

Ms. Bodnar moved approval of bills and HAP payments, Seconded by Ms. Maguire.

3-Ayes      0-Nays      2-Absent      MOTION CARRIED.

Tenant Representatives:

Salt Sea's representative reported that things are going well. Choate's representative reported that everything is nice and quiet. Tatakot's representative reported that the parking lot lights were blinking on and off on the South Side; Mr. Arsenault will have Corey the electrician look into it. She further reported that she has been having an issue getting the names of new tenants from the office upon new lease ups. She explained that the association puts together a welcome packet for new tenants and therefore needs this information sooner. Mr. Lacey explained the privacy of the individuals leasing up and suggested that the office add a form to be signed by the tenant allowing the office to release this information to the association. Another tenant advised the board about an after-hours emergency that was called into the answering service, in which the tenant felt that the answering service did not respond appropriately to the call. She further

inquired about a waitlist update that she requested from the office verbally, and was advised that all waitlist update requests must be in writing.

Financial Statements – Year to Date Review:

Mr. Lacey reviewed the 2-page excel summary of the overall agency. The summary shows that the housing authority is reasonably close to break-even across all programs. The budget year-to-date totals are from last year. This year's budget has not been completed, as the state has not yet issued the budget guidelines. Last year the federal government shut down, and it is a possibility for this year again.

*Document Reference: Falmouth Housing Authority Agency Wide Financials through September 30, 2014.*

NEW BUSINESS

Update from Maintenance Director on Significant Projects:

Rose Morin – Boiler Replacement:

The annual boiler inspections were completed recently at Rose Morin, and a few issues came up that the contractor is correcting. The project is almost complete.

Choate – Roof-VOTE:

Mr. Arsenault reported that the Choate roof job has been completed. DHCD has inspected the work and has approved. The contractor has not yet submitted the invoice, but the project is complete. Mr. Lineaweaver moved approval of the Certificate of final completion; Seconded by Ms. Bodnar.

4-Ayes          0-Nays          1-Absent          MOTION CARRIED.

Bayberry House – Exterior:

Mr. Arsenault reported that the Bayberry House exterior project has to be rebid, and he is still waiting for DHCD to send the information on the prior bidding process.

Scattered Site Houses-VOTE:

The roof project was completed at 7 Carol Ave, the bid was for \$7,900 and there were no change orders. Mr. Lineaweaver moved approval of the Certificate of final completion; Seconded by Ms. Bodnar.

4-Ayes          0-Nays          1-Absent          MOTION CARRIED.

*Document Reference: Certificate of Final Completion, Sprinkle Home Improvement dated 10/14/14 in the amount of \$7,900.*

The second project at a 705-House was the septic replacement at 38 Marshall Drive. This project has been completed as well with no change orders. Mr. Lineaweaver moved approval of the Certificate of final completion; Seconded by Ms. Bodnar.

4-Ayes          0-Nays          1-Absent          MOTION CARRIED.

*Document Reference: Certificate of Final Completion, Carl F. Cavossa, Jr., Excavating, Inc. dated 10/20/14 in the amount of \$10,464.*

Executive Director's Report

6/30/2015 Budget Update:

The housing authority is four months into the fiscal year, but DHCD has not issued the guidelines yet. Rumors say that DHCD is allowing a 3% increase over last year. The hold up on the issuance seems to be the Housing Reform Bill requiring additional administrative responsibilities and forms. There is discussion on how the housing authorities will provide the additional reporting, and the costs to provide. Kim has been working on the budgets with the fee accountant's.

6/30/2014 SEMAP Score:

The final SEMAP score letter has not arrived yet, but is usually on the November agenda as it usually comes in by now. Mr. Lacey did look on-line and Falmouth Housing Authority did score 100% this year. SEMAP is how HUD scores the housing authorities' Section 8 Program.

Cape Regional Housing Initiative Update:

The Cape Regional Housing Initiative is the 24 new vouchers that Falmouth Housing Authority took over in October. The transition has not been as quick and clean as anticipated. HAC administered this program for 15 years, and they paid some HAPs for October. The Housing Authority has not yet received all of the files as of November. The program had to be transferred to a housing authority because HAC could not draw down the money as a non-profit agency. DHCD was drawing down the funds, and no longer wanted to administer the program. The program is labor intensive and requires an annual application, but is worth it to fulfill the need of the participants of the program.

Notantico Woods Update:

The Falmouth Housing Corporation is working towards a construction closing this month, and a ground breaking with a shovel dedication.

Vacancy/Turnover Reveiw:

Mr. Lacey reported that next month the report will be more significant as there are 5-turnovers in progress now. A brief discussion determined that there are approximately 30 turnovers per year. *Document Reference: Falmouth Housing Authority Vacancy/Turnover report through October 2014.*

December 26<sup>th</sup> Office Hours – VOTE:

Mr. Lacey proposed that the office be closed on December 26, 2014 the day after Christmas. Typically in the past if the Christmas Holiday falls on a Thursday then the office would close on Friday and likewise if the Holiday falls on a Tuesday, then the office closes on the Monday. Since longevity was removed from the contract this year, and there are no Christmas bonuses; Mr. Lacey proposed the closing of the office on December 26<sup>th</sup>, 2014. Ms. Bodnar moved approval of closing the office on Friday, December 26, 2014 and compensating employees at their normal pay for that day; Seconded by Mr. Lineaweaver.

4-Ayes      0-Nays      1-Absent      MOTION CARRIED.

Section 8 Tracking Report:

Mr. Lacey reviewed the Section 8 Tracking report. The housing authority is close to breakeven for dollars going out. HUD looks at the calendar year for lease up numbers, so an agency is not penalized if they are over in a month. The housing authority was in the process of leasing up to be fully leased, but at the same time several tenants went off the program. Overall the housing authority's current voucher utilization for the year is 99.26%.

*Document Reference: Falmouth Housing Authority Vacancy/Turnover Report January 2014 - November 2014.*

Management Fees Due from FHC Entities:

Management fees for September 2014 totaled \$18,494.31. This months' invoice was lower than normal, because Donna who generally works at the Corp properties has been working on turnovers. Mr. Lacey reported that the Housing Authority and the Housing Corporation met to review the billing. The conversations were very productive. The contract is a 5-10 year term in which either organization can opt out with 60 days' notice.

Report from Community Preservation Committee Representative:

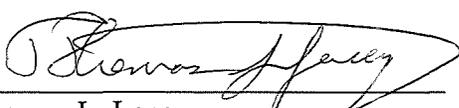
Since the Community Preservation Committee Representative was absent, there was nothing new to report at this time.

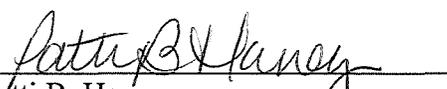
NEXT MEETING DATE December 10, 2014, (reminder the board is resuming meeting on the 2<sup>nd</sup> Wednesday of the month), 10:00am; Harborview Community Room

General Session adjourned at 10:58 a.m.

Moved by Mr. Lineaweaver; Seconded by Ms. Bodnar.

4-Ayes      0-Nays      1-Absent      MOTION CARRIED.

  
Thomas L. Lacey  
Executive Director

  
Patti B. Haney  
Chairperson

FALMOUTH HOUSING AUTHORITY, 115 SCRANTON AVE., FALMOUTH, MA

GENERAL SESSION:

December 10, 2014

MEMBERS PRESENT: Patti B. Haney, Chairperson  
Claire M. Maguire  
Timothy H. Lineaweaver  
Florence Bodnar  
Karen Cardeira

MEMBERS ABSENT: None

STAFF PRESENT: Thomas L. Lacey, Executive Director  
Bob Arsenault, Maintenance Director

OTHERS PRESENT: Paula Roberts, Joni Rappaport & Ann Callahan, Harborview

The General Session of the Board of Commissioners of the Falmouth Housing Authority was convened at 10:05am in the Community Room of Harborview Apartments.

The Chairperson announced that the acting Secretary will be recording this meeting as usual for the purpose of preparation of meeting minutes.

Approval of Minutes

The approval of the minutes of the October 1, 2014 and November 5, 2014 meetings were tabled for the next meeting.

Approval of Payment of Bills & HAP Payments

Mr. Lineaweaver moved approval of bills and HAP payments, Seconded by Ms. Cardeira.  
5-Ayes      0-Nays      0-Absent      MOTION CARRIED.

Tenant Representatives:

Harborview's representatives inquired regarding the requirement for occupancy of a unit. Mr. Lacey stated that residents must be in their unit for a minimum of nine months per year, although absences longer than that may be approved for extenuating circumstances. The inquiry was specific to a unit in the building; Mr. Lacey responded that he would have the Resident Service Coordinator investigate the situation. Harborview's representatives further reported that the laundry room has regular problems with the draining of the washing machines; Mr. Arsenault responded that it appears to be caused by an insufficient drainpipe. As the cost to replace the drainpipe would be prohibitive, some potential remedies include removal of some washers or having tenants stagger the start time of their washers when doing multiple loads. Mr. Arsenault will also have a local company send a camera through the pipe to see if there is an unknown blockage. Harborview's representatives also reported that violations of FHA's nonsmoking policy continue to occur, although no specific tenants or units were reported.

Financial Statements – Year to Date Review:

Mr. Lacey reviewed the two page Excel summary of the overall agency through October 31, 2014. The summary shows that the Housing Authority is reasonably close to breakeven across all programs and are in line with expectations, resulting in a current surplus of approximately \$6,000. Some additional work was done at a 705 house to expedite a turnover as the next family on the list was currently homeless. There was a further discussion regarding the needs of the 705 portfolio as one house has been offline for an extended period, and several are at risk of going offline due to roof, septic, or other issues. Some possible sources of funding including the local CPC or the Town's Affordable Housing Trust Fund were described. Some recent successes of the Housing Stabilization Program were highlighted. The budget year-to-date totals are from last year; this year's budget has not been completed, as DHCD has not yet issued their budget guidelines.

*Document Reference: Falmouth Housing Authority Agency Wide Financials through October 31, 2014.*

## NEW BUSINESS

Update from Maintenance Director on Significant Projects:

### Rose Morin – Boiler Replacement:

The contractor is correcting issues that were identified at the recent inspection. The project is almost complete; there are only a few small items left.

### Bayberry House – Exterior:

Mr. Arsenault reported that the Bayberry House exterior project has to be rebid, and he is still waiting for DHCD to send the information on the prior bidding process.

### Scattered Site Houses:

Mr. Arsenault described the significant work at a 705 house including kitchen cabinets, bath renovation, and extensive landscape work. As described above, it expedited the housing of a homeless family. The neighbors have also expressed appreciation for the work done, as the house had been an eyesore.

The roof project for 42 Jamie Lane is being expedited as fast as possible as the roof is currently tarped in order to minimize water penetration.

### REAC Inspection Results:

Mr. Arsenault reported the positive results of the recent REAC inspection. Rose Morin scored a 93, with all the deficiencies being in individual units – none in the common areas. The AMP with Harborview, Tatakot, and the Admin Building scored an 86, with significant points being taken off for the broken seals in the Harborview windows. The overall results were a positive reflection of the efforts of the Maintenance department.

## Executive Director's Report

### DHCD Capital Fund Plan – VOTE:

The Housing Authority received the official contract from DHCD for the Capital Funds. Mr. Lineaweaver moved acceptance of the funds, Seconded by Ms. Bodnar.

5-Ayes          0-Nays          0-Absent          MOTION CARRIED.

### 6/30/2015 Budget Update

The State did finally issue their guidelines, with generally a 3% increase in ANUEL. However, due to the late issuance there is a significant backlog of work for the fee accountants. A proposed budget is anticipated for the January board meeting.

### 6/30/2014 SEMAP Score:

The final SEMAP score letter was reviewed, with a score of 100% this year. SEMAP is how HUD scores the housing authorities' Section 8 Programs.

*Document Reference: U.S. Department of Housing and Urban Development Section 8 Management Assessment Program (SEMAP) Fiscal Year Ending 6/30/2014 letter.*

### Utility Costs, Possible Solutions:

Mr. Lacey reported that Tatakot is within the boundaries of properties being sewerred, as approved by May Town Meeting. He stated that the timing is actually good, as the current septic system is approximately thirty years old. The Housing Authority also expects to receive a discounted betterment due to being affordable housing. While the cost will still be significant, it will be better than replacing the septic system.

Mr. Lacey then reported that legislation has been passed to expand the Solar Renewable Energy Credits (SRECs) program, and it is advantageous for developers to partner with housing authorities. Mr. Lacey is investigating this possibility, and it may ultimately provide a substantial benefit to the Housing Authority.

### Cape Regional Housing Initiative Update:

The Cape Regional Housing Initiative voucher transition continues to be challenging. As mentioned in prior months, the work has been more substantial than expected. As also mentioned previously, the employee tasked with this transition has been out on extended medical

leave since July. As a result, the Assistant Director and the Financial Manager have stepped up to shoulder much of the burden of the transition. As a result, Mr. Lacey stated he will be utilizing some of the CRHI Admin Fees earned to give each of them a one time salary addition in recognition of their significant additional work.

Mr. Lacey also reported that two staff members have given their notice, one retiring and one resigning, and therefore there will be vacancies in the Resident Service Coordinator and the Tenant Selection Coordinator positions.

Notantico Woods Update:

Mr. Lacey reported that the closing either just occurred, or will within the next day or two, and there is expected to be an official groundbreaking soon thereafter. There was a brief discussion regarding the challenges of funding this project, and what an accomplishment it is to have reached this point.

Vacancy/Turnover Reveiw:

Mr. Lacey did not have the report as the ledger was incomplete.

Holiday Party – VOTE:

Mr. Lacey proposed that the mid-winter “Holiday” Party be funded with \$600 from the Management account, in line with what has been approved in the past. He stated that there may be a change in location this year. Mr. Lineaweaver moved approval of \$600 from the Management account to fund the “Holiday” Party; Seconded by Ms. Cardeira.

5-Ayes          0-Nays          0-Absent          MOTION CARRIED.

Section 8 Tracking Report:

Mr. Lacey reviewed the Section 8 Tracking report. Overall the Housing Authority’s voucher utilization for the calendar year was 99.24%. Mr. Lacey pointed out that once again HUD significantly underfunded December HAP; he has not received an explanation yet regarding the reason. The Housing Authority has stopped issuing vouchers due to the uncertainty.

*Document Reference: Falmouth Housing Authority 2014 Section 8 Report*

Management Fees Due from FHC Entities:

Management fees for October 2014 totaled \$26,691.05 and November totaled \$21,180.90.

Report from Community Preservation Committee Representative:

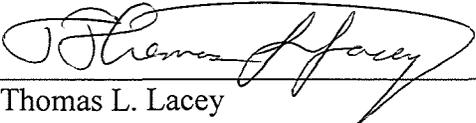
There was nothing new to report at this time.

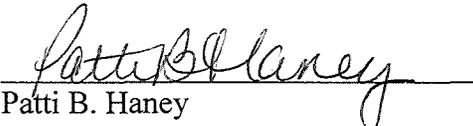
NEXT MEETING DATE January 14, 2015, 10:00am; Tatakot Community Room

General Session adjourned at 11:32am

Moved by Mr. Lineaweaver; Seconded by Ms. Cardeira.

5-Ayes          0-Nays          0-Absent          MOTION CARRIED.

  
Thomas L. Lacey  
Executive Director

  
Patti B. Haney  
Chairperson

FALMOUTH HOUSING AUTHORITY, 115 SCRANTON AVE., FALMOUTH, MA

GENERAL SESSION:

January 14, 2015

MEMBERS PRESENT: Patti B. Haney, Chairperson  
Timothy H. Lineaweaver  
Karen Cardeira

MEMBERS ABSENT: Florence Bodnar  
Claire M. Maguire

STAFF PRESENT: Thomas L. Lacey, Executive Director  
Bob Arsenault, Maintenance Director

OTHERS PRESENT: Hilda Sousa, Pat Drouin, Genevieve Clement, Shirley Lewis,  
Debbie Cotton, Chet Mayo, Tataket

The General Session of the Board of Commissioners of the Falmouth Housing Authority was convened at 10:08am in the Community Room of Tataket Apartments.

The Chairperson announced that the meeting will be recorded as usual for the purpose of preparation of meeting minutes.

Approval of Minutes

Mr. Lineaweaver moved acceptance of the minutes of the October 1, 2014 Agency Plan Update meeting, Seconded by Ms. Cardeira.

3-Ayes          0-Nays          2-Absent          MOTION CARRIED.

Approval of minutes of the November 5, 2014 meeting was tabled due to lack of a quorum of attendees from that meeting.

Ms. Cardeira moved acceptance of the December 10, 2014 meeting; Seconded by Mr. Lineaweaver.

3-Ayes          0-Nays          2-Absent          MOTION CARRIED.

Approval of Payment of Bills & HAP Payments

Ms. Cardeira moved approval of bills and HAP payments; Seconded by Mr. Lineaweaver.

3-Ayes          0-Nays          2-Absent          MOTION CARRIED.

Tenant Representatives:

Tataket tenants were grateful for the flagpole repair. They reported that all current turnovers were complete and new tenants had moved in and been welcomed. There were questions regarding handicap parking signs anchored in five-gallon buckets and therefore portable; Mr. Arsenault reported that these are not sanctioned by the Housing Authority. There was a request for additional "no smoking" signs be added to the property.

Financial Statements – Year to Date Review:

Mr. Lacey reviewed the financial statements as of November 30, 2014. He reported that there was no significant change from the prior month; most programs were operating slightly in the black except a current \$1,012 loss in the DIAL program and a \$14,441 loss in the 47-4/5 program. The reasons for these were explained and discussed.

*Document Reference: Falmouth Housing Authority Agency Wide Financials through November 30, 2014.*

NEW BUSINESS

Update from Maintenance Director on Significant Projects:

Rose Morin – Boiler Replacement – VOTE:

Mr. Arsenault reported that there was a final walkthrough with the contractor, engineer, architect, and himself present. The final punchlist was reviewed and everyone present agreed

that the project was complete. Mr. Lineaweaver moved to approve the Certificate of Final Completion and complete payment in full; Seconded by Ms. Cardeira.

3-Ayes          0-Nays          2-Absent          MOTION CARRIED.

Bayberry House – Exterior:

Mr. Arsenault reported there is no new news regarding the Bayberry House exterior; the Housing Authority is still awaiting guidance from DHCD regarding the rebid process.

Choate – Roof – VOTE:

Mr. Arsenault reported that the project was complete and ready for approval of the Certificate of Final Completion, including one \$736 Change Order for excess rot. Mr. Lineaweaver moved approval of the Certificate of Final Completion and payment of retainage; Seconded by Ms. Cardeira.

3-Ayes          0-Nays          2-Absent          MOTION CARRIED.

Scattered Site Houses – VOTE:

Mr. Arsenault led a brief discussion regarding the condition of the 705 family housing and the Housing Authority's approach to addressing issues, particularly through the Capital Improvement Plan. Conditions are still serious, including the compromised roof at 42 Jamie Lane which currently requires coverage from a tarp to prevent further water penetration during the procurement process. Bids were solicited and returned at \$9,200.00, \$8,625.00, and a low bid of \$8,390.00 from Sprinkle Home Improvement. Ms. Cardeira moved awarding the 42 Jamie Lane roof replacement to Sprinkle Home Improvement; Seconded by Mr. Lineaweaver.

3-Ayes          0-Nays          2-Absent          MOTION CARRIED.

Executive Director's Report

6/30/2015 Budget Update – VOTE:

Mr. Lacey reported the budget is very close to being complete, but there are some outstanding items to resolve. After a discussion, Mr. Lacey reported there would be no repercussions from waiting until February to approve the budget as the guidelines were issued very late and he would prefer voting on a budget that does not have any known outstanding issues. The vote was then tabled until the February meeting.

6/30/2014 PHAS Score:

Mr. Lacey reported the Housing Authority received a score of 95 out of 100 on HUD's Public Housing Assessment System (PHAS). He stated this designates the Housing Authority as a High Performer. He praised the Housing Authority staff for this result.

*Document Reference: HUD Public Housing Assessment System (PHAS) Score Report for Interim Rule, Report Date: 12/12/2014*

Preservation of Affordable Family Housing:

Mr. Lacey reported he had applied to the Community Preservation Committee in December for funding for a special rehab program for the Housing Authority's 705 family housing. The total of the application was \$168,280 and will be presented for approval at Spring Town Meeting in April. Mr. Lacey also described his intention to apply to DHCD's High Leverage Asset Preservation Program (HILAPP) which provides a \$1.00 match for every \$0.30 raised locally. He then discussed the parameters of the HILAPP program. There was also a discussion regarding Falmouth's Affordable Housing Trust Fund.

Utility Costs, Possible Solutions:

Mr. Lacey reported that he continues to investigate the possibility of signing a contract that would provide Solar Renewable Energy Credits (SRECs) to the Housing Authority, resulting in significant savings in utility costs. In addition to gathering information, he will be getting quotes from various companies and expects to present his findings at a future meeting, likely March or April.

Agency Plan Update:

Joe Schiff is scheduled to visit on February 3<sup>rd</sup> to provide assistance in updating the Housing Authority's Agency Plan. This will be the required 5-year update, although the Housing Authority does also do annual updates that are lesser in scope.



The General Session of the Board of Commissioners of the Falmouth Housing Authority was convened at 10:05am in the Community Room of Tatakset Apartments.

The Chairperson announced that the Secretary will be recording this meeting as usual for the purpose of preparation of meeting minutes.

Approval of Minutes

Mr. Lineaweaver moved acceptance of the January 14, 2015 meeting; Seconded by Ms. Cardeira.

3-Ayes            0-Nays            2-Absent            MOTION CARRIED.

Ms. Cardeira requested that future minutes include documentation of responses to tenant requests.

Approval of Payment of Bills & HAP Payments

Ms. Cardeira moved approval of bills and HAP payments, Seconded by Mr. Lineaweaver.

3-Ayes            0-Nays            2-Absent            MOTION CARRIED.

Tenant Representatives:

Tatakset residents discussed snow removal and the failure of a few tenants to move their cars which caused icy conditions in the parking area. Choate residents also discussed snow removal, but parking at Choate is very difficult without the snow and tenants are trying to be considerate. Overall snow removal has been an issue this year, because there was so much there was no place to put it. The flag is ripped at Choate; Mr. Arsenault will order a new one. Eastman's has a flag return box as well as Town Hall. Another tenant at Tatakset discussed a heating situation which she has called in and it has been looked at but not resolved; Mr. Arsenault said he will look into the work order and the tenant was reminded this issue should normally be addressed through the FHA office rather than at a board meeting.

NEW BUSINESS

Update from Maintenance Director on Significant Projects:

Bayberry House – Exterior:

There is nothing new to report due to the snow.

Salt Sea – Roof:

The architects need to process the scope of work for the Salt Sea roof project, but cannot get to the building because of the snow.

Scattered Site Houses – VOTE:

For scattered sites, there is a 705 house with a tarped roof that is due to be replaced at 42 Jamie Lane. The contract is signed, but the project is delayed because of the snow.

Financial Statements – Year to Date Review:

Mr. Lacey reviewed the year to date financials. The financials are in line with budgets. The subsidy is a little off, and Mr. Lacey will check in with the fee accountants about it. We have not looked at the overall snow removal costs. Although overall losses were budgeted the reserves are sufficient for now.

*Document Reference: Falmouth Housing Authority Agency Wide Financials through December 31, 2014 & January 31, 2015.*

Executive Director's Report

Scattered Site (705) Inspection Results:

The 705 Scattered Site houses were purchased in the late 1970's and early 1980's in a range of conditions - and have been extremely underfunded since. Mr. Lacey reviewed the DHCD report sent to the Housing Authority and all commissioners. He agreed with the report's premise that the 705 houses are in disrepair, but also stated there were misstatements and misrepresentations in the report. However, he and Mr. Arsenault are focused on correcting the issues and instituting new policies and procedures to better maintain the properties. Maintenance to the 705 houses has historically been done through some routine maintenance (such as boiler tuneups) and on a tenant generated work order basis. Repairs have been approached by the Housing Authority

based on funding, and historically there has been little or no funding available. It has only been recently that DHCD has provided formula funding for capital projects, and many have already been completed (roofs, septic systems, and other rehab). Although the report from the inspector indicates that there has also been other recent funding available and the Housing Authority has not applied; there are restrictions to the funding and the Housing Authority was not eligible based on the restrictions indicated. Mr. Lacey has applied for over \$168,000 from the CPC which is scheduled to be voted at April 2015 Town Meeting and will be applying for DHCD High Leverage Asset Preservation Program (HILAPP). Mr. Lineaweaver discussed the future of these houses, bringing up the point that if it is impossible to maintain the houses how does the Housing Authority get out of this program. State law requires a one for one replacement of this type of affordable housing, although there may be opportunities for disposal by special legislation – an opportunity the Housing Authority will consider. Another issue is DHCD has only allocated funding for slightly more than one maintenance person in the budget to maintain all of the State Public Housing units (667 and 705). A further discussion came about as to how do you fix the little things with time and money deficiencies. Many of the noted items in the inspectors report were tenant related. Mr. Arsenault and Ms. King have been working through the report, contacting tenants and entering the necessary work orders to get the 24-hour violation list completed. The board agreed that the lease violations need to be addressed on a more proactive basis, and that it would have put the Housing Authority in a better position if we had brought up the list of repairs needed to DHCD and requested funding, rather than getting this inspection report from them. It is increasingly significant amongst public programs that people are expected to work harder with fewer resources. Ultimately, Mr. Lacey and Mr. Arsenault believe positive changes are expected to happen as a result of this report; the Housing Authority can only move forward. Some of the items in the report are specific to policies and procedures, and administratively enforcing the lease agreement. The board agreed that going forward this topic will be a monthly agenda item in which Mr. Lacey will discuss updates and progress made on correcting the issues in the inspectors report; and the board will discuss the effect of the lack of funding and what policies can be implemented to address the funding issues going forward. Mr. Lacey submitted an initial Corrective Action Plan to DHCD via e-mail; addressing the health and safety issues specifically and the progress update on 24 Sao Paulo. Mr. Arsenault continues to prioritize the remaining work orders, and the tenants have been notified of all items that are their responsibility to correct. The FY2015 budget has been adjusted to allocate funds for some of these repairs and increase the Maintenance Salaries to equal what the Housing Authority should be able to budget based on DHCD guidelines of one Maintenance staff per eighty 667 units and one Maintenance staff per fifty 705 units. This increase is only equivalent to 0.2 staff (from 1.1 to 1.3), but it will still be beneficial. The Capital Formula Funding has been reallocated to address some of the immediate repairs, and the Admin Staff is going out on inspections to notify tenants of the lease violations. The board considered forming a subcommittee to discuss this report in greater detail, but agreed that Mr. Lacey could prepare a corrective action plan for the next meeting, and move forward from there.

*Document Reference: DHCD Deficiency report of 705-Houses as submitted to Falmouth Housing Authority & Commissioners dated February 6, 2015.*

#### Policy Updates:

As discussed earlier during the 705 Inspection results.

#### Preservation of Affordable Family Housing:

As discussed earlier during the 705 Inspection results.

#### Rental Assistance Demonstration (RAD):

Mr. Lacey reviewed the Rental Assistance Demonstration (RAD) program with the board. This program is for Federal Public Housing properties, so Harborview, Tataket, and Rose Morin would be eligible. The program was initially set up to allow housing authorities to take out a mortgage to the property for repairs. Since FHA Federal properties are in good shape, this program was not explored further. Recently, when Mr. Lacey met with Joe Schiff, former HUD employee who now works independently as a consultant, regarding the Agency Plan this program was discussed. Mr. Schiff discussed the ongoing decline in Public Housing funding with Mr. Lacey and believes subsidized housing will be more stable in the long term. Essentially how the RAD program works is that all FHA Federal units would receive a Project-Based Voucher – FHA would be considered a Section 8 Only Housing Authority. It is an administrative change that would be virtually invisible for existing tenants. Ms. Haney would like to put something together for the board to be discussed at the next meeting. Meanwhile the

board agreed that Mr. Lacey should submit the application as there is no penalty for backing out later if it is decided not to pursue the RAD program. The board agreed it is worthwhile to take the first steps by submitting the application now.

Utility Costs, Possible Solutions:

Mr. Lacey has been reviewing solar renewable energy programs for the Housing Authority. DHCD has recently issued some guidance on exploring the renewable energy programs (net metering). Mr. Lacey would like to come to the April board meeting with various quotes on moving forward with this program. Currently, HUD and DHCD would share some of the energy savings with the housing authorities.

6/30/2015 Budget Update – VOTE:

Mr. Lacey reviewed the agency wide budget for FYE 6/30/2015 as submitted to the board, and highlighted the levels of funding and additional items. AMP-1, AMP-2, and HCVP were budgeted at 82% & 79% funding levels respectively. Under the DHCD programs, a vehicle request was included in the budget; which will most likely be approved and funded by the reserves. Finally, the SNAP program was added to the budget this year, which is the CRHI program as discussed in previous meetings. Although this program does not bring in money to the agency it is a mission driven program to keep these specific vouchers on the Cape and to continue subsidy for the tenants with specific needs as indicated in the program. Overall the budget is similar to the prior year. Mr. Lineaweaver moved approval of the budget as presented; Seconded by Ms. Cardeira.

3-Ayes      0-Nays      2-Absent      MOTION CARRIED.

*Document Reference: Falmouth Housing Authority Fiscal Budget for June 30, 2015 dated 3/12/15 as prepared by Fenton, Ewald & Associates.*

Fenton, Ewald & Associates Contract – VOTE:

Fairly recently the Housing Authority issued an RFP for a new Fee Accountant, and Fenton, Ewald & Associates was awarded the contract. Their current contract expired, and for renewal an RFP is not required as there was a clause for renewal in the last RFP, and it's for accounting services. The renewal contract is for one year (7/1/2014-6/30/2015) and a copy was included in the boards' monthly packet; there was a slight increase of \$62/mo. Mr. Lacey expressed his satisfaction with their services and strong desire to continue working with them. Ms. Cardeira moved approval to renew the contract with Fenton, Ewald & Associates as written; Seconded by Mr. Lineaweaver.

3-Ayes      0-Nays      2-Absent      MOTION CARRIED.

*Document Reference: Federal & State Contracts for accounting services between Falmouth Housing Authority and Fenton, Ewald & Associates, P.C. for the period of July 1, 2014 through June 30, 2015.*

Agency Plan Update:

Mr. Lacey and Ms. Pearce met with Joe Schiff regarding the 5-Year Agency Plan update, and are currently in the 45-day advertising period for the changing of the plans. The next board meeting will be moved to April 15, 2015 so that the plan can be approved at the board meeting, as Mr. Schiff's visit was delayed due to snow this year. The changes to be discussed will be sent to the board in advance of the next meeting.

Notantico Woods Update:

The construction is underway, despite the initial challenges of unburying an old dump on property, but luckily it was materials and no liquids were found.

Affordable Resales Update:

The sale of 9 Ward Street has gone through, and 19 Esker Place is now being marketed. These properties are both deed restricted and will continue to be so.

Staffing Update:

The Housing Authority has been short staffed, but Marie Palmer has just joined the staff as the new Resident Services Coordinator. In addition, Patricia Herlihy will be starting on Monday to replace Nadine Neil, the Tenant Selection Coordinator. Mr. Lacey will have them both come to the next meeting to be introduced to the board.



OTHERS PRESENT: Pat Varney, Michael Risch, Choate; Eileen Rice, Salt Sea; Paula Roberts, David Marks, Harborview; Holly Wilson

The 2015 Agency Plan Public Hearing Session of the Board of Commissioners of the Falmouth Housing Authority was convened at 10:07am in the Community Room of Harborview Apartments.

The Chairperson announced that the Secretary will be recording this meeting as usual for the purpose of preparation of meeting minutes.

#### Report From Executive Director

##### Advertising of Plan Availability/Date of Hearing:

Mr. Lacey reviewed the documents included in the board packets regarding the Agency Plan. He emailed the entire plan to the board, but just printed the changes. The 45-day public comment period advertised beginning on February 27<sup>th</sup>, ended this week. The plan is due to HUD today; the completion of the plan had been delayed by the consultant who had to reschedule because of a snowstorm.

##### Current Year Changes:

Mr. Lacey reviewed the 5-Year Plan summary, updating the goals of the agency, and the capital plan updates. Mr. Lacey then highlighted the changes some of which are due to HUD policy changes, to the Admissions and Continued Occupancy Policy, as follows:

1. Page 1 – No inquiries can be made regarding sexual orientation or gender; however inquires about a person’s sex can be made for determining the applicants appropriate bedroom size. Records will be kept for five years for corrective actions.
2. Page 14 – Clarified language of Nationwide criminal background checks for applicants, vs. just using a Massachusetts CORI.
3. Page 22 – The Housing Authority waiting lists give a preference for applicants living or working in Falmouth. The update created clarification for what constitutes “working in Falmouth”; at least 15 hours per week for the past 6 months.
4. Page 50 – Removes the language of Temporary Compliance Assistance that was issued as a paperwork reduction due to sequestration. This is to be stricken from the Agency Plan as it is no longer allowed by HUD.

Mr. Lacey then highlighted the changes to the Section 8 Administrative Plan, as follows:

1. Page 1 - No inquiries can be made regarding sexual orientation or gender; however inquires about a person’s sex can be made for determining the applicants appropriate bedroom size. Records will be kept for five years for corrective actions.
2. Page 17 - Clarified language of Nationwide criminal background checks for applicants, vs. just using a Massachusetts CORI.
3. Page 28 - The Housing Authority waiting lists give a preference for applicants living or working in Falmouth. The update created clarification for what constitutes “working in Falmouth”; at least 15 hours per week for the past 6 months.
4. Page 74 – Changes deal with Rural Development with a below market rate interest project, whereas the maximum subsidy may not exceed the basic rent charged including tenant paid utilities. Summarizes that a complex cannot charge more for voucher unit than it would normally charge for a non-subsidized unit, even if the payment standard is higher.
5. Page 81 – The Housing Authority will use the lower of the voucher size or unit size of the utility allowance for rent calculation. For example if a tenant has a 3-bedroom voucher, but lives in a 4-bedroom unit, then the 3-bedroom utility allowance will be used in the rent calculation.

6. Page 84 – Changes specify the inspection process of when an owner re-inspection can be used with documented photo and self-certification from the landlord that the repairs were made.

*Document References: Falmouth Housing Authority ACOP (excerpts of pages listed above), & Falmouth Housing Authority Section 8 Administrative Plan (excerpts of pages listed above).*

Board Comments:

Utility allowances are reviewed annually, completed in May and effective for July 1<sup>st</sup>. The Agency Plan says that copies can be obtained at the office or on the website. The website should be up and running shortly. Mr. Lacey reviewed the five-year capital plan; the current year for 2015 is shaded out, because it is included on a separate schedule in the amount of \$278,257. The five-year capital plan funds can be used for Harborview, Tataketa, Rose Morin and the Administration Building.

Public Comments:

No public comments were made.

Board Vote on Plan:

A physical needs assessment of the Federal properties is conducted every five years; a 3<sup>rd</sup> party comes in and assesses the buildings and the results are then compared to our internal five-year capital plan. If an agency is under 250 public housing units they are entitled to draw down the full annual CFP funds and use it for Operations. Falmouth Housing Authority falls within that threshold but chooses to produce a detailed CFP; only use approximately \$18,000 - \$20,000 of the capital funds for Operations to help cover materials and allocate approximately 10% to Admin for managing the projects. The projected 2015 Capital Fund allocations are to replace an obsolete fire alarm panel at Harborview, as well as the Harborview and Admin windows as many of the seals are failed and significant points have been taken off during the REAC inspections. The five-year capital plan HUD allows projects to be moved around within the plan. In 2016 the plan is to replace carpeting in the community room and common hallways at Harborview; and to tie into the Town sewer at Tataketa. The sewer tie in will be split into the 2017 Capital Plan as well as it is estimated to cost approximately \$385,000. The town is planning to assess houses at a cost of approximately \$18,000 per house (averaged as a 4-bedroom house). Since Tataketa is affordable housing and are all 1-bedroom units the town is estimating that the \$18,000 will be per every 5 units. The low level of Tataketa's current septic will need a special pump installed to pump the sewer to grade level, which is estimated to cost \$85,000. Additionally in 2017 the Tataketa community carpeting replacement is budgeted as well as additional security camera installations at Harborview and possibly the call button system, and removing the slider on the flat roof side and replacing with a door and window. The 2018 Capital Plan consists of roof replacement at the Admin Building and all ten buildings at Rose Morin; and Harborview kitchen renovations. In 2019, additional Harborview kitchens are budgeted along with Harborview parking/pavement and Tataketa kitchens.

*Document References: OMB No. 2577-0226 HUD Form 50075 Falmouth Housing Authority PHA 5-Year and Annual Plan Beginning 7/2015. HUD Form 50075.1 Falmouth Housing Authority 2015 Grant. HUD Form 50075.2 Falmouth Housing Authority Capital Fund Program – Five Year Action Plan.*

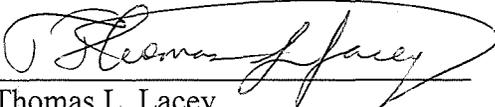
Ms. Cardeira moved acceptance of the changes to the Agency Plan as written as well as the 2015 Capital Plan, and the Capital Fund Program – Five Year Action Plan as written; Seconded by Mr. Lineaweaver.

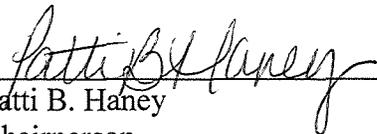
5-Ayes          0-Nays          MOTION CARRIED.

The 2015 Agency Plan Public Hearing Session adjourned at 10:48 a.m. and the chairperson announced that the board will be going into General Session.

Moved by Ms. Cardeira; Seconded by Mr. Lineaweaver

5-Ayes          0-Nays          MOTION CARRIED.

  
Thomas L. Lacey  
Executive Director

  
Patti B. Haney  
Chairperson

FALMOUTH HOUSING AUTHORITY, 115 SCRANTON AVE., FALMOUTH, MA

GENERAL SESSION:

April 15, 2015

MEMBERS PRESENT: Patti B. Haney, Chairperson  
Claire M. Maguire  
Timothy H. Lineaweaver (departed 11:45am)  
Florence Bodnar  
Karen Cardeira

MEMBERS ABSENT: None

STAFF PRESENT: Thomas L. Lacey, Executive Director  
Kimberly Conn, Accountant/Secretary  
Bob Arsenault, Maintenance Director

OTHERS PRESENT: Pat Varney, Michael Risch, Choate; Eileen Rice, Salt Sea  
Paula Roberts, David Marks, Harborview;  
Holly Wilson, Candidate for Commissioner

The General Session of the Board of Commissioners of the Falmouth Housing Authority was convened at 10:49am in the Community Room of Harborview Apartments.

The Chairperson announced that the Secretary will be recording this meeting as usual for the purpose of preparation of meeting minutes.

Approval of Minutes

Mr. Lineaweaver moved acceptance of the November 5, 2014 meeting; Seconded by Ms. Cardeira.

4-Ayes          0-Nays          1-Abstained          MOTION CARRIED.

Approval of the March 11, 2015 meeting minutes was tabled.

Approval of Payment of Bills & HAP Payments

Mr. Lineaweaver moved approval of bills and HAP payments, Seconded by Ms. Cardeira.

5-Ayes          0-Nays          MOTION CARRIED.

Tenant Representatives:

Mr. Risch reported that he had a third bicycle stolen from in front of his unit. He further discussed recycling issues at Choate Lane. The Town of Falmouth has a recycling pamphlet on their website. Mr. Lacey agreed to have them printed for tenant distribution at Choate. Salt Sea's representative reported that everything is going well at the property. Harborview's representative reported that the Maintenance Staff did an excellent job with snow removal and winter cleanup this year. Harborview tenants further inquired of a unit that they feel is not occupied, and want actions taken as they feel it is unfair. Mr. Lacey informed the tenants that steps have been made to address this issue. If the situation ends up in court tenants will be needed to testify. The Housing Authority wishes to discuss the issue with the tenant, who will hopefully leave voluntarily, rather than getting an attorney involved. There are still discussions that Falmouth may be getting a Housing Court that will solely work on these types of issues. Lastly, Harborview tenants inquired about getting or moving signage to more clearly direct visitors such as home health aides to apartments. Mr. Arsenault said he would look into the matter.

Financial Statements – Year to Date Review:

Mr. Lacey reviewed the financial statements through February 2015. They were similar to January with an overall budget loss. Harborview and Tatakot are currently showing a larger loss than budgeted. The board requested a summary of snow removal expenses. DHCD gave \$35 per unit times the 79 state units, totaling \$2,765, to offset the additional snow removal costs this winter. Mr. Lacey then reviewed the annual audit for 6/30/2014. There were three items that the auditors raised issues about. The first was Capital Fund drawdowns, which was not a finding but listed as a note to the board. This issue was with the Environmental Reviews; HUD wants the Town to conduct these reviews, but the Cape Cod Commission currently conducts them. Mr.

Lacey was waiting for a letter signed by the Town Manager authorizing the Cape Cod Commission to conduct the Environmental Reviews. The signed letter was not received until after the close of the fiscal year, and therefore the funds could not be drawn down. The auditors recognized this and did not issue a finding, because this has been resolved and the funds have since been drawn down and are now current. The second two items were listed as findings. Rent Reasonableness; the auditors found that we were not providing complete rent reasonableness documentation on every unit at initial leaseup – documentation of three comparable unassisted units was not retained in the file to determine if the rent amount requested by the landlord was reasonable. A rent reasonableness study has always been done at leaseup; this additional documentation has now been added to that study and it is being conducted going forward. Depository Agreement; HUD has an outdated document that they require banks to sign to conduct business with housing authorities. This results in the HUD general depository agreement conflicting with banks' policy for depository agreements. HUD recognizes their form is outdated and has allowed banks to sign an amended document. Bank of America and TD Bank has signed the depository agreements, with amendments for other local housing authorities. Falmouth Housing Authority banks with Cape Cod Five, whose legal department has been unwilling to sign the depository agreement but also has not provided an amendment they would be satisfied with, also offers unparalleled banking services with no fees. This finding does not impact the Housing Authority financially, and therefore the response has been that the Housing Authority would look for another bank if the document could not be signed within six months, provided that bank offers banking services of comparable value as Cape Cod Five. In prior years the Housing Authority could not find another bank that offers the same quality service with no fees. Kim Conn has been working with a fairly new employee at Cape Cod Five that came from TD Bank and is familiar with this document, and is hopeful that Cape Cod Five will write an amendment and sign the depository agreement. A board member inquired about GASB 67/68; Ms. Conn has been working with the Falmouth Retirement Board to provide this information from PERAC, the oversight board for our retirement system (as the Town of Falmouth and Falmouth Housing Authority are the combined members of the Falmouth Retirement System). *Document References: Falmouth Housing Authority Agency Wide Financials through February 2015. Hurley, O'Neill & Company, P.C. Communication to those charged with governance letter & management letter both dated March 26, 2015. Falmouth Housing Authority audited financial statements through June 30, 2014.*

## NEW BUSINESS

Update from Maintenance Director on Significant Projects:

### Bayberry House-Exterior:

Mr. Arsenault is working with DHCD on this project. It will be rebid soon. These funds are in the Housing Authority's current year allocation. The project was bid, but DHCD did not allow the Housing Authority to move forward due to previous issues with the contractor selected. The project therefore has to be rebid.

### Salt Sea – Roof:

The architect is working at Salt Sea to prepare the scope of work.

### Scattered Site Houses:

Nothing to report at this time besides the two houses that follow.

### 42 Jamie Lane Roof – VOTE:

Mr. Arsenault reported that the roof job at 42 Jamie Lane has been completed for the contract price by Sprinkle Construction. Ms. Bodnar moved approval of the Certificate of Final Completion; Seconded by Ms. Cardeira.

5-Ayes          0-Nays          MOTION CARRIED.

### 24 Sao Paulo – Rehab – VOTE:

Mr. Arsenault reported that the mold remediation was completed, and the staff worked on the remaining restorations at 24 Sao Paulo. The tenant has been back in the unit since April 6, 2015. Ms. Bodnar moved approval of the Certificate of Final Completion of the mold remediation in the amount of \$6,290; Seconded by Mr. Lineaweaver.

5-Ayes          0-Nays          MOTION CARRIED.

## Executive Director's Report

### Scattered Site (705) Inspection Results:

Mr. Lacey reviewed the Corrective Action Plan as it stands for the 705-Houses. The report mirrors the summary letter at the beginning of the packet from DHCD. The Life and Safety deficiencies were addressed first and quickly. There are only a few remaining exterior work orders that could not be immediately addressed due to issues such as snow removal, but will be completed by June 30, 2015. The board asked if that was realistic and the Maintenance Director confirmed it is. The 24 Sao Paulo Drive rehabilitation has been completed. After the mold remediation work, the Housing Authority staff completed the project, as DHCD informed the Maintenance Director to the fact that the staff could complete capital repairs as part of the Capital Improvement Plan. This allowed the project to be completed faster and more economically; FHA will likely do the same for some future CIP projects. Mr. Lacey has designed a move-in/move-out inspection form that all tenants will sign at move-in and again before they move out. A draft Preventative Maintenance Plan is in progress. Increase in available funding has been addressed by increasing maintenance salary allocation to state properties in the annual budget, bringing the Housing Authority in line with DHCD staffing guidelines. Additionally, Mr. Lacey has applied to the Community Preservation Committee for funding of over \$168,000, once this is approved at Town meeting then the Housing Authority will be eligible to apply for DHCD HILAPP funding. Mr. Lacey and Mr. Arsenault are scheduled to attend a Capital Planning System training on May 12<sup>th</sup>. Mr. Lacey and Mr. Arsenault will be reviewing the Capital Improvement Plan annually and have scheduled an appointment with the CIP consultants for June 5, 2015 to reprioritize projects as necessary for the update due July 15, 2015. Mr. Arsenault has contacted DHCD regarding the low flow toilet conversions in the 705-Houses, and once the toilets are received from DHCD they will be installed within 30 days. The Housing Authority will no longer use a 3<sup>rd</sup> party company for annual 705-Houses inspections; these will now be completed annually by one Maintenance and one Administrative staff member. If interim inspections are deemed necessary after the annual inspections, they will be scheduled appropriately. Lease enforcement; tenants have all been notified of any lease violations that have come up during the initial inspection and follow up inspection have and will be conducted to ensure the issues have been corrected. Tenants will be subject to eviction if they are not in compliance with their lease. Items like swingsets, outdoor fire pits, etc. will be handled through lease addendums and must be approved by DHCD. The board was impressed by the tremendous amount of work that has been accomplished in such a short period of time. Lastly, the air conditioning policy was distributed. Ms. Cardeira moved approval of the air conditioning policy for State public housing, the Federal public housing air conditioning policy is to be determined, as written; Seconded by Ms. Maguire.

4-Ayes      0-Nays      1-Absent      MOTION CARRIED.

*Document Reference: Falmouth Housing Authority 705 Scattered Site Houses Corrective Action Plan dated April 15, 2015. Falmouth Housing Authority Air Conditioner Installation Policy*

### Policy Updates:

The air conditioner policy was just voted for State public housing only.

### Preservation of Affordable Family Housing:

CPC funding is on the docket for tonight's Town Meeting, there is nothing else to report.

### Rental Assistance Demonstration (RAD):

Ms. Haney distributed information about the RAD program as discussed at the last meeting. Mr. Lacey is still working on the application process. Submitting the application will be banking on the fact that voucher subsidy will be higher than public housing in the future, but it is unclear if this will be the case.

*Document Reference: Risks vs. Rewards: Inside HUD's Favorite New Program, article dated October 9, 2014.*

### Net Metering – VOTE:

Mr. Lacey reviewed the Public Housing Notice 2015-01 from DHCD in regard to Net Metering. Mr. Lacey further reviewed the three strongest proposals received from the following vendors: BlueWave Capital, Nexamp, and SunEdison (through PowerOptions). The pricing was very competitive and similar so the board reviewed various other aspects, including who can provide the service, who has recognition in the field, and the fact that SunEdison was backed by PowerOptions. They further discussed the shared energy savings with both HUD and DHCD.

Since the contracts are for 20 years the board requested further information from the various companies so that they can be compared equally. A special board meeting is scheduled for Thursday, April 30<sup>th</sup> at 2:30pm to review the updated proposals. A vote for this item was tabled until the April 30<sup>th</sup> meeting.

Union Negotiations:

Falmouth Housing Authority will be entering the third year of the current Union contract. There was a clause in the contract that negotiations for wages and personal days could be reopened once annually. The Union has sent a letter that they wish to exercise that right. The negotiations will probably take place in May.

Notantico Woods Update:

Notantico Woods is expected to be complete by the end of July. Irrigation and coin-operated laundry were not budgeted, but discussions are happening to incorporate these items.

Affordable Resales:

The resale of 19 Esker Place is in process; Mr. Lacey is waiting for a Maximum Sales Price determination for the property from DHCD.

Housing Stabilization Program:

Kathleen Botelho resigned in the middle of March, and her position has been advertised in the Cape Cod Times and Enterprise for two weeks. The Housing Authority has received a handful of applications and will be conducting interviews.

Executive Director Contract:

The board discussed and executed the Executive Directors contract. The format was DHCD's boilerplate contract. The contract was voted in a previous meeting.

*Document Reference: Contract of Employment by and between The Falmouth Housing Authority and Thomas L. Lacey, Executive Director effective July 1, 2014.*

Website:

The Falmouth Housing Authority website is almost ready, it should be up and running in a few weeks.

Vacancy/Turnover Review:

Mr. Lacey reviewed the current vacancy/turnover report. The report format was changed slightly as DHCD issued guidelines that the Maintenance turnover must be completed within 14 working days and the Administrative leaseup must be completed within 6 working days. Federal occupancy is currently at 99.55% and the State occupancy rate is currently 98.77%. Two 705-houses are currently off-line, but the CPC funding will be used to renovate those properties if approved at Town Meeting.

*Document Reference: Falmouth Housing Authority Vacancy/Turnover Report through March 2015.*

Section 8 Tracking Report:

Mr. Lacey reported that Section 8 is currently slightly underleased, but dollars are good.

*Document Reference: CY-2015 Section 8 Tracking Report through April 2015.*

Management Fees Due from FHC Entities:

Management fees for March totaled \$19,477.25.

Report from Community Preservation Committee Representative:

Nothing new to report.

Special Meeting Date April 30, 2015, 2:30pm; Harborview Community Room

NEXT MEETING DATE May 13, 2015 10:00am; Tatak Community Room

General Session adjourned at 12:41pm

Moved by Ms. Bodnar; Seconded by Ms. Cardeira.

4-Ayes      0-Nays      1-Absent      MOTION CARRIED.

  
Thomas L. Lacey  
Executive Director

  
Patti B. Haney  
Chairperson

FALMOUTH HOUSING AUTHORITY, 115 SCRANTON AVE., FALMOUTH, MA

GENERAL SESSION: April 30, 2015

MEMBERS PRESENT: Patti B. Haney, Chairperson  
Claire M. Maguire  
Karen M. Cardeira  
Florence Bodnar

MEMBERS ABSENT: Timothy H. Lineaweaver

STAFF PRESENT: Thomas L. Lacey, Executive Director

OTHERS PRESENT: Representatives from Nexamp, SunEdison, and  
BlueWave Capital, LLC / Holly Wilson, candidate for FHA Board  
of Commissioners

The General Session of the Board of Commissioners of the Falmouth Housing Authority was convened at 2:36pm in the Community Room of Harborview Apartments.

The Chairperson announced that the Secretary will be recording this meeting as usual for the purpose of preparation of meeting minutes.

#### NEW BUSINESS

##### Review Net Metering Proposals – VOTE

The board had discussed net metering at previous board meetings and felt there was no need to review general information about net metering. Therefore, they chose to move straight to presentations from the three companies, and each presentation was followed by a question and answer period between the board and the company making the presentation.

*Document References: Nexamp “Massachusetts Solar Net Metering Credit Opportunity” proposal. SunEdison “Solar Energy Services Proposal”. BlueWave Capital “Solar Electricity Opportunity” proposal, plus “Project Documentation – 6.0 MWDC Project, Crystal Spring Road, Mattapoisett” and “Notes on Vetting Renewable Energy Projects”. DHCD Public Housing Notice 2015-01 “Contracting for Net Metering Credits from Off-Site Solar Power Developents”.*

The board then had a thorough discussion regarding the various proposals. SunEdison was eliminated first as they did not have control of a site and their Power Purchase Agreement (PPA) rate (10.25 cents/kWh) was the highest of the three proposals. BlueWave Capital provided documentation that their proposal was fully permitted and included the Assurance of Net Metering, but their PPA rate (10.0 cents/kWh) was higher than that of Nexamp (9.5 cents/kWh). While Nexamp had the best PPA rate, there were concerns expressed that the project had been permitted at 6.0 MW but only had 800 kW under contract with a limited number of housing authorities left that were not under contract yet. While the Nexamp project was limited only to housing authorities, BlueWave Capital stated their project had received the last permit to combine housing authorities and municipalities on the same site – thus increasing the likelihood of constructing the project at the full 6.0 MW. Nexamp expressed a goal of 2.4 MW for their original 6.0 MW project; the board discussed that this may be the size needed to make the project economically viable and therefore may bring more risk to that proposal. BlueWave Capital also provided alternative PPA options based on the Housing Authority assuming additional responsibilities under the contract, but the board did not feel those were worth pursuing. There was discussion that although the Solar Renewable Energy Credit (SREC) cap for the Eversource

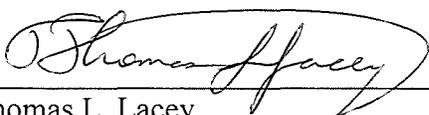
service area did not appear to be an issue based on the capacity still remaining, the deadline of December 31, 2016 could be an issue for any projects delayed in starting or during construction. While considering PPA rate, financing, site control and project viability, expertise, and other factors, there was a general consensus that the best course of action would be to take the proposal that had the highest probability of happening. Ms. Cardeira moved approval of BlueWave Captial, LLC's proposal, pending proper due diligence and DHCD contract approval; Seconded by Ms. Bodnar.

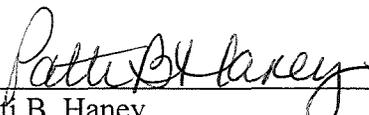
3-Ayes          1-Nay          1-Absent          MOTION CARRIED.

General Session adjourned at 5:58pm.

Moved by Ms. Bodnar; Seconded by Ms. Maguire

4-Ayes          0-Nays          1-Absent          MOTION CARRIED.

  
Thomas L. Lacey  
Executive Director

  
Patti B. Haney  
Chairperson

FALMOUTH HOUSING AUTHORITY, 115 SCRANTON AVE., FALMOUTH, MA

GENERAL SESSION:

May 13, 2015

MEMBERS PRESENT:          Patti B. Haney, Chairperson  
   Claire M. Maguire  
   Timothy H. Lineaweaver

MEMBERS ABSENT:          Florence Bodnar  
   Karen Cardeira

STAFF PRESENT:              Thomas L. Lacey, Executive Director  
   Kimberly Conn, Accountant/Secretary  
   Bob Arsenault, Maintenance Director

OTHERS PRESENT:          Pat Varney, Michael Risch Choate / Eileen Rice, Salt Sea /  
   Pat Drouin, Genevieve Clement, Dorothy Shaver, Tatakert /  
   Holly Wilson, Candidate for Commissioner

The General Session of the Board of Commissioners of the Falmouth Housing Authority was convened at 10:10am in the Community Room of Tatakert Apartments.

The Chairperson announced that the Secretary will be recording this meeting as usual for the purpose of preparation of meeting minutes.

Approval of Minutes

Mr. Lineaweaver moved acceptance of the March 11, 2015 meeting; Seconded by Ms. Maguire.

3-Ayes          0-Nays          2-Absent          MOTION CARRIED.

Approval of the April 15, 2015 meeting was tabled.

Approval of the April 30, 2015 meeting was tabled.

Mr. Lineaweaver moved acceptance of the April 15, 2015 Agency Plan Public Hearing; Seconded by Ms. Maguire.

3-Ayes          0-Nays          2-Absent          MOTION CARRIED.

### Approval of Payment of Bills & HAP Payments

Mr. Lineaweaver moved approval of bills and HAP payments, Seconded by Ms. Maguire.

3-Ayes            0-Nays            2-Absent            MOTION CARRIED.

### Tenant Representatives:

Salt Sea's representative reported that everything is going well; a tenant moved out recently into assisted living. Michael Risch of Choate requested permission to set up a horseshoe pit in the courtyard and that he would be the point person, Mr. Lacey asked him to coordinate the location with Mr. Arsenault because of the mowers. Mr. Risch further reported that tenants have been complaining of the brightness of one of the courtyard lights near units 21 and 22, requesting a lower watt bulb. Mr. Arsenault will speak with the FHA electrician and find out what can be done. He further inquired about the recycling; Mr. Lacey will print the Town brochure for tenant distribution. Another tenant at Choate notified Mr. Arsenault that the flag was down; Mr. Arsenault will take care of it today. Tatakets representative reported that the loam still needs to be cleaned up from the snow removal, and that the sand down below hasn't been cleared. Mr. Arsenault replied that landscaping at Tatakets is on the plan, but Maintenance is backed up with higher priority items. Mrs. Drouin further reported that residents had their first ice cream social for the season and it went very well. The tenant's association purchased a croquet set for the courtyard.

### Financial Statements – Year to Date Review:

Mr. Lacey reviewed the financials through March 2015. The most significant changes are overall losses in the SNAP program, also known as the CRHI program, because the funds will be available for drawdown later this month so the Housing Authority has not yet received reimbursement for HAP payments made. Additionally the loss can be attributed to the 705 rehab that is currently listed as extraordinary maintenance, but will be moved to capital once the DHCD FISH number is assigned.

*Document Reference: Falmouth Housing Authority Financial Statements through March 2015.*

### NEW BUSINESS

Update from Maintenance Director on Significant Projects:

#### Bayberry House – Exterior:

Mr. Arsenault reported that the Housing Authority is working with Winslow Architects for rebidding the Bayberry House exterior repairs. The drawings are in progress and it should be ready to go to bid in approximately three weeks.

#### Salt Sea – Roof:

The exterior paint at Salt Sea tested positive for lead, and therefore will need to be remediated before the roof can be replaced. DHCD has a separate funding source for lead remediation, and the housing authority will be applying for these funds independently of the capital funds. This will extend the process of getting the roof replaced, but will be built into the scope of work even though it will be separate from the project.

#### Scattered Site (705) Houses:

Maintenance has been working on the residing of 26 Alderberry Lane. Then they will be replacing a few kitchens as well as a window replacement. All of this work has to be completed by June 30, 2015.

### Executive Director's Report

#### Board Recognition:

Mr. Lacey announced that this is Claire Maguire's last official meeting as a board member after 25 years of service. Next Monday, Claire will be recognized at the MassNAHRO conference in Hyannis. Mr. Lacey requested that she attend the June meeting for a more formal recognition of her many years of service.

#### Scattered Site (705) Inspections:

Mr. Lacey updated the board at the last meeting with the corrective action plan; he reported that all items are continuing on schedule. Mr. Arsenault and Mr. Lacey attended a DHCD training yesterday regarding DHCD's CPS/CIMS capital computer system; it is a much more user-friendly tool due to recent updates to the system.

Net Metering:

Mr. Lacey has been in contact with BlueWave Capital, SunEdison, and Nexamp and is still working on due diligence of the selection of BlueWave Capital as the vendor.

Preservation of Affordable Family Housing:

Mr. Lacey is working on the HILAPP application to be submitted to DHCD for the matching funds of the CPC funding approved at Town Meeting. Mr. Lacey will work with Ms. Haney on the reimbursement schedule for the CPC funds.

Community Preservation Committee:

Ms. Haney will be term limited off of the CPC as of 6/30/2015. Falmouth Housing Authority Board of Commissioners appoints one seat on that committee to represent housing; it must be a member of the board or the Executive Director. The board recommended that either Thomas L. Lacey or Karen Cardeira be voted onto the CPC seat at the next meeting when all board members are expected to be present.

Rental Assistance Demonstration (RAD):

Mr. Lacey will check in with consultant Joe Schiff, to find out if there is still space available in the cap for RAD.

Union Negotiations:

This is the last year of the three year union contract, with the annual option to reopen once per year for wages and personal days negotiations. The Union members requested to reopen this year and negotiations will be scheduled later this month.

Notantico Woods Update:

Diane Adler from the Housing Authority office has been working closely with the Falmouth Housing Corporation for the advertising and lottery of Notantico Woods apartments that will take place in July.

Housing Stabilization Program:

Mr. Lacey and Mrs. Pearce have conducted a few interviews and have selected one candidate to go before the full board for a final hiring decision.

Vacancy/Turnover Review:

There have been many recent vacancies; most have been completed within the timeframe set as a goal; any that have gone over were because of the extreme condition of the unit. More vacancies are also expected in the near future. Overall the Federal occupancy rate is 99.44% and the State occupancy rate is 99.07%. The two currently vacant 705 houses will be back online with the HILAPP and CPC funds.

*Document Reference: Falmouth Housing Authority Vacancy/Turnover Report through April 2015.*

Section 8 Tracking Report:

Mr. Lacey reported that the Housing Authority has been actively leasing up new vouchers, but finding units this time of year is very difficult. Additionally, the new Tenant Selection Coordinator has been having to learn the leaseup process under very trying conditions due to the number of vacancies across the Federal programs. Current voucher utilization is 99.50%, and HAP payments are lower than normal currently, increasing the reserves.

*Document Reference: CY 2015 Section 8 tracking report through May 2015.*

Management Fees Due from FHC Entities:

Management fees for April invoice has not yet been completed.

Report from Community Preservation Committee Representative:

The Community Preservation Committee is working on their yearend wrap-ups; there is nothing new to report at this time.

The next meeting date of June 10, 2015 conflicts with the annual MHP conference and the board had a brief discussion of changing the schedule but the new date is to be determined. However, the meeting will take place in the Harborview Community Room.



### Approval of Payment of Bills & HAP Payments

Mr. Lineaweaver moved approval of bills and HAP payments, Seconded by Ms. Cardeira.

5-Ayes            0-Nays            MOTION CARRIED.

### Public, Tenant Representative Comments:

Salt Sea's representative reported that everything is going well at the complex. The family is still working to clean out the apartment of the tenant that was moved to a nursing home, and there is a large dumpster outside; a second apartment is vacant due to a death. She further stated that Maintenance does an excellent job taking care of the property. Choate's representative reported that they had a tenant's meeting last night regarding the light that has been brought up at a few preceding board meetings, and only two tenants were against the light. She thinks that the association initially purchased the light and that it used to have an amber bulb, and now has a brighter bulb. The majority of tenants wants to keep the light for security purposes, but would agree to the amber light.

### Update from Maintenance Director on Significant Projects:

#### Bayberry House-Exterior:

Mr. Arsenault reported that he is waiting for the plans to come back as there were a couple of changes to the scope of work; then it will go out to bid.

#### Salt Sea – Roof:

Mr. Arsenault reported that the drawings should be in by mid-June with the scope of work and bid package to follow. There is a lead paint issue that will be drawn into the scope of work, but will be reimbursed through special lead paint remediation funding that can be applied for through DHCD.

#### Scattered Site (705) Houses:

Mr. Arsenault reported that through the force account program of DHCD the Housing Authority is able to handle capital projects in-house. The advantages of this are that the projects can be completed more quickly as they do not have to be bid out through the procurement process, and the staff is empowered to perform the work and take pride in the outcome and future upkeep of the properties; as well as the cost savings that can be allocated to other projects or increase the scope of work for the existing project. Currently the projects consist of an exterior siding job that should be completed by the end of the week; a few kitchen rehabs, and replacing the first floor windows at one of the houses. Furthermore, there was a significant rehab at one of the 705-houses in which the tenant was relocated during the construction process and mold remediation. The State used to handle capital repairs through a competitive bid process amongst LHAs, but that led to inconsistent and unequal funding. Therefore, three years ago the State created a formula funding program that allocates funding throughout the LHA portfolio. At first housing authorities were encouraged to replace roofs and septic with the funding, but now since the issuance of the recent DHCD report to Falmouth Housing Authority other smaller projects such as kitchens and windows have been completed. Mr. Lacey is reviewing the process for the HILAPP matching funds, as there are several questions such as if the CPC allots enough money to repair a unit or home, then can the matching funds be reallocated to another property within the FHA portfolio, or vice-versa.

### Executive Director's Report

#### Final Statements – Year to Date Review:

Mr. Lacey reported that the fee accountants were just in the office yesterday, completing April financials, and reviewing issues for year end. For instance the CRHI funding to be drawn down; Mr. Lacey just received the information for drawing down the funds through eLOCCS.

*Document Reference: Falmouth Housing Authority Agency Wide Financials through April 2015.*

#### Tenant Accounts Receivable-VOTE:

Mr. Lacey reviewed the Tenant A/R report; usually the recommended write offs are for tenants that left through eviction, mediation, or death. After reviewing the report, Mr. Lineaweaver moved to write off \$3,454.86 to bad debt expense as discussed, Seconded by Ms. Cardeira.

5-Ayes            0-Nays            MOTION CARRIED.

*Document Reference: Falmouth Housing Authority Public Housing Inactive Balance Summary dated June 30, 2015.*

Cape Cod Five Signature Cards:

Cape Cod Five has issued new signature cards to incorporate the new board member. The board discussed appointing the slate of officers to designate the Treasurer on the signature cards, but the question arose as to what is the role of the treasurer. The board decided to table designating the slate of officers until next month. However, the signature cards were signed without designating a Treasurer, so that banking activity could continue as normal.

Union Negotiations-VOTE:

Mr. Lacey reviewed the outcome of the Union negotiations, and the history of the current contract. The contract has a clause to reopen annually to negotiate salary increases and personal days. The Union members elected to reopen negotiation for both topics. It was negotiated for a 2% salary increase and adding one personal day for next fiscal year. After a brief discussion; Mr. Lineaweaver moved to approve the 2% salary increase for Union employees and the one Personal Day for the fiscal year beginning 7/1/2015 and ending on 6/30/2016, Seconded by Ms. Bodnar.

5-Ayes            0-Nays            MOTION CARRIED.

Net Metering:

According to the reports the construction project for the solar installation is scheduled to begin in July, and is expected to be completed by September; however the final grid interconnect is handled through Eversource which could delay the process. The contract is currently under review by DHCD. The Housing Authority board also expressed a desire to have the contract reviewed by an outside counsel as it is a twenty-year contract with substantial value. BlueWave was happy with the agreement of the flat \$0.10 rate instead of utilizing an asset management model. Ms. Cardeira was concerned with the initial rush to get this done, but now we don't have a contract in place. The board was also concerned that since there was no signed contract that the offer would not necessarily stand. Mr. Lacey was confident that the contract should be expected any day now.

Scattered Site (705) Inspections:

The 705 inspections were mostly covered earlier in the meeting during Mr. Arsenault's updates. Mr. Lacey reviewed a letter that was received from the Associate Director of DHCD, and the board discussed the letter in detail and expressed dismay regarding the ongoing breakdown in communication as significant work has been done in response to the 705 inspections, yet the letter appears to express the opposite. In addition the discussion was about the extensive rehab of one of the 705 houses in which the tenant was displaced. The initial timeline was to have the unit back on line by May 31st, but the tenant actually moved back into the unit on April 6th; so the rehab was completed well before the deadline. The board discussed the issue of hoarding, which was present in this particular situation. Ms. Cardeira was able to provide guidance on this topic and discussed how each situation requires a plan specific to that individual. This house was damaged as a result but is now a viable asset. The Housing Authority has the right to protect this asset through lease enforcement. By having an action plan in place, generally the tenants will change their behavior enough to comply with the lease. If the tenant does not comply with the lease or action plan then it could lead to eviction.

Preservation of Affordable Family Housing:

The CPC funding awarded at Town Meeting was discussed earlier in the meeting.

State Capital Improvement Plan:

Mr. Lacey is working with Mr. Arsenault on the budget for next fiscal year's capital funding; and has a conference call scheduled with DHCD for review. Therefore, a plan should be in place for the board's review at the next meeting.

Community Preservation Committee:

Ms. Haney's CPC term ends on June 30, 2015. Many seats are changing this year on the CPC. After a brief discussion, Mr. Lineaweaver moved to appoint Mr. Lacey as the Housing Authority appointee on the CPC; seconded by Ms. Wilson.

5-Ayes            0-Nays            MOTION CARRIED.

Rental Assistance Demonstration (RAD):

Mr. Lacey reviewed the Rental Assistance Demonstration (RAD) overview as distributed in the monthly board packet. The board discussed having a separate meeting devoted to reviewing the

RAD program, and finding a consultant that knows the program that could review the benefits of it. It is unsure if the program would be a good move for the Housing Authority at this time.  
*Document Reference: (RAD) Toolkit #1 Overview 4-page summary.*

Bob Murray Housing With Love Walk:

The Bob Murray Housing With Love Walk is coming up July 13<sup>th</sup>-20<sup>th</sup>. Mr. Lacey included the itinerary in the board's monthly packet. Mr. Lacey walked the entire route last year, but can only participate a few days this year.

*Document Reference: HOUSING WITH LOVE WALK 2015 Itinerary*

Notantico Woods Update:

Mr. Lacey reported that the lottery for Notantico Woods will be held on July 15, 2015, with lease ups expected for August. It was pointed out by a board member that the project-based application looks identical to the regular application and that there was some confusion at first at various agencies in town. Mr. Lacey will review the application process with Diane Adler from the office, as she is handling the lottery. Any agency that has a question about their specific clients that may need to complete the project based application should contact Diane as well.

Housing Stabilization Program:

There is a meeting scheduled today with the entire grant funders of the program to interview the candidate for the Housing Stabilization Coordinator position. The board will be meeting with the candidate quarterly if selected. If the candidate is not a perfect fit the board will be discussing where to go from here. It is a difficult position to fill because it is subject to grant funding.

Vacancy/Turnover Review:

The vacancy/turnover report was not available due to the early scheduled meeting this month, but there are extensive turnovers going on.

Section 8 Tracking Report:

The Section 8 tracking report was not available due to the early scheduled meeting this month.

Management Fees Due from FHC Entities:

Management fees for April 2015 were \$22,640.57.

Report from Community Preservation Committee Representative:

There was nothing new to report, but a board member inquired about Spring Bars Road, and what is a good use of the land. Ms. Haney reviewed the history of the Spring Bars Road project and the desire for housing of up to 30 units mixed with one to three bedrooms (70 bedrooms maximum) to families who are at or below 60% of AMI. It is legal to build on the parcel, although it is in the flood plain it would be up to the developer to overcome that obstacle, but that does not make the project unfeasible. The board discussed their support for the project.

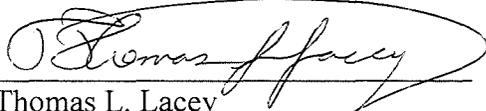
NEXT MEETING DATE July 8, 2015 10:00am; Tatakot Community Room

The board discussed rescheduling the August Meeting Date; Ms. Cardeira will not be at the August meeting. The board discussed tentatively moved it to the 19<sup>th</sup> of the month for August, but this will be confirmed at the July meeting.

General Session adjourned at 12:15pm.

Moved by Ms. Wilson; Seconded by Ms. Bodnar.

4-Ayes          0-Nays          1-Absent (Mr. Lineaweaver left early)          MOTION CARRIED.

  
Thomas L. Lacey  
Executive Director

  
Patti B. Haney  
Chairperson

FALMOUTH HOUSING AUTHORITY, 115 SCRANTON AVE., FALMOUTH, MA

GENERAL SESSION:

July 8, 2015

MEMBERS PRESENT: Patti B. Haney, Chairperson (departed 11:09am)  
Timothy H. Lineaweaver (departed 11:40am)  
Florence Bodnar  
Karen Cardeira  
Holly Wilson

MEMBERS ABSENT: None

STAFF PRESENT: Thomas L. Lacey, Executive Director  
Kimberly Conn, Financial Manager  
Bob Arsenault, Maintenance Director

OTHERS PRESENT: Pat Varney, Choate / Eileen Rice, Salt Sea  
Pat Drouin, Dorothy Shaver, Michael LaRochelle, Connie Caruso,  
Genevieve Clement, Shirley Lewis, Chip Mayo, & Richard Lowe,  
Tatakot

The General Session of the Board of Commissioners of the Falmouth Housing Authority was convened at 10:06am in the Community Room of Tatakot Apartments.

The Chairperson announced that the Secretary will be recording this meeting as usual for the purpose of preparation of meeting minutes.

#### NEW BUSINESS

##### Approval of Minutes

Ms. Bodnar moved acceptance of the June 3, 2015 meeting; Seconded by Ms. Cardeira.  
5-Ayes      0-Nays      MOTION CARRIED.

##### Approval of Payment of Bills & HAP Payments

Mr. Lineaweaver moved approval of bills and HAP payments, Seconded by Ms. Wilson.  
5-Ayes      0-Nays      MOTION CARRIED.

##### Public, Tenant Representative Comments:

Salt Sea's representative reported that tenants have met the new maintenance employee and that he is a hard worker. Furthermore, they are patiently awaiting the roof replacement. Choate's representative reported that the association president resigned at the last Tenant Association meeting following a heated argument with an unruly tenant. Tatakot representatives reported that a new tenant will now be in charge of placing out the flags at the entrance for Fourth of July, and that he weeded the entrance recently while doing so. Another tenant reported that the machine parked in the alcove outside her apartment has leaves and debris. Other tenants complained about the trash rooms. The rear lobby entrance door is on order and will be repaired soon. Lastly, a Tatakot tenant reported that a bridge walkway is showing signs of degradation; Mr. Arsenault explained that it was a design flaw with the initial architectural design and that a repair plan is in process.

##### Update from Maintenance Director on Significant Projects:

###### Bayberry House-Exterior:

The architectural drawings are done and have been submitted to DHCD; the bid opening date is expected to be August 12, 2015.

###### Salt Sea – Roof:

The Salt Sea roof architectural drawings are expected by the end of August for an anticipated September bid opening.

###### Scattered Site (705) Houses:

The 1<sup>st</sup> floor window project at 44 Carolyn Lane has been completed. Both the siding and kitchen replacement projects have been completed at 26 Alderberry Lane, as well as a kitchen and partial bath at 20 Madeline Road. Siding, gutters and front door replacement for 38 Marshall Drive will

begin the end of July or the beginning of August and is expected to be completed by the end of August. Maintenance has been understaffed due to vacations; and the additional work on the 705-houses and therefore has only been able to respond primarily to emergency work orders.

### Executive Director's Report

#### Final Statements – Year to Date Review:

Mr. Lacey reviewed the financials through 11-months of the fiscal year. There were no significant changes from the previous month. The SNAP program loss is the new CRHI program in which Mr. Lacey is still trying to get the proper access through HUD to drawn down the HAP reimbursement funds. There should be an offsetting receivable on the books.

*Document Reference: Falmouth Housing Authority Agency Wide Financials through May 2015.*

#### Board of Commissioners-VOTE:

The board briefly discussed the roles and responsibilities of the positions of the board. Ms. Wilson moved to elect Karen Cardeira as the Treasurer; seconded by Ms. Bodnar.

5-Ayes          0-Nays          MOTION CARRIED.

Ms. Wilson moved to elect Timothy Lineaweaver as Vice Chair; seconded by Ms. Bodnar.

5-Ayes          0-Nays          MOTION CARRIED.

Mr. Lineaweaver moved to elect Patti Haney as Chair; seconded by Ms. Bodnar.

5-Ayes          0-Nays          MOTION CARRIED.

#### HUD PHAS High Performer:

Mr. Lacey reviewed the 6/30/2014 Public Housing Assessment System (PHAS) score in which the Housing Authority scored 91 of 100 and is still considered a High Performer. HUD continually tries to improve how they score housing authorities; currently through REAC physical property inspections, Management of Financials, and Capital Funds.

*Document Reference: 6/30/2014 (PHAS) score for Interim Rule dated 5/14/15*

#### General Depository Agreement:

For the last three years there has been a finding in the Falmouth Housing Authority audit because Cape Cod Five would not sign HUD's depository agreement. HUD has since made a revised form and allowed an addendum to the form, and the Housing Authority now has a signed depository agreement effective within the June 30, 2015 fiscal year that will be submitted to HUD.

#### Utility Allowances-VOTE:

The new utility allowance schedules are in process for the annual update. Mr. Lacey did not receive the final reports from the outside vendor as of the meeting date, so they will have to be voted at the next meeting. Mr. Lacey explained the utility allowances and payment standards for the new board members. The annual update is necessary because utilities are volatile, but the cost is shared with all Cape Cod housing authorities who have federal units and/or vouchers.

#### State Capital Improvement Plan-VOTE:

Mr. Lacey reviewed the 06/30/2016 State Capital Improvement Plan. The report is color coded between fiscal years. The green section is the primary focus, and those projects coded as active must be completed this fiscal year. The roof replacement at Salt Sea estimated at \$110,000 will use the bulk of this year's capital funds. CPC and HILAPP funds will be used for necessary repairs to the 705-houses. The state matching funds are not currently included in the report. Projects intended to be bid out for completion will be the rehab at 95 Fordham Road, several 705 roof replacements to be bid in one package, and several 705 septic replacements to be bid in one package. The current funding sources don't allow for the hiring of another staff person. The last part of the yellow section is to convert a Salt Sea unit to a handicap accessible unit. CPC funds could be used to create such a unit, as ADA accessibility is an allowable expense for CPC. The plan is a rolling five year plan in which the board votes annually to accept the current projects. The plan does address the issues that were illustrated in the DHCD report as discussed. Mr. Lineaweaver moved to approve the State Capital Improvement Plan as discussed; seconded by Ms. Cardeira.

5-Ayes          0-Nays          MOTION CARRIED.

*Document Reference: 20160630 Falmouth CIP 5-Year Plan*

Lead Paint Certification:

Mr. Lacey reviewed the annual certification report regarding the training and awareness of lead paint. All of the maintenance staff has had lead paint certification training of the rules and regulations.

705 Waitlist-VOTE:

DHCD requires a board vote to open the 705 public housing waiting list; it was recommended to open the list for two weeks as a lottery, then remain open. Ms. Cardeira moved that the Falmouth Housing Authority open the 705-state aided public housing waitlist as designated; seconded by Mr. Lineaweaver.

5-Ayes          0-Nays          MOTION CARRIED.

Computerized Master Ledger-VOTE:

DHCD's representative contacted the housing authority regarding the maintaining of a handwritten Master Ledger for receiving applications. Since the software upgrade several years ago the Housing Authority started maintaining the data electronically after the initial applications were date stamped when received, but was unaware DHCD required a board vote to be exempted from the handwritten Master Ledger requirement. Ms. Cardeira moved that the Falmouth Housing Authority maintain its Master Ledger of applications electronically; seconded by Ms. Bodnar.

5-Ayes          0-Nays          MOTION CARRIED.

Scattered Site (705) Inspections:

This topic was covered earlier in the meeting during the Maintenance Director update and the State Capital Improvement Plan updates.

Net Metering:

DHCD reviewed the Net Metering contract as well as an outside lawyer. The overall feedback was that the contract looked good. The lawyer suggested some minor change as there was a non-disclosure clause, but that restriction cannot be placed on a housing authority due to open meeting law as such a decision would need to be discussed publicly. The board discussed how they would get to see any revisions made to the contract. Ms. Cardeira moved to designate Thomas L. Lacey to sign the Net Metering contract once the attorney submitted a letter stating that they have reviewed and approved the changes; Seconded by Mr. Lineaweaver.

4-Ayes          0-Nays          1-Absent (left early)          MOTION CARRIED.

Ms. Wilson moved approval to designate Kevin Batt of Anderson & Kreiger, LLP, as a "special municipal employee" status for legal representation of the Falmouth Housing Authority; Seconded by Mr. Lineaweaver.

4-Ayes          0-Nays          1-Absent          MOTION CARRIED.

Community Preservation Committee:

It was discovered that the CPC representative must be a board member, and cannot be the Executive Director of the Housing Authority as previously discussed. After a brief discussion; Mr. Lineaweaver moved to appoint Holly Wilson as the Falmouth Housing Authority representative on the Community Preservation Committee; Seconded by Ms. Bodnar.

4-Ayes          0-Nays          1-Absent          MOTION CARRIED.

Bob Murray Housing With Love Walk:

Mr. Lacey discussed the Bob Murray Housing With Love Walk that is scheduled to begin next week. Further information can be accessed on their website.

Notantico Woods:

The Notantico Woods lottery is coming up on July 24, 2015. The deadline for applications is July 15<sup>th</sup>. Diane Adler has spent a lot of time on this project.

Housing Stabilization Program:

Jennifer Hanoian was hired on June 15, 2015 as the Housing Stabilization Coordinator. A meeting is scheduled for later today to meet with all of the Grant funders.

Vacancy/Turnover Review:

The Vacancy/Turnover report was not available as there were corrections to be made to the vacancy book.

Section 8 Tracking Report:

Mr. Lacey reviewed the Section 8 tracking report, there was nothing significant to discuss. The Housing Authority has issued a few more vouchers as the numbers have been dropping; there are currently 5 families out searching and finding it difficult to find housing.

*Document Reference: CY2015 Section 8 Tracking Report through July 2015.*

Management Fees Due from FHC Entities:

Management fees for May 2015 were \$25,659.20 (5<sup>th</sup> week of payroll).

Report from Community Preservation Committee Representative:

CPC information was discussed earlier in the meeting.

Commissioner - Other

The commissioners discussed a letter that was received from a disgruntled family member of a tenant. They felt they should respond notifying the writer of the letter that this is a Housing Authority issue that is out of their purview as the board does not get involved in the day to day operations. Mr. Lacey will contact attorney Pat Grace and ask for a recommendation for a response, and also request she come to a future board meeting to provide guidance on the roles and responsibilities of board members as there are several recent board members.

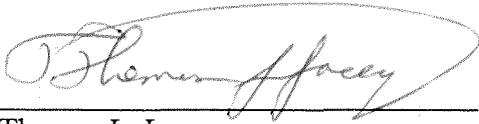
Reschedule August meeting date to August 19, 2015 - the third Wednesday of the month due to schedule conflicts on August 12<sup>th</sup>.

NEXT MEETING DATE August 19, 2015 10:00am; Harborview Community Room

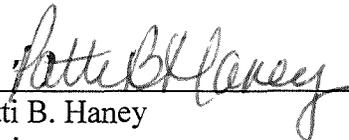
General Session adjourned at 11:50am.

Moved by Ms. Cardeira; Seconded by Ms. Bodnar.

3-Ayes      0-Nays      2-Absent      MOTION CARRIED.



Thomas L. Lacey  
Executive Director



Patti B. Haney  
Chairperson

FALMOUTH HOUSING AUTHORITY, 115 SCRANTON AVE., FALMOUTH, MA

GENERAL SESSION: August 19, 2015

MEMBERS PRESENT: Patti B. Haney, Chairperson  
Timothy H. Lineaweaver  
Holly Wilson

MEMBERS ABSENT: Florence Bodnar  
Karen Cardeira

STAFF PRESENT: Thomas L. Lacey, Executive Director  
Kimberly Conn, Financial Manager  
Bob Arsenault, Maintenance Director

OTHERS PRESENT: None

The General Session of the Board of Commissioners of the Falmouth Housing Authority was convened at 10:09am in the Community Room of Harborview Apartments.

The Chairperson announced that the Secretary will be recording this meeting as usual for the purpose of preparation of meeting minutes.

## NEW BUSINESS

### Guest Speaker – Patricia Grace, Esquire

Patricia Grace, Esquire has worked as a DHCD state-funded attorney since 1993. Her position is for housing authorities in southeast Massachusetts and acts as counsel or as a supplement to outside counsel. Any correspondence with Ms. Grace should go through the Chairperson or the Executive Director. Ms. Grace provided a presentation for, and discussion with, the Board of Commissioners regarding their roles and responsibilities. Of particular note was the role of the board to set policies and hire and Executive Director, and for the Executive Director to run the day to day operations of the Housing Authority. She reviewed various sections of the Massachusetts General Laws, specifically various sections of 760 CMR, and how they pertain to the board. The board received several handouts to review at their leisure.

*Document Reference: Commissioner Do's and Don'ts, Massachusetts 760 CMR 4, Massachusetts 760 CMR 6.03/6.08, Massachusetts 760 CMR 8, Master Keys for LHA Property, and Massachusetts General Laws Chapter 258-Section 2*

### Approval of Minutes

The approval of the July 8, 2015 meeting minutes was tabled for quorum members.

### Approval of Payment of Bills & HAP Payments

Mr. Lineaweaver moved approval of bills and HAP payments, Seconded by Ms. Wilson.  
3-Ayes      0-Nays      2-Absent      MOTION CARRIED.

### Public, Tenant Representative Comments:

No tenant representatives were present at the meeting.

### Update from Maintenance Director on Significant Projects:

#### Bayberry House-Exterior:

The bid opening for the Bayberry House exterior took place this past Friday. Mr. Arsenault reviewed the bids received. It was discussed that low bid of \$14,700 seemed too low of a bid to be feasible so the architect and DHCD advised selection the second lowest bid, Shipsview, Inc. in the amount of \$18,000. Shipsview had several excellent references. Mr. Lineaweaver moved to award the contract in the amount of \$18,000 to Shipsview pending the remainder of the due diligence process; Seconded by Ms. Wilson.

3-Ayes      0-Nays      2-Absent      MOTION CARRIED.

*Document Reference: Falmouth Housing Authority Siding & Trim Replacement Bayberry House General Bid Results.*

#### Salt Sea – Roof:

Mr. Arsenault reported that the Salt Sea roof would be going out to bid soon and should be completed before the winter.

#### Scattered Site (705) Houses:

Mr. Arsenault reviewed some of the upcoming projects at a few of the 705-houses. One property will be getting a new kitchen, bathroom, back deck, and power washing and painting of the exterior. There will also be “bundled” bids for roofs and for septic systems for multiple properties per the CPC funding award; those projects are expected in the spring. The ultimate goal is having all 705 units online.

### Executive Director's Report

#### Final Statements – Year to Date Review:

Mr. Lacey reviewed the fiscal year-end financials for the twelve months ending 6/30/2015. The fee accountants were in the office working on reviewing and finalizing the numbers earlier this week. There were no significant changes over previous months. The bottom line for each program is close to breakeven. The two federal AMPs have ok reserves. The Section 8 reserves are getting better. The financials are due to be submitted to DHCD on September 15<sup>th</sup>. The independent auditors will come in between now and March and finalize the submission to HUD by March 31, 2016.

Ms. Wilson moved to approve the year-end 6/30/2015 financials as presented; Seconded by Mr. Lineaweaver.

3-Ayes      0-Nays      2-Absent      MOTION CARRIED.

*Document Reference: Falmouth Housing Authority Agency Wide Financials for Fiscal Year Ended 6/30/2015.*

06/30/2016 Budget:

The DHCD guidelines came out early this year, with a zero percent increase overall, and a salary cap of a 3% increase. The Housing Authority negotiated a 2% increase in salaries within the Union contract, but that increase has to be cut from elsewhere within the budget to achieve the overall zero percent net increase.

Utility Allowances - VOTE:

Mr. Lacey reviewed the Utility Allowance Schedules. He further gave a brief overview of the importance of the utility allowance schedules and how they incorporate into the rent calculation. There were no significant changes over last year. Mr. Lineaweaver moved to approve the utility allowance schedules as presented, retroactive to July 1, 2015; Seconded by Ms. Wilson.

3-Ayes      0-Nays      2-Absent      MOTION CARRIED.

*Document Reference: The Nelrod Company Utility Allowance Schedules updated 6/2015 for Falmouth & Barnstable.*

Net Metering:

Mr. Lacey reviewed the minor changes as discussed with the lawyer; for example changed the payment terms to 45 days and the confidentiality non-disclosure clause to conform to open meeting law.

Notantico Woods:

The Notantico Woods lottery was held and the property should be leased up by September 1<sup>st</sup>. The Maintenance staff toured and trained on the mechanics and layout of the property; and the Administrative staff toured the units as well.

Vacancy/Turnover Review:

The vacancy/turnover average completion time has increased due to working on the State projects through the force account and vacations within the Maintenance department. For instance, the unit at Rose Morin sat for 20 days before it could be started.

*Document Reference: Falmouth Housing Authority Vacancy/Turnover Report through July 2015.*

Section 8 Tracking Report:

Mr. Lacey reviewed the Section 8 tracking report for this calendar year.

*Document Reference: CY 2015 Section 8 Tracking Report through August 2015.*

Management Fees Due from FHC Entities:

Management fees for June 2015 were \$23,017.67; and \$27,571.63 for July 2015.

*Document Reference: Management Fee Invoiced for June & July 2015.*

Community Preservation Committee Representative:

Ms. Wilson reported that the Community Preservation Committee unanimously approved the FHA application to go before Town Meeting at their last meeting.

NEXT MEETING DATE September 9, 2015 10:00am; Tatak Community Room

General Session adjourned at 11:48 a.m.

Moved by Mr. Lineaweaver; Seconded by Ms. Wilson.

3-Ayes      0-Nays      2-Absent      MOTION CARRIED.



Thomas L. Lacey  
Executive Director



Patti B. Haney  
Chairperson

FALMOUTH HOUSING AUTHORITY, 115 SCRANTON AVE., FALMOUTH, MA

GENERAL SESSION:

September 9, 2015

MEMBERS PRESENT: Patti B. Haney, Chairperson  
Timothy H. Lineaweaver  
Florence Bodnar  
Karen Cardeira  
Holly Wilson

MEMBERS ABSENT: None

STAFF PRESENT: Thomas L. Lacey, Executive Director  
Kimberly Conn, Financial Manager  
Bob Arsenault, Maintenance Director

OTHERS PRESENT: Pat Drouin, Genevieve Clement, Shirley Lewis, Hank Brunette,  
John Mendoza, & Debbie Cotton, Tataketa

The General Session of the Board of Commissioners of the Falmouth Housing Authority was convened at 10:08am in the Community Room of Tataketa Apartments.

The Chairperson announced that the Secretary will be recording this meeting as usual for the purpose of preparation of meeting minutes.

#### NEW BUSINESS

##### Approval of Payment of Bills & HAP Payments

Mr. Lineaweaver moved approval of bills and HAP payments, Seconded by Ms. Cardeira.  
4-Ayes      0-Nays      1-Absent for vote (arrived late)      MOTION CARRIED.

##### Approval of Minutes

Ms. Bodnar moved acceptance of the July 8, 2015 meeting; Seconded by Ms. Cardeira.  
3-Ayes      0-Nays      2-Abstained      MOTION CARRIED.

Approval of the August 19, 2015 meeting minutes was tabled as they were not yet available.

##### Public, Tenant Representative Comments:

Tataketa residents reported that the front lobby door is not locking, and that it was called in as a work order yesterday. They further reported that the grounds cleanup looks great, and inquired about the repainting of the parking lines as discussed at a previous meeting. Another resident inquired about the status of Tataketa kitchen remodels for the units that were not part of the remodels done a few years ago. Mr. Lacey briefly explained the structure and regulations of the Capital Fund Plan and stated that the kitchens are on the current 5-Year Plan, with some due to be done within the year.

##### Update from Maintenance Director on Significant Projects:

##### Bayberry House-Exterior-VOTE:

Mr. Arsenault reported that DHCD has notified him that the bid previously excluded for the Bayberry House exterior replacement was not low enough to have been excluded and therefore the board needs to revoke the contract and award to the lowest bidder. Ms. Cardeira moved to rescind the previous vote awarding the contract to Shipsvue, Inc. as instructed by DHCD and award the contract to Dimitrios C. Contracting, Inc. for \$14,700; Seconded by Mr. Lineaweaver.

5-Ayes      0-Nays      MOTION CARRIED.

*Document Reference: General Bid Results dated 8-14-15 Siding & Trim Replacement, Bayberry House 689-1 Project #096032.*

##### Salt Sea – Roof:

Mr. Arsenault reported that he was awaiting DHCD's final review of the plans in order to list the Salt Sea roof replacement project on the Central Register.

### Scattered Site (705) Houses:

Mr. Arsenault reported that the Maintenance staff has begun working on a force account project at 38 Marshall to replace the exterior siding, rotted door and bulkhead. Additionally, he had a walkthrough last week of a few properties with the architect, and plans to bundle a few projects together for roof replacements and septic systems. The board briefly discussed the betterment of four houses in the Maravista neighborhood for the town sewer project that will cost approximately \$16,201.43 for each house. The board asked how many 705 houses were offline, currently there is only one unit off line.

### Executive Director's Report

#### Final Statements – Year to Date Review:

Mr. Lacey reviewed the financial statements for July 31, 2015. Since it is the first month of the fiscal year there is nothing significant to report.

*Document Reference: Falmouth Housing Authority Agency Wide Financials through July 2015.*

#### State Capital Improvement Plan Amendment-VOTE:

Mr. Lacey reviewed the Amendment to the State Capital Improvement Plan, adding \$50,953 for the rehab of 103 Turner Road. This additional funding is contingent on the leverage of Community Preservation Act (CPA) funds in the amount of \$17,927. The CPA funds requested were to replace the roof; however the state determined that the roof still has a useful life remaining of 4-5 years, so the Housing Authority intends to request the reallocation of these funds to replace the septic instead. Ms. Haney will check on the process of requesting to reallocate these funds. Ms. Cardeira moved to approve Amendment #3 to Falmouth Housing Authority's Capital Improvement Work Plan 5001 in the amount of \$50,953; Seconded by Mr. Lineaweaver.

5-Ayes                      0-Nays                      MOTION CARRIED.

*Document Reference: DHCD letter dated 8/26/15 Amendment #3 to Capital Improvement Work Plan 5001 in the amount of \$50,953.*

#### 06/30/2015 SEMAP Submission – VOTE:

Mr. Lacey reviewed the 06/30/2015 SEMAP Submission as prepared. He further discussed question #2. Rent Reasonableness; as part of the Housing Authority rent reasonableness studies during initial leaseup, the documentation of three comparable unassisted units were not included in the files resulting in a less than 80% of units sampled response. As discussed previously, the documentation has been included for all leaseups since the issue was identified by the auditors. Ms. Wilson moved approval of the 06/30/2015 SEMAP Submission as presented; Seconded by Mr. Lineaweaver.

5-Ayes                      0-Nays                      MOTION CARRIED.

*Document Reference: 06/30/2015 SEMAP Certification for Falmouth Housing Authority, dated 8/27/2015.*

#### 06/30/2016 Budget:

Preparation of the 6/30/2016 budget is still in progress, and should be ready to approve at the November board meeting.

#### Net Metering:

Mr. Lacey reported that the lawyer has approved the language of the Net Metering contract with minor changes. However, he is still negotiating the anticipated utility usage; and it is hopeful that the contract will be signed this week.

#### Notantico Woods:

The Notantico Woods project has been completed and is fully leased. This is the first affordable housing development in Woods Hole.

#### Vacancy/Turnover Review:

Mr. Lacey reported that it has been a challenging year with turnovers, both in the number of units and the condition of units turned. He reviewed several of the 705 houses that are currently vacant or at risk of vacancy and will be repaired through the State Capital Improvement Plan and with CPA funds. One specific unit is not within the capital plan, but the plan may have to be amended to repair as CPA funds cannot be used for the type of repairs needed at the property. Ms. Cardeira of Human Services commented on the 3-bedroom crisis in Falmouth. There were approximately 60 applications received from the recent opening of Falmouth Housing Authority's 705 waitlist.

*Document Reference: Falmouth Housing Authority Vacancy/Turnover Report through August 2015.*



#### Public, Tenant Representative Comments:

Choate's representative discussed a parking issue that came up at the recent tenant meeting, and was urged to review the concerns with Marie Palmer, Service Coordinator. The tenants identified a small section of land that could be cleared for parking; Mr. Lacey will review with Bob Arsenault if it is Housing Authority property and if that would be feasible. Residents were interested in hosting community events, and were also urged to discuss with the Service Coordinator. Lastly, they discussed the brightness of the light facing the courtyard between units 19-24; Mr. Lacey will review with Mr. Arsenault.

#### Update from Maintenance Director on Significant Projects:

Mr. Lacey reported in the absence of the Maintenance Director

#### Bayberry House-Exterior:

Mr. Lacey reported that Mr. Arsenault was conducting the final walkthrough this morning for the final punchlist. There was a change order on the project for a relatively small section of rot that was billed for \$2,700; that the architects are reviewing the cost to determine if it is appropriate.

#### Salt Sea – Roof:

The Salt Sea roof project has gone out to bid, and the bid opening is scheduled for October 21, 2015. The original bid process began over a year ago and there was a lot of back and forth with DHCD and changes to the scope of the project, thus increasing the cost of the project and the length of time before finally going to bid. If the low bidder is ready to begin the work, then an additional board meeting may be necessary to award the contract.

#### Scattered Site (705) Houses:

The Housing Authority has contracted with different DHCD "House Doctors" as the architect for the 705-houses (per DHCD's recommendation); whereas Winslow Architects worked on the Salt Sea and Bayberry House projects. Mr. Arsenault went out with the architects to several of the 705-houses to bundle the roof replacements into one bid package for next spring. The request to convert the CPA fund request for 103 Turner Road from the roof replacement to septic will be submitted to the CPC for review and approval.

#### Executive Director's Report

#### Financial Statements – Year to Date Review:

Mr. Lacey reviewed the financials through August; all programs are in line with expectations, with a small loss in the DIAL program. Overall the bottom line is positive thus far. Next month the board will review the 1<sup>st</sup> Quarter financials, which may increase for the quarterly expenses.

*Document Reference: Falmouth Housing Authority Agency Wide Financial Report through August 2015.*

#### Update regarding 6/30/2016 budget preparation:

Ms. Conn has been working with the fee accountants for finalization of the budget to be approved at the November board meeting. Mr. Lacey will be meeting with Mr. Arsenault to finalize the extraordinary maintenance line item for all programs. The replacement A/C unit at the Administration Building will budgeted in extraordinary maintenance.

#### Review new HUD Fair Market Rents to determine new Payment Standards - VOTE:

Mr. Lacey reviewed the HUD proposed Fair Market Rents (FMRs) that are usually finalized by October 1<sup>st</sup>, but are still listed as proposed as this year's comment period was extended. According to the proposed FMRs all rents are going up. Local housing authorities can set their own payment standards between 90%-110% of the final FMRs. Mr. Lacey reviewed a copy of the annual memo sent to the staff illustrating the previous years' FMRs and Payment Standards. The Housing Authority is currently fully leased in the Section 8 program. This year's FMRs increased significantly and are higher than the Housing Authority's current Payment Standards. Mr. Lacey further reviewed the Excel spreadsheet that he prepared to compare the FMRs vs. the Payment Standards. The detailed report was discussed in great length and the following Payment Standards (PS) were recommended: Studio (0-BR) FMR \$975/PS \$878, a 3.17% increase over last year and 90.05% of FMR. 1-BR FMR \$1,076/PS \$1,015, a 1.91% increase over last year and 94.33% of FMR. 2-BR FMR \$1,440/PS \$1,339, a 2.14% increase over last year and 92.99% of FMR. 3-BR FMR \$1,811/PS \$1,649, a 2.17% increase over last year and 91.05% of FMR. 4-BR FMR \$1,974/PS \$1,777 a 4.84% increase over last year and 90.02% of FMR. These recommendations attempt to find a balance between creating reasonable Payment Standards while also maintaining a fully leased program. After a thorough review, Mr. Lineaweaver moved to approve the

recommended FMRs and Payment Standards contingent on HUD's final approval of the proposed FMRs; Seconded by Ms. Cardeira.

5-Ayes

0-Nays

MOTION CARRIED.

*Document Reference: FY-2016 HUD Proposed FMR's for Falmouth, MA, Falmouth Housing Authority Memo dated October 1, 2014 Re: FMR's and Payment Standards, and Falmouth Housing Authority Spreadsheet dated October 12, 2015.*

Update Procurement Policy - VOTE:

Mr. Lacey reviewed the proposed updated Procurement Policy for the Housing Authority. After a thorough review and discussion, the board tabled approval of the policy for a few edits as discussed.

*Document Reference: Draft Procurement Policy dated October 14, 2015*

Select actuary for GASB 45 evaluation - VOTE:

GASB 45 that was implemented approximately 6 years ago is up for its 3 year reevaluation. GASB 45 is simply a journal entry to demonstrate the liability of post-employment benefits for retirees. Last cycle the Housing Authority utilized the same vendor procured at the onset of GASB 45. However, Plymouth County went out for bid to procure an actuary that could conduct these services for several housing authorities in the neighboring municipalities to reduce the cost. Mr. Lacey reviewed the pricing structure from the County of Plymouth's Treasurer's Office, which are essentially half the cost of previous contracts. Ms. Cardeira moved approval of joining the housing authority Plymouth County Procurement for the GASB 45 actuarial evaluation for FY2016 – FY2018; Seconded by Mr. Lineaweaver.

5-Ayes

0-Nays

MOTION CARRIED.

*Document Reference: Plymouth County Regional Housing Authority GASB 45 Bid Group 2015 Fee Structure Schedule.*

Upcoming dates for 6/30/15 audit:

The 6/30/2015 audit is scheduled to begin on November 30, 2015. The additional State "Agreed Upon Procedures" (AUP) will be conducted in conjunction with the audit; and therefore scheduled early this year. There are three firms that the state has qualified to process the AUPs, and Falmouth Housing Authority was fortunate that one of the firms selected was already our independent auditor.

Update regarding net metering contract:

Mr. Lacey reported that the last hurdle in the contract process was that the Housing Authority gets electricity supply through a contract with Power Options; and he wanted to confirm that signing the 20-year contract would not conflict with the Power Options agreement; which it does not.

Information regarding upcoming sewer betterments at FHA properties:

Sewer betterments upcoming at four of the 705-houses will cost \$16,201.43 each for the following houses: 12 Montauk Street, 123 Maravista Avenue, 86 Priscilla Street, and 22 Oak Street. This is the maximum it could cost as voted by Selectmen, and is expected to be due in 2018 at the completion of the project. All funding options will be explored; for example the CPC fund or DHCD special funding. Tatakot's betterment is expected to cost \$360,481.71, and will be budgeted in the Capital plan, although all funding options will be explored there as well.

Annual review of State Ethics Commission requirement:

The board discussed the ethics exam that used to be taken online; and Mr. Lacey will ask Michael Palmer at Town Hall if this is also necessary in conjunction with the annual summary that is reviewed and acknowledged annually. The board members signed to acknowledge that they have received and reviewed the annual Massachusetts Conflict of Interest Law Summary.

*Document Reference: Summary of the Conflict of Interest Law for Municipal Employees issued by the State Ethics Commission dated 10/9/15.*

Review Vacancy/Turnover Report:

Mr. Lacey reviewed the vacancy/turnover report with one Federal turnover and two State turnovers in progress. Since the turnover load has lightened up the Maintenance staff has been working on the state force account siding project at 38 Marshall that they are finishing up.

*Document Reference: Falmouth Housing Authority Vacancy/Turnover Report through September 2015.*



for the venting. The original bid estimate was for \$120,000 a few years ago, but several factors have changed the bid amount. Mr. Arsenault stated the most significant item changed in the project specification was the pitching of the existing bumpout roofs in order to be covered by the shingle warranty. The Commissioners were concerned regarding the increased specifications and other changes/limitations placed on the project by DHCD that resulted in bids significantly higher than the initial project estimate. The company is ready to proceed as soon as the contracts are approved by DHCD. After further discussion about the bidding process and the spec changes, Ms. Cardeira moved to award the Salt Sea roof replacement contract to M.D.M. Engineering Company, Inc. in the amount of \$233,450; Seconded by Ms. Bodnar.

4-Ayes      0-Nays      1-Absent      MOTION CARRIED.

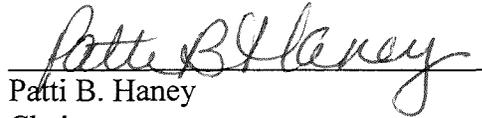
NEXT MEETING DATE November 18, 2015 10:00am; Tataket Community Room

General Session adjourned at 10:12am  
Moved by Ms. Cardeira; Seconded by Ms. Wilson.

4-Ayes      0-Nays      1-Absent      MOTION CARRIED.



Thomas L. Lacey  
Executive Director



Patti B. Haney  
Chairperson

FALMOUTH HOUSING AUTHORITY, 115 SCRANTON AVE., FALMOUTH, MA

GENERAL SESSION:      November 18, 2015

MEMBERS PRESENT:      Patti B. Haney, Chairperson  
                                 Timothy H. Lineaweaver  
                                 Karen Cardeira  
                                 Holly Wilson

MEMBERS ABSENT:      Florence Bodnar

STAFF PRESENT:      Thomas L. Lacey, Executive Director  
                                 Kimberly Conn, Financial Manager  
                                 Bob Arsenault, Maintenance Director

OTHERS PRESENT:      Pat Drouin, Dorothy Shaver, Genevieve Clement, Mary Jane Costa,  
                                 John Mendoza, Juanita Fernandez, Debbie Cotton, Shirley Lewis,  
                                 Hank Brunette, and Connie Caruso, Tataket

The General Session of the Board of Commissioners of the Falmouth Housing Authority was convened at 10:08am in the Community Room of Tataket Apartments.

The Chairperson announced that the Secretary will be recording this meeting as usual for the purpose of preparation of meeting minutes.

NEW BUSINESS

Approval of Minutes

Mr. Lineaweaver moved acceptance of the September 9, 2015 meeting; Seconded by Ms. Wilson.  
4-Ayes      0-Nays      1-Absent      MOTION CARRIED.

Mr. Lineaweaver moved acceptance of the October 14, 2015 meeting; Seconded by Ms. Wilson.  
4-Ayes      0-Nays      1-Absent      MOTION CARRIED.

Ms. Cardeira moved acceptance of the November 6, 2015 meeting as amended; Seconded by Ms. Wilson.  
3-Ayes      0-Nays      1-Abstained      1-Absent      MOTION CARRIED.

### Approval of Payment of Bills and HAP Payments

Mr. Lineaweaver moved approval of bills and HAP payments, Seconded by Ms. Cardeira.  
4-Ayes          0-Nays          1-Absent          MOTION CARRIED.

### Public, Tenant Representative Comments:

One tenant followed up on a request regarding removal of leaves and a piece of equipment in an alcove. Another tenant inquired about a rail that ends prematurely near the sidewalk of the south building on the 2<sup>nd</sup> floor; she requested that it be extended to the length of the sidewalk; the Maintenance Director will look into this. Another tenant discussed the 3<sup>rd</sup> floor hallway walkway is buckling, and that it is noticeably different in just the year that she has lived here. Finally, a tenant discussed the parking lot lights that came on extremely late one night last week; Mr. Arsenault reported that the timer on the lights had been adjusted since it was getting darker earlier. Another tenant confirmed that it was corrected.

### Update from Maintenance Director on Significant Projects:

#### Bayberry House-Exterior-VOTE:

Mr. Arsenault reported that the Bayberry House project was mostly complete, and looks great. He is working with the contractor to verify additional invoices for rot repair that seemed high. Ms. Cardeira moved to approve that the Bayberry House Exterior project was substantially completed; Seconded by Mr. Lineaweaver.

4-Ayes          0-Nays          1-Absent          MOTION CARRIED.

#### Salt Sea – Roof:

Mr. Arsenault reported that the Salt Sea roof project has been awarded and that the kickoff meeting should be within the next few weeks. The contractor thinks it should only take a few weeks to complete the project.

#### Scattered Site (705) Houses:

Mr. Arsenault reported that a 705-house on Old Barnstable road had an emergency septic repair as the septic pipe collapsed and sewage had backed up into the house. The pipe was replaced but the system also needs to be replaced as it is not leaching properly. The system is scheduled to be replaced in the spring. The siding job at Marshall Drive is approximately 85% complete. Mr. Lacey reviewed the updates to the Corrective Action Plan for DHCD. The latest version of the plan has not been submitted to DHCD, as one contact person at DHCD has left and another has retired; Mr. Lacey has emailed asking them who is the replacement and has not heard back. The annual inspections for 705-houses will be coming up in early December. The Capital Improvement Plan had to be redone to add in the additional funding for Turner Road, increased cost of the Salt Sea roof, and other required changes; the Housing Authority will continue to look into requesting additional funding from DHCD as available. The CPC funded projects will be coming up soon. Mr. Arsenault will be following up with Betsy Harper regarding the low-flow toilets for the 705-houses; the staff will install them once received. As toilets have been replaced throughout the Authority as needed a low-flow unit has been installed. The Preventive Maintenance Plan will be presented at the next board meeting for approval. Lease enforcement is ongoing as indicated. Seven of the 705-houses have had significant work done, and the followup inspections will indicate how they are being maintained.

*Document Reference: Falmouth Housing Authority 705 Scattered Site Houses-Corrective Action Plan dated November 18, 2015.*

### Executive Director's Report

#### Financial Statements – Year to Date Review:

Mr. Lacey reviewed the financial statements through September 2015. Currently there is a surplus on almost all programs. The agency staffing has stabilized, people that were out sick long term have returned and the new staff is getting acclimated. Dave Torres retired from Maintenance and Joseph Collins was hired. A question was presented regarding the nonroutine expenses - and essentially it was the SNAP (CRHI-voucher) program and how it is reported on the monthly financials. Mr. Lacey will discuss this with the fee accountants to find out if it can be accounted for in a different manner.

*Document Reference: Falmouth Housing Authority Agency Wide Financial Report through September 2015.*

6/30/2016 budget - VOTE:

Mr. Lacey reviewed the 6/30/2016 budget as included in the board's packet. He reviewed the new Agreed Upon Procedures (AUP) required by DHCD implemented in this fiscal year. They will be auditing the State programs for rent collection procedures, rent determinations, and agency policies. There was a 2% increase in salaries across the board, negotiated through the Union contract. DHCD budget guidelines this year capped salary increases at 3%, with no increase to the ANUEL, so any salary increases granted have to be cut from somewhere else. Mr. Lacey discussed the challenges of fulfilling the seasonal Maintenance position. The extraordinary maintenance included in the budget consists of the purchase of a new vehicle that was allowed last fiscal year by DHCD, but did not get purchased yet due to the late DHCD budget approval. Harborview has a leaky pump in the fire suppression system that will be fixed through reserves, and the Authority may have to utilize reserves to investigate and repair the walkways at Tatakot. The architects and civil engineers used for the Salt Sea roof replacement will be looking at the Tatakot walkways and presenting a scope of work. Other extraordinary maintenance items are the repair of the A/C in the administration building, adding a generator to the maintenance shop for power during storms and to power the office phone system, and lastly the new flooring installed in turnovers removing the carpet and replacing with vinyl wood flooring which is more durable, but looks nice. When net losses are budgeted the Authority utilizes reserves to supplement the budget in that year. Some years this is necessary to operate because funding from HUD varies based on their approved budgets. A majority of the overages specifically to the 47-4/5 Federal AMP1 are because of the extraordinary maintenance. Mr. Lineaweaver approved the 6/30/2016 budget as presented; Seconded by Ms. Cardeira.

4-Ayes      0-Nays      1-Absent      MOTION CARRIED.

*Document Reference: Falmouth Housing Authority Fiscal Budget ending June 30, 2016, dated 11/17/15.*

State Capital Improvement Plan – Additional Funding-VOTE:

Mr. Lacey reviewed Amendment #4 to the Capital Improvement Work Plan 5001 in the amount of \$14,500.00 from DHCD for the insulation and sealing related to 667-2 Salt Sea roofing project. Although it's a small amount related to the substantial increase in the project cost, at least it was included in the bid amount. Additionally, the Authority has applied for funding for the lead paint abatement, but is still waiting to hear back. Ms. Cardeira moved acceptance of the additional \$14,500.00 for the Salt Sea roofing project as awarded by DHCD in the Capital Improvement Plan; Seconded by Ms. Wilson.

4-Ayes      0-Nays      1-Absent      MOTION CARRIED.

*Document Reference: DHCD letter dated October 27, 2015 regarding Amendment # 4 to Capital Improvement Work Plan 5001 in the amount of \$14,500.00*

6/30/2015 Section 8 Management Assessment Program (SEMAP) results:

Mr. Lacey thoroughly reviewed the SEMAP results for 6/30/2015. Almost always Falmouth scores 100% on SEMAP, but this year dropped to 85% due to the audit finding last year regarding rent reasonableness. Rent reasonableness was performed by the staff when granting an increase to contract rent; however the regulations also require this is completed at lease up, and this is where a deficiency was detected. Rent reasonableness is determined by checking rent on three other unsubsidized units in the vicinity; this was done but not documented in the file. This error has designated Falmouth Housing Authority as a Standard Performer, rather than the usual High Performer. The Authority has 45-days to issue a response, which management intends to do, but it may not change the overall scoring.

*Document Reference: U.S. Department of Housing and Urban Development letter dated 10/27/2015, regarding Section Eight Management Assessment Program (SEMAP) score for FYE 6/30/2015.*

2016 HUD Fair Market Rents, FHA Payment Standards – update HUD FMR status:

Mr. Lacey reported that the HUD FMR's for 2016 have still not been finalized, and the staff is working on the December and January recertification's based on the board approved proposed FMRs.

Policy Updates – Procurement, Travel, Fiscal Procedures, Capitalization, Computer Security - VOTE:

The board reviewed and discussed the Procurement, Travel, and Capitalization policies. The Fiscal Procedures and Computer Security policies were tabled until the next meeting. The Procurement policy board recommended changes included changing the verbiage regarding commissioners not being responsible for procurement to further say except as required by State or Federal law. The board recommended changes to the Travel policy were: to strike the gratuity

language completely, change the mileage rate as discussed, and change the meal per diem rate verbiage. The board then reviewed the Capitalization Policy for equipment purchased and increased the rate to \$10,000 as recommended by the Fee Accountants. The board discussed reviewing the policies every few years as a routine. Mr. Lineaweaver moved to approve the Procurement Policy as amended; Seconded by Ms. Wilson.

4-Ayes      0-Nays      1-Absent      MOTION CARRIED.

Ms. Wilson moved to approve the Travel Policy as amended; Seconded by Mr. Lineaweaver.

4-Ayes      0-Nays      1-Absent      MOTION CARRIED.

Mr. Lineaweaver moved to approve the Capitalization Plan as amended; Seconded by Ms. Cardeira.

4-Ayes      0-Nays      1-Absent      MOTION CARRIED.

*Document Reference: Falmouth Housing Authority Procurement Policy Adopted November 18, 2015. Falmouth Housing Authority Travel Policy adopted November 18, 2015. Falmouth Housing Authority Capitalization Policy adopted November 18, 2015.*

Cape Regional Housing Initiative (CRHI) – renewal application update:

Mr. Lacey reviewed the CRHI program, as he was recently working on the renewal application that is due this Friday. Last year the program was at risk of being lost as DHCD no longer wanted to administer it, and HAC could not take it over as they are not a housing authority. Barnstable Housing Authority could not take it on, so Falmouth did. The process is very time consuming, but Leslie has taken the program over and completely leased it up and brought it into compliance. Several organizations make up this Continuum of Care program and overall it brought \$1.7 million to Cape Cod last year in support services and housing.

Net metering contract signed and executed:

Mr. Lacey reported that the net metering contract has been signed. Falmouth Housing Authority staff and board put a lot of effort into the due diligence in selecting the company and signing a sound contract, since it extends for a twenty year period.

Review Vacancy/Turnover Report:

Mr. Lacey reviewed the vacancy/turnover report. There have been an extensive amount of turnovers this year, with only one month without any. This has been very trying on the Maintenance Department. A board member discussed contracting out the turnovers, but that could take away from the quality of work and can get very costly as reported by the Maintenance Director.

*Document Reference: Falmouth Housing Authority Vacancy/Turnover Report through October 2015.*

Review Section 8 Tracking Report:

Mr. Lacey reviewed the section 8 tracking report for eleven months of the calendar year. The admin fees were better this year and the voucher utilization rate is 99.66%.

*Document Reference: CY-2015 Section 8 Tracking Report through November 2015.*

Review Management Fees Due from FHC Entities:

September management fees were \$29,053.10, and October management fees were \$28,613.17.

Report from Community Preservation Committee Representative:

The Community Preservation Committee Representative reported that Town Meeting last week approved the \$40,000 grant for the Housing Stabilization Program through a blanket vote. Mr. Lacey submitted the letter regarding Turner Road, requesting the change from replacing the roof to replacing the septic system; which is expected to be completed in late Spring, but to be completed before the end of the fiscal year ending June 30, 2016. DHCD's architect is in charge of the capital repairs schedule for Turner Road. The vacant house at Fordham Road is a more challenging project, as the Community Preservation Funds can only be utilized for specific repairs, within the scope of the application.

The board briefly discussed procedural items, they would like to discuss at board meetings. The board agenda needs to be specific; therefore any items that need to be discussed should be e-mailed to Mr. Lacey in advance so that they can be posted on the agenda. Paperwork will be submitted to the board further in advance so that the board has greater opportunity to review it.

NEXT MEETING DATE December 9, 2015 10:00am; Harborview Community Room

Ms. Cardeira notified the board that she is not available for that meeting.

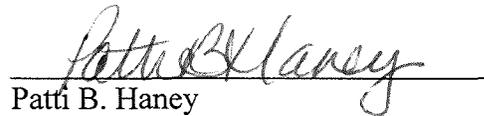
General Session adjourned at 12:18pm.

Moved by Ms. Wilson; Seconded by Ms. Cardeira.

3-Ayes      0-Nays      2-Absent (Mr. Lineaweaver left at noon)      MOTION CARRIED.



Thomas L. Lacey  
Executive Director



Patti B. Haney  
Chairperson

FALMOUTH HOUSING AUTHORITY, 115 SCRANTON AVE., FALMOUTH, MA

GENERAL SESSION:

December 9, 2015

MEMBERS PRESENT:      Patti B. Haney, Chairperson  
                                 Florence Bodnar  
                                 Karen Cardeira  
                                 Holly Wilson

MEMBERS ABSENT:      Timothy H. Lineaweaver

STAFF PRESENT:      Thomas L. Lacey, Executive Director  
                                 Kimberly Conn, Financial Manager  
                                 Bob Arsenault, Maintenance Director

OTHERS PRESENT:      Pat Varney, Choate / Eileen Rice, Salt Sea

The General Session of the Board of Commissioners of the Falmouth Housing Authority was convened at 10:04am in the Community Room of Harborview Apartments.

The Chairperson announced that the Secretary will be recording this meeting as usual for the purpose of preparation of meeting minutes.

#### NEW BUSINESS

##### Introduction of New Maintenance Employee

Mr. Arsenault introduced Joe Collins, the new Maintenance Mechanic/Laborer.

##### Approval of Minutes

Ms. Cardeira moved acceptance of the November 18, 2015 meeting as typographically corrected; Seconded by Ms. Wilson.

3-Ayes      0-Nays      1-Absent      1-Abstained      MOTION CARRIED.

##### Approval of Payment of Bills & HAP Payments

Ms. Wilson moved approval of bills and HAP payments, Seconded by Ms. Cardeira.

4-Ayes      0-Nays      1-Absent      MOTION CARRIED.

##### Public, Tenant Representative Comments:

Salt Sea's represented reported that everything is going well at Salt Sea. The roofers have been on site and will be getting started on the roof replacement project. Choate's representative reported that the residents decorated the tree for Christmas that was planted several years ago for decorating.

## Update from Maintenance Director on Significant Projects:

### Bayberry House-Exterior-VOTE:

Mr. Arsenault reported that the Bayberry siding job was completed for the contract price of \$14,700. There had been discussion regarding a possible change order for rot repair, but ultimately the repair was deemed minor and within the scope of the original contract. The process for this project through DHCD took over one and a half years to complete and the project was done within five working days. Ms. Bodnar moved approval of the Certificate of Final Completion from Dimitrios C. Contracting, Inc. in the amount of \$14,700; seconded by Ms. Carderia.

4-Ayes      0-Nays      1-Absent      MOTION CARRIED.

*Document Reference: Certificate of Final Completion of Bayberry House Siding*

### Salt Sea – Roof:

Mr. Arsenault reported that the roofers could not start the project today as anticipated because the insulation did not get delivered. It was due to be delivered later in the day, and therefore the project should begin tomorrow. The contractor anticipated that the project would be complete within ten days once they started, weather permitting.

### Scattered Site (705) Houses:

Mr. Arsenault reported that he is still waiting for the scope of work from DHCD on the 103 Turner Road rehabilitation. There are several septic systems that will be getting replaced in the spring of 2016. Lastly, he is in the process of getting estimates together for 95 Fordham Road. DHCD will be coming for follow-up inspections at all State 667 and 705 units and have requested three Maintenance staff for five days to accompany the inspectors. They will be here Monday, Tuesday and Wednesday next week for 705-inspections, and Monday and Tuesday of the following week for 667-inspections. Mr. Lacey has emailed DHCD requesting a specific schedule as this is a heavy burden on the Maintenance staff, but has not heard back. The staff has been proactive in reviewing last year's report results and correcting the issues as needed. Mr. Lacey followed up with an email stating the Maintenance Technicians daily schedules, and received a response that the DHCD inspectors would arrive at 9:30am.

### Executive Director's Report:

#### Financial Statements – Year to Date Review:

Mr. Lacey reported that the fee accountants had to postpone their scheduled visit this month because it conflicted with the auditor's schedule, as there is limited space in the office. Therefore there will be two months to review at the next meeting.

#### 6/30/2015 Audit Update:

The auditors were in last week; they had originally blocked off the whole week to perform the audit because of the new DHCD Agreed Upon Procedures (AUP), but still were able to complete the audit within the normal timeframe. In addition to the usual audit, they looked at rent collection procedures, payroll, policies, and tenant files based on the AUP list received from DHCD. Mr. Lacey reviewed the results of the exit interview, which was very positive overall; on the Federal side there were no findings and the findings of rent reasonableness and the signed depository agreement from the previous year were resolved. On the State side since the new procedure this year, there were findings mostly with recommendations. However, there was one finding regarding a "Contract Register" in which the Housing Authority is to maintain a central list of current lease agreements, capital projects, and other similar contracts on one spreadsheet; Mr. Lacey now has a template and will maintain this going forward.

#### Deferred Compensation (OBRA) and Social Security-VOTE:

Mr. Lacey reviewed the Deferred Compensation (OBRA) plan vs. the current Social Security deductions for part time employees. Currently the Housing Authority is deducting Social Security from part time employees who are not eligible to participate in the Town of Falmouth Retirement System. The Housing Authority, as many municipalities have already done, would like to adopt the Mandatory OBRA plan in lieu of Social Security. The Mandatory OBRA plan requires 7.5% of the part-time employees' gross wages be invested in the deferred compensation plan. Currently all part-time employees are receiving retirement pensions and are most likely not eligible for Social Security; whereas the OBRA plan would be 100% back to the employee either by reaching retirement age or upon separation from employment. The benefit on the employer side would be that there is no matching contribution as is required with Social Security. The board discussed all aspects of both plans in great detail, and Ms. Wilson moved to adopt the mandatory deferred

compensation OBRA plan in lieu of Social Security effective January 1, 2016; Seconded by Ms. Cardeira.

4-Ayes      0-Nays      1-Absent      MOTION CARRIED.

2016 HUD Fair Market Rents, FHA Payment Standards – update HUD FMR status:

Mr. Lacey reported that HUD has still not finalized the proposed FMR's for 2016. It is likely that even if they do change the proposed Fair Market Rents that the Housing Authority's approved Payment Standards will still fall within the threshold.

Policy Updates – Fiscal Procedures, Capitalization, Disposition, Conflict of Interest, Whistleblower, Maintenance/Preventive Maintenance – VOTE:

The board decided to begin with the review of the Maintenance/Preventive Maintenance plan. They thoroughly reviewed the language and made several changes. Mr. Lacey will process all of the changes to review at the next board meeting for final approval.

Ms. Cardeira moved to approve the amended Capitalization policy as recommended by the auditors stating the \$5,000 threshold vs. the fee accountants' recommendation of \$10,000; Seconded by Ms. Bodnar.

4-Ayes      0-Nays      1-Absent      MOTION CARRIED.

*Document Reference: Fiscal Procedures, Capitalization Policy, Disposition Policy, Conflict of Interest Policy, Whistleblower Policy, & Maintenance/Preventive Maintenance Policies.*

Holiday Party – VOTE:

The staff "Holiday" party will be scheduled for the end of January. Ms. Cardeira moved to approve \$600.00 from the Management reserves to be allocated to the event; Seconded by Ms. Wilson.

3-Ayes      0-Nays      2-Absent      MOTION CARRIED.

Review Vacancy/Turnover Report:

There was nothing significantly different on the Vacancy/Turnover Report to discuss.

Review Section 8 Tracking Report:

The December Section 8 numbers were not available as of the meeting date.

Review Management Fees Due from FHC Entities:

November management fees were not available as of the meeting date.

Report from Community Preservation Committee Representative:

There was nothing new to report at this time.

There was a discussion regarding Ms. Cardeira's notification of her resignation from the board effective December 31, 2015. The resignation was accepted with reluctance; Ms. Cardeira was thanked for her many positive contributions during her tenure.

NEXT MEETING DATE January 13, 2016 10:00am; Harborview Community Room

General Session adjourned at 12:55pm.

Moved by Ms. Cardeira; Seconded by Ms. Wilson.

3-Ayes      0-Nays      2-Absent      MOTION CARRIED.

  
Thomas L. Lacey  
Executive Director

  
Patti B. Haney  
Chairperson

FALMOUTH HOUSING AUTHORITY, 115 SCRANTON AVE., FALMOUTH, MA

GENERAL SESSION:

January 13, 2016

MEMBERS PRESENT: Patti B. Haney, Chairperson  
Timothy H. Lineaweaver  
Florence Bodnar  
Holly Wilson

MEMBERS ABSENT: None

STAFF PRESENT: Thomas L. Lacey, Executive Director  
Kimberly Conn, Financial Manager  
Bob Arsenault, Maintenance Director

OTHERS PRESENT: None

Mr. Lacey distributed the annual campaign report stating that the board members did not raise money or have a political campaign to run for election, for board signature to be submitted to the Falmouth Town Clerk. He further distributed the budget certifications to be signed and submitted to DHCD.

The General Session of the Board of Commissioners of the Falmouth Housing Authority was convened at 10:08am in the Community Room of Harborview Apartments.

The Chairperson announced that the Secretary will be recording this meeting as usual for the purpose of preparation of meeting minutes.

NEW BUSINESS

Approval of Minutes

Ms. Bodnar moved acceptance of the December 9, 2015 meeting as amended; Seconded by Ms. Wilson.

3-Ayes            0-Nays            1-Abstained            MOTION CARRIED.

Approval of Payment of Bills & HAP Payments

Mr. Lineaweaver moved approval of bills and HAP payments, Seconded by Ms. Bodnar.

4-Ayes            0-Nays            MOTION CARRIED.

Public, Tenant Representative Comments:

There was no public comment.

Update from Maintenance Director on Significant Projects:

Salt Sea – Roof:

Mr. Arsenault reported that the roof project is basically complete; he has a meeting this afternoon with the architect and contractor to review the final closeout. There were some landscaping damages from the heavy equipment. The final closeout of the project should be ready for next month's board meeting for a vote.

Administration Building – Carpeting – VOTE:

Mr. Arsenault reviewed the Administration Building Carpet Replacement bid summary. The low bidder was Flair Carpets, Inc. from Stoughton and Mr. Arsenault has completed the necessary due diligence. They will be working over the long weekend and the staff will be moving all personal items and computers off of their desks and securing in the conference room. Mr. Lineaweaver moved to award the Administration Building Carpet Replacement bid to Flair Carpets, Inc. in the amount of \$7,285.00; Seconded by Ms. Bodnar.

4-Ayes            0-Nays            MOTION CARRIED.

*Document Reference: Falmouth Housing Authority Administration Building Carpet Replacement Bid Summary dated December 22, 2015.*

Scattered Site (705) Houses:

Mr. Arsenault reported that he is getting quotes to clean out 95 Fordham Road, so that it can then be rehabilitated and reoccupied. The CPC awarded funding for that rehab. It was discussed that

Ms. Haney and Ms. Wilson could sit down with Mr. Arsenault to review the allowable expenses. Mr. Arsenault met with the architects back in September at 103 Turner Road and has not heard back yet despite several attempts to contact them; this project will be rehabbed through DHCD funding. Mr. Lacey informed the board that Mary Farrell of DHCD is scheduled to be in the office tomorrow to review documents and processes as part of the new Performance Based Reviews being conducted by DHCD at Massachusetts housing authorities.

#### Executive Director's Report

##### Financial Statements – Year to Date Review:

Mr. Lacey reviewed the agency financials through November 30, 2015; overall most programs are doing well. AMP-1 (HV/TAT/Admin) has a loss due to the extraordinary maintenance as discussed previously. The Tatakot walkways are being reviewed for safety issues due to a design flaw and will most likely be repaired with reserves. The CRHI program (aka SNAP), has not been discussed with the fee Accountant as of yet on how they account for the income and expenses on the Excel summary sheet.

*Document Reference: Falmouth Housing Authority Agency Wide Financial Report through November 2015.*

##### 6/30/2015 Audit Update:

There is nothing new to report at this time. Mr. Lacey and Ms. Conn are reviewing the draft to finalize the audit, which should be completed by the next board meeting. The suggested journal entries were submitted to the fee accountants, and Mr. Lacey is working on the responses to the findings of the Agreed Upon Procedures.

##### 2016 HUD Fair Market Rents, FHA Payment Standards-VOTE:

HUD finalized the FY2016 FMRs just after the last board meeting. The final FMRs increased slightly over the proposed, which were already a significant increase, causing our anticipated Payment Standards not to fall within the allowable 90%-110% threshold. Mr. Lacey reviewed the new FMRs and the revised Payment Standards with the board. The board discussed the financial impacts of the new FMRs and Payment Standards. Ms. Wilson moved to approve the new payment standards effective January 1, 2016; Seconded by Mr. Lineaweaver.

4-Ayes                      0-Nays                      MOTION CARRIED.

*Document Reference: HUD USER Final FY 2016 FMRs for all Bedroom Sizes & Falmouth Housing Authority Report of HUD FY 2016 FMRs & FHA Payment Standards dated January 1, 2016.*

##### Policy Updates – Maintenance/Preventive Maintenance, Travel -VOTE:

Mr. Lacey is still updating the Maintenance/Preventive Maintenance Plans due to a formatting issue due to the tracked changes in Word. He reviewed the language changes that were made to the Travel Policy as discussed at a previous board meeting. Ms. Wilson moved to approve the Travel Policy as written; Seconded by Mr. Lineaweaver.

4-Ayes                      0-Nays                      MOTION CARRIED.

*Document Reference: Falmouth Housing Authority Travel Policy dated January 13, 2016.*

##### Holiday Party:

Mr. Lacey announced that the annual Falmouth Housing Authority "Holiday" Party would be on January 29, 2015 at 5:00pm.

##### Review Vacancy/Turnover Report, Work Order Report:

Mr. Lacey reviewed the 2015 Vacancy/Turnover report. It was a tough year both with the number of turnovers and the condition of the units turned. There are currently no turnovers going on for January, but there are a few coming up. There has been a significant reduction of smoking in the units, but some tenants are not completely in compliance. The calendar year end occupancy rate for Federal units is 99.21% and 98.30% for State excluding the 705 houses.

*Document Reference: Falmouth Housing Authority Vacancy/Turnover Report January-December 2015.*

##### Review Section 8 Tracking Report:

Mr. Lacey reviewed the CY2015 final Section 8 report that was not available at the last meeting as well as the first month of CY2016's report. Last year's report shows the calendar year voucher utilization at 99.69% with an increase to the HAP reserve account. January 2016 was slightly overleased, but under in dollars. This will change somewhat because of the new Payment Standards. The HAP reserves are currently ok for now.

Document Reference: CY2015 Section 8 Tracking Report through December 2015 & CY2016 Section 8 Tracking Report through January 2016.

Review Management Fees Due from FHC Entities:

November management fees were \$28,191.20. December management fees were \$25,668.04.

Report from Community Preservation Committee Representative:

The CPC representative reported that they are working on their budget, and discussing changes to the funding cycle to propose funding at spring Town Meeting instead of the fall Town Meeting. There was a six person committee, including a consultant, formed to review the RFPs for the Spring Bars Road project, in which two applications were received.

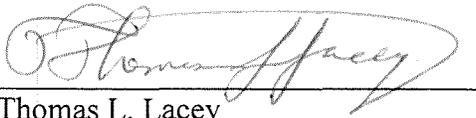
NEXT MEETING DATE February 10, 2016 10:00am; Harborview Community Room

Ms. Bodnar announced that she will be away for the next meeting.

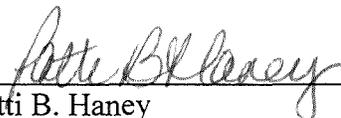
General Session adjourned at 11:00am.

Moved by Ms. Bodnar; Seconded by Ms. Wilson.

4-Ayes                      0-Nays                      MOTION CARRIED.



Thomas L. Lacey  
Executive Director



Patti B. Haney  
Chairperson

FALMOUTH HOUSING AUTHORITY, 115 SCRANTON AVENUE, FALMOUTH, MA

GENERAL SESSION:

February 10, 2016

MEMBERS PRESENT:      Patti B. Haney, Chairperson  
                                 Timothy H. Lineaweaver  
                                 Holly Wilson

MEMBERS ABSENT:      Florence Bodnar

STAFF PRESENT:        Thomas L. Lacey, Executive Director  
                                 Kimberly Conn, Financial Manager  
                                 Bob Arsenault, Maintenance Director

OTHERS PRESENT:      None

The General Session of the Board of Commissioners of the Falmouth Housing Authority was convened at 10:05am in the Community Room of Harborview Apartments.

The Chairperson announced that the Secretary will be recording this meeting as usual for the purpose of preparation of meeting minutes.

NEW BUSINESS

Approval of Minutes

Ms. Wilson moved acceptance of the January 13, 2016 meeting; Seconded by Mr. Lineaweaver.  
3-Ayes              0-Nays              1-Absent              MOTION CARRIED.

Approval of Payment of Bills & HAP Payments

Ms. Wilson moved approval of bills and HAP payments, Seconded by Mr. Lineaweaver.  
3-Ayes              0-Nays              1-Absent              MOTION CARRIED.

Public, Tenant Representative Comments:

There was no public comment.

Update from Maintenance Director on Significant Projects:

Salt Sea – Roof – VOTE for substantial completion:

Mr. Arsenault reported that he still needs to meet with the construction contractor and DHCD to finalize the change orders. He further reported that the roof project was substantially complete with a small punchlist of items. Ms. Wilson moved approval that the Salt Sea roof replacement project is substantially completed; seconded by Mr. Lineaweaver.

3-Ayes            0-Nays            1-Absent            MOTION CARRIED.

Administration Building – Carpeting Replacement – VOTE for final payment pending completion of outstanding items:

Mr. Arsenault reported that the Administration Building carpet replacement was essentially completed, with a small punchlist of items that were being completed today. The contractor did an excellent job, and the staff took the opportunity to clean and reorganize their offices. Ms. Wilson moved approval of the final payment to Flair Carpets, Inc. in the amount of \$7,285.00, pending the completion of the outstanding items; seconded by Mr. Lineaweaver.

3-Ayes            0-Nays            1-Absent            MOTION CARRIED.

Scattered Site (705) Houses – Update on significant projects including roofs, septic systems, and vacant unit rehabilitation:

Mr. Arsenault reviewed the scattered site (705) houses as follows: 1) 95 Fordham Road; he has received bids to clean it out; the dumpster has been ordered and the crew will be going in next week. Mr. Arsenault is working on the scope of work; Ms. Haney and Ms. Wilson have agreed to review the allowable expenses from the CPA funds prior to commencement of work and submitting to the CPC for final approval. 2) 103 Turner; Mr. Arsenault is still waiting for the scope of work from DHCD. 3) The contract has been signed with BSS Design regarding the plans for replacement of three septic systems. 4) Mr. Arsenault is working with Clearwater Design on the 705 roof replacements.

Snow removal has been ok this year. Mr. Arsenault noted that he has received very positive feedback from the tenants at Tatakot regarding the Maintenance employee now assigned there. The board briefly inquired about the bridges and walkways at Tatakot. The engineering firm exposed various areas in the walkways and found no rot underneath; the membrane was thick in some places and thinner in others causing the puddling. The overall construction of the bridges was a design flaw which allowed water to get in, but not escape. Federal reserves will be used to fix this issue. An agenda item will be added to discuss ongoing items.

Executive Director's Report

Financial Statements – Year to Date Review through December 31, 2015:

Mr. Lacey reviewed the financials through December 31, 2015. Overall the Authority has been working under budget. The fee accountants have made some changes to the agency-wide report under the CRHI program, whereas there was initially no budget set up skewing the budget vs. actual reporting line. The deficit on State Consolidated is related to Extraordinary Maintenance, and the recent vehicle purchase on the state side is allocated to operating according to state budget guidelines. Admin salaries were over budget because of a timing issue; January 1<sup>st</sup> fell on a Friday; which pushed back that week's payroll into December.

*Document Reference: Falmouth Housing Authority Agency Wide Financial Reports through December 2015.*

6/30/2015 HUD Public Housing Assessment System (PHAS) score:

Mr. Lacey reported the 6/30/2015 HUD (PHAS) score of 95 out of 100. The Real Estate Assessment Center (REAC) inspections are where the agency lost points, primarily due to the many failed window seals at Harborview and the Administration Building. The replacement of these windows is in the five year capital plan, after the Tatakot kitchens. Approximately two-thirds of the windows noted above have an issue with a cracked seal in the double pane window, where oxygen gets in and creates condensation so that tenants can't see out, also causing an efficiency issue.

*Document Reference: Public Housing Assessment System (PHAS) Score Report for Falmouth Housing Authority dated 12/04/2015.*

6/30/2015 Audit Update:

Mr. Lacey is reviewing the responses drafted by Ms. Conn for the Agreed Upon Procedures (AUP), portion of the 6/30/2015 audit. The audit will be finalized soon and should be available for discussion at the March or April meeting.

Policy Updates – Maintenance/Preventive Maintenance –VOTE:

Mr. Lacey is still working on finalizing the changes discussed for the Maintenance/Preventive Maintenance policy.

Fenton, Ewald & Associates, PC 7/1/2015-6/30/2016 contract – VOTE:

Mr. Lacey reviewed the fiscal year fee accountant contract for approval. Agencies do not have to go out to bid for Accounting or Legal services, and the Authority has been very pleased working with Fenton, Ewald & Associates, PC (FEA). FEA has the most housing authority clients of any fee accountants in Massachusetts, and their knowledge and expertise is appreciated. Ms. Wilson moved to approve the contract for accounting services with Fenton, Ewald, & Associates, P.C. dated February 3, 2016; seconded by Mr. Lineaweaver.

3-Ayes      0-Nays      1-Absent      MOTION CARRIED.

*Document Reference: Contract for Accounting Services by & between Falmouth Housing Authority & Fenton, Ewald & Associates, P.C. dated February 3, 2016.*

Review Vacancy/Turnover Report, Work Order Report:

Mr. Lacey reviewed the vacancy turnover report for January 2016; there was only one unit completed which was an extensive rehab due to the kitchen replacement and the former tenant was a heavy smoker and long term tenant. Mr. Lacey reviewed the work order report for January 2016 as well. This log is just showing the amount of work orders called in and does not show the complete picture as routine maintenance is often not entered as a work order. Currently the front desk logs the work order and assigns the preference level. There are other emergency items that are being addressed and don't necessarily get a work order generated; for example the Harborview boiler recently had 2 circulators replaced after failing - Maintenance responded immediately and repaired; time constraints make this type of repair difficult to track via work order system. A discussion followed regarding ways to improve the work order system and report.

*Document Reference: Falmouth Housing Authority Vacancy/Turnover Report January - 2016. Falmouth Housing Authority Work Order Report – January 2016.*

Review Section 8 Tracking Report:

Mr. Lacey reviewed the Section 8 Tracking report for February 2016. HUD reimbursement this month was very low at \$228,718 due to a recapture this month. March is scheduled to be reimbursed at approximately \$250,000.

*Document Reference: Falmouth Housing Authority CY 2016 Section 8 Tracking report through February 2016.*

Review Management Fees Due from FHC Entities:

January 2016 Management fees invoice was not completed as of the meeting date.

Report from Community Preservation Committee Representative:

The CPC representative informed the committee of the new website: cpfundfalmouth.org. There is concern under the housing tab as specific property addresses that received CPC funds are listed. Ms. Haney will discuss this with the CPC contact to maybe remove the house numbers for tenant privacy.

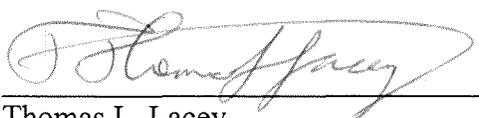
The board discussed putting board membership as an agenda topic at the next meeting.

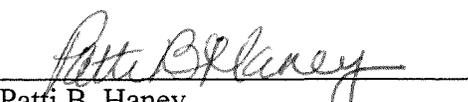
NEXT MEETING DATE March 9, 2016 10:00am; Harborview Community Room

General Session adjourned at 11:22am.

Moved by Ms. Wilson; Seconded by Mr. Lineaweaver.

3-Ayes      0-Nays      1-Absent      MOTION CARRIED.

  
Thomas L. Lacey  
Executive Director

  
Patti B. Haney  
Chairperson

GENERAL SESSION:

March 9, 2016

MEMBERS PRESENT: Patti B. Haney, Chairperson  
Timothy H. Lineaweaver  
Florence Bodnar  
Holly Wilson

MEMBERS ABSENT: None

STAFF PRESENT: Thomas L. Lacey, Executive Director  
Kimberly Conn, Financial Manager  
Bob Arsenault, Maintenance Director

OTHERS PRESENT: Beth Ciarletta, Candidate for Commissioner  
Paul Grunden, Harborview

The General Session of the Board of Commissioners of the Falmouth Housing Authority was convened at 10:10am in the Community Room of Harborview Apartments.

The Chairperson announced that the Secretary will be recording this meeting as usual for the purpose of preparation of meeting minutes.

#### NEW BUSINESS

##### Approval of Minutes

Mr. Lineaweaver moved acceptance of the February 10, 2016 meeting; Seconded by Ms. Wilson.  
3-Ayes      0-Nays      1-Abstained      MOTION CARRIED.

##### Approval of Payment of Bills & HAP Payments

Mr. Lineaweaver moved approval of bills and HAP payments, Seconded by Ms. Wilson.  
4-Ayes      0-Nays      MOTION CARRIED.

##### Public, Tenant Representative Comments:

There were no tenant comments.

##### Update from Maintenance Director on Significant Projects:

##### Salt Sea – Roof – VOTE for final completion and payment:

Mr. Arsenault reviewed the Salt Sea roof project, the final change order was to reduce the project cost by \$5,000 for painting that will now be completed by the Housing Authority since the weather wasn't appropriate for painting after completion of the project. The board briefly discussed the project overall, including the additional funding awarded for the insulation and additional costs added during the planning phase. Ms. Wilson moved to approve Final Completion and payment of contract for FISH #096050 in the amount of \$228,450 to M.D.M. Engineering, Inc.; Seconded by Mr. Lineaweaver.  
4-Ayes      0-Nays      MOTION CARRIED.

*Document Reference: Certificate of Final Completion on Salt Sea Roof Replacement dated 1/15/16 FISH No. 096050 between M.D.M. Engineering Inc. & Falmouth Housing Authority. & Application and Certificate for Payment dated 2/1/16.*

##### Tatakot – walkways, kitchen renovations:

Mr. Arsenault reported that he is expecting the scope of work for the kitchen replacements to be completed this week for Mr. Lacey and him to review. The plan is to replace the remaining kitchens that were not done under ARRA or in conjunction with turnovers. In regards to the walkways, the engineer deemed that although there are repairs needed the walkways do not need to be shut down. They are looking at a long term solution to fix the issue; it is expected that the repairs will take approximately one month once they begin.

##### Scattered Site (705) Houses – Update on significant projects including roofs, septic systems, and vacant unit rehabilitation:

Mr. Arsenault reported that he received the scope of work for the three 705-houses septic replacements and that it was estimated over \$25,000 and therefore requires a sealed bid process.

This is expected to go out to bid in the next month. The plans were submitted to DHCD for the five 705-houses roof replacements, which will also go out to public bid as they are estimated over \$25,000. Mr. Arsenault is working on the scope of work for the preapproved items that will be funded through the Community Preservation Act as approved at Town Meeting. Mr. Arsenault will work with Mr. Lacey, Ms. Haney and Ms. Wilson on a letter to be submitted to the CPC regarding the qualified funding.

#### Other Maintenance projects:

Mr. Arsenault reported that he was working on an energy audit at Harborview through a program through Housing Assistance Corporation. The program was previously done at Tatakot, where seventeen refrigerators were replaced along with lighting. He has further scheduled a meeting for next week to look at opportunities for Rose Morin regarding roofs and insulation. The board agreed to review the Vacancy/Turnover Report and Work Order Reports now on the agenda as it makes sense to review in the Maintenance section, and will move it up to this section on future agendas.

#### Review Vacancy/Turnover Report, Work Order Report:

Mr. Lacey reviewed the Vacancy/Turnover Report; there were no State turnovers in the first two months of the calendar year. There was one significant turnover at Tatakot and two turnovers at Harborview that were completed within the timeframe goal. Mr. Arsenault reviewed the Work Order Report. The overtime work orders are now included in the report as Mr. Arsenault has been entering them as they occur. The 705-houses section can be misleading as generally one work order will be created for several tasks to be completed at each site to best manage the time. Maintenance could take a full day or more to complete all of the tasks on one 705-house work order. However, it is more cost effective and less disruptive to the tenants if Maintenance fixes all of the tasks in one visit. The Work Order Report is evolving, but there are still several routine items that are not incorporated into the software program, but are listed on the report. The board discussed the number of units that the Housing Authority owns or manages, in connection with the number of Maintenance employees.

#### Executive Director's Report

##### Financial Statements – Year to Date Review through January 31, 2016:

Mr. Lacey reviewed the financials through January 2016, noting the losses being mostly related to the Extraordinary Maintenance items as budgeted. However, there are reasonable reserves to cover the additional repairs. The board inquired about the overage in Admin-Other (4190), Ms. Conn reported that the budget line item is primarily unit inspections, especially in the Section 8 program due to recent issuance of new vouchers, and employee trainings that are charged to the program that it relates to.

*Document Reference: Falmouth Housing Authority Agency Wide Financial Reports through January 31, 2016.*

##### Review 6/30/2015 Audit and Agreed Upon Procedures:

Mr. Lacey reviewed the Audited Financial Statements, Management Letter, and Agreed Upon Procedures as submitted to the board. According to the Management letter, the previous year's audit recommendation was satisfied on the Capital Funds drawdown procedures. However, this year the auditors noted four instances in the Federal programs where the date the tenant's check was received had not been recorded when it came into the Front Desk. These recommendations have been reviewed with the staff. Mr. Lacey further reviewed the Agreed Upon Procedures (AUP), which were established by legislature beginning with fiscal year ending 6/30/2015. The State selected three or four firms to perform the AUP, and Falmouth's audit firm Guyder-Hurley was one of the selected firms. They were able to schedule and conduct the AUP while they were here for the Federal audit. The AUP were to be categorized in three groups; Finding, Finding w/Recommendations, or No Findings. Mr. Lacey reviewed in detail any, findings, or recommendations and responses as outlined in the report on Agreed Upon Procedures dated June 30, 2015.

*Document Reference: Guyder Hurley Communications to Those Charged with Governance letter dated January 4, 2016. Guyder Hurley Management Letter dated January 4, 2016. Guyder Hurley Report on Agreed-Upon Procedures for Falmouth Housing Authority June 30, 2015. Guyder Hurley Financial Statements for Falmouth Housing Authority dated June 30, 2015.*

##### Policy Update – Maintenance/Preventive Maintenance-VOTE:

The board agreed to table the vote on the final copy of the Maintenance/Preventive policy to allow more time to review the policy more thoroughly.



The General Session of the Board of Commissioners of the Falmouth Housing Authority was convened at 10:16am in the Community Room of Harborview Apartments.

The Chairperson announced that the Secretary will be recording this meeting as usual for the purpose of preparation of meeting minutes.

## NEW BUSINESS

### Approval of Minutes

Ms. Bodnar moved acceptance of the March 9, 2016 meeting; Seconded by Ms. Wilson.  
3-Ayes            0-Nays            1-Absent            MOTION CARRIED.

### Approval of Payment of Bills & HAP Payments

Ms. Wilson moved approval of bills and HAP payments, Seconded by Ms. Bodnar.  
3-Ayes            0-Nays            1-Absent            MOTION CARRIED.

### Public, Tenant Representative Comments:

The public attendees introduced themselves as follows; Mr. Ralph Herbst who is running for Board of Selectmen, Ms. Beth Ciarletta who is running for the Falmouth Housing Authority Board of Commissioners and Paul Grunden attended for tenant observation.

### Update from Maintenance Director on Significant Projects:

#### Tatakot – walkways, kitchen renovations – VOTE:

The kitchen renovation project bid opening was originally scheduled for April 12, 2016, but was delayed to answer questions publicly that came up during the site visit. Therefore the bid opening was rescheduled for April 13, 2016. A special board meeting will be scheduled for the week of April 25<sup>th</sup> to award the project. The bid process was done electronically through Project Dog. The structural engineer is still putting the scope of work together for the walkway repairs and should have it submitted to the Housing Authority by the week of April 25<sup>th</sup>.

#### Scattered Site (705) Houses – Update on significant projects including roofs, septic systems, and vacant unit rehabilitation:

Mr. Arsenaault reported that the FISH# for 103 Turner Road was assigned by DHCD and the repairs will be completed primarily through Force Account billing; Housing Authority Maintenance staff will complete the majority of the repairs but will contract out items such as the roof, driveway, and septic replacement. The vacant unit rehab at 95 Fordham Road has been delayed as the Housing Authority is waiting for the funding resolution of what will be covered through Community Preservation Act funds, so that the remaining amount can be requested through DHCD. Separately, there are eight roof replacement jobs being bundled into one project, as well as three septic replacements bundled into a separate project. The scope of work is being put together now and it is anticipated they will be going out to bid in May.

#### Rose Morin Energy Efficiency:

Mr. Arsenaault reported that he is working with the Housing Assistance Corporation through an energy efficiency program to install bathroom fans at Rose Morin, as well as insulation in the roof and exterior walls.

#### Other Maintenance projects:

There was nothing new to discuss.

#### Review Vacancy/Turnover Report:

There were no new turnovers for review.

#### Review Work Order Report:

The review of the Work Order Report showed that the numbers were consistent for March as they were for February. Maintenance had recently completed the annual inspections for every unit of the Housing Authority and the Housing Corporation, not listed as a work order.

*Document Reference: Falmouth Housing Authority Work Order Report March 1-31, 2016.*

#### Executive Director's Report

Financial Statements – Year to Date Review through February 29, 2016:

Mr. Lacey reviewed the financial statements through February 2016. They were delayed this month for payroll allocation adjustments that were still being reviewed.

*Document Reference: Falmouth Housing Authority Agency Wide Financial Reports through February 29, 2016.*

DHCD – Capital Improvement Plan Funding-VOTE:

Mr. Lacey reviewed Amendment # 3 to Capital Improvement Work Plan 5001 in the amount of \$239,364.00. The following resolution was introduced by Mr. Thomas Lacey, read in full and considered:

RESOLUTION AUTHORIZING CONTRACT FOR FINANCIAL ASSISTANCE FOR STATE-AIDED CAPITAL IMPROVEMENT WORK PLAN OR DEVELOPMENT NO. 5001 FOR HOUSING PROGRAMS 667, 689, & 705.

NOW, THEREFORE, BE IT HEREBY RESOLVED BY THE MEMBERS OF THE FALMOUTH HOUSING AUTHORITY, AS FOLLOWS,

Section 1. The Authority shall enter into a contract with the Commonwealth of Massachusetts in the form submitted at this meeting and contract in the name of Falmouth Housing Authority under its corporate seal, and the Secretary is hereby authorized to attest the same.

Section 2. The Authority hereby requests the Director of the Department of Housing and Community Development, (Commissioner of the Department of Community Affairs) enter into such contract with the Authority and the Commonwealth of Massachusetts to approve such contract.

Section 3. The Officers of the Authority shall be, and they are hereby authorized and directed, on and after the execution of said contract by the respective parties thereto, to do and perform on behalf of the Authority all acts and the things required of the Authority to perform fully all of its obligations thereunder.

Section 4. This resolution shall take effective immediately. Ms. Wilson moved that the foregoing resolutions be adopted as introduced and read, which motion was seconded by Ms. Bodnar, and upon roll call the “Ayes” and “Nays” were as follows:

Patti B. Haney Aye, Holly Wilson Aye, Florence Bodnar Aye, No Nays, 1 Absent  
The chairperson thereupon declared said motion carried and said resolution adopted..

*Document Reference: DHCD letter dated March 30, 2016 Amendment #3 to Capital Improvement Work Plan 5001 in the amount of \$239,364.00.*

Ms. Wilson moved to authorize signatory for contracts of the authority as follows: Thomas L. Lacey, Robert Arsenault, Leslie Pearce, and Patti B. Haney; Seconded by Ms. Bodnar.  
3-Ayes            0-Nays            1-Absent            MOTION CARRIED.

Policy Update – Maintenance/Preventive Maintenance-VOTE:

The board discussed a few minor corrections to the Maintenance/Preventive Maintenance Policy, then Ms. Wilson moved to approve the policy as amended; Seconded by Ms. Bodnar.

3-Ayes            0-Nays            1-Absent            MOTION CARRIED.

*Document Reference: Maintenance/Preventive Maintenance Policy distributed 4/13/16.*

Discussion regarding Falmouth Housing Corporation contract set to expire on December 31, 2016:

Mr. Lacey discussed the business relationship between the Falmouth Housing Authority and the Falmouth Housing Corporation. The current contract is due to expire on December 31, 2016; FHC has indicated they intend to put forward an RFP to bid these services out. Since the last contract shifted to time and materials, much of the risk falls on the Housing Authority especially with keeping staffing levels to accommodate the number of units. Mr. Lacey reported financial information that demonstrates FHA provides services to FHC at great value. The board discussed at length many aspects of the contract and how they intend to proceed in negotiating any future contracts with the Corporation, including the likelihood of transitioning to a flat fee structure that is more similar to industry standards.

Housing Stabilization Program update:

The Falmouth Service Center and the Falmouth Housing Corporation notified the Falmouth Housing Authority that they can no longer commit funding to the Housing Stabilization Coordinator position; and therefore the program will end at the end of this fiscal year. There was recently a complaint made to the Community Preservation Committee of misuse of funds from the

Housing Stabilization Program allocated at Town Meeting. While the Town referred the complainant to FHA, no complaint has been received. The current billing procedure to the Town is to provide backup of the check stub attached to the monthly invoice blocking both the tenant's name and landlord. The Community Preservation Committee is now requesting cancelled checks blocking only the tenant's name for confidentiality purposes. Ms. Haney intends to hold a follow up meeting with the CPC to ensure the information FHA provides is correct and adequate for the increased documentation they are requesting. There is a meeting scheduled with the previous funding sources of the program to discuss continuing the proposal of funding for housing stabilization, but having the agency administering the funds not be a local landlord.

Review Section 8 Tracking Report:

Mr. Lacey reviewed the Section 8 Tracking Report; the Housing Authority is fully leased at 319 vouchers. HUD is currently conducting a remote VMS audit this week for funding of the program for the time period of February 2015 – January 2016. Representatives from HUD Boston were also here this week auditing the CRHI vouchers that Falmouth recently took over from Housing Assistance Corporation and DHCD.

*Document Reference: CY 2016 Section 8 Tracking Report through April 2016.*

Review Management Fees Due from FHC Entities:

February 2016 Management fees were \$15,967.93; extensive backup was provided for this billing period per FHC request.

Report from Community Preservation Committee Representative:

There was nothing new to report at this time. The Affordable Housing Committee is teaming up with the Community Preservation Committee to host an event of how communities can best utilize the Community Preservation Act Funds for Housing related projects.

NEXT MEETING DATE May 11, 2016 10:00am; Harborview Community Room

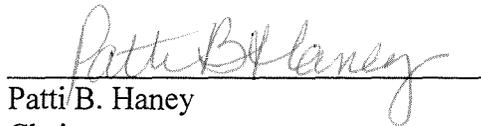
General Session adjourned at 12:15pm.

Moved by Ms. Bodnar; Seconded by Ms. Wilson.

3-Ayes      0-Nays      1-Absent      MOTION CARRIED.



Thomas L. Lacey  
Executive Director



Patti B. Haney  
Chairperson

FALMOUTH HOUSING AUTHORITY, 115 SCRANTON AVE., FALMOUTH, MA

GENERAL SESSION:

April 28, 2016

MEMBERS PRESENT:      Patti B. Haney, Chairperson  
   Florence Bodnar  
   Holly Wilson

MEMBERS ABSENT:      Timothy H. Lineaweaver

STAFF PRESENT:      Thomas L. Lacey, Executive Director  
   Bob Arsenault, Maintenance Director

OTHERS PRESENT:      None

The General Session of the Board of Commissioners of the Falmouth Housing Authority was convened at 10:14am in the Community Room of Harborview Apartments.

NEW BUSINESS

Review Bids for Tataketa Kitchens Project – VOTE

Nine bids were received for the Tataketa Elderly Housing Kitchen Renovations, ranging from \$225,000 to \$368,598. A discussion was held regarding the bids and the scope of the project; Mr. Arsenault reported the architects conducted the due diligence on the low bidder Vareika Construction of West Bridgewater, MA and received very positive responses. Ms. Wilson moved awarding the contract to Vareika Construction for the Bid Price and Alternate No. 1 for a total of \$225,000; Seconded by Ms. Bodnar.

3-Ayes      0-Nays      1-Absent      MOTION CARRIED.

Review HUD 5-Year Capital Plan – VOTE:

The board received a copy of the current HUD 5-Year Capital Plan. A discussion was held regarding upcoming significant projects, including tying into the new sewer line in front of the Tataketa Apartments and the related betterment. Updating the plan was tabled pending additional information needed regarding the construction costs and timeframe for the project.

NEXT MEETING DATE May 11, 2016 10:00am; Harborview Community Room

General Session adjourned at 10:48am.

Moved by Ms. Bodnar; Seconded by Ms. Wilson.

3-Ayes      0-Nays      1-Absent      MOTION CARRIED.



Thomas L. Lacey  
Executive Director



Patti B. Haney  
Chairperson

FALMOUTH HOUSING AUTHORITY, 115 SCRANTON AVE., FALMOUTH, MA

GENERAL SESSION:      May 11, 2016

MEMBERS PRESENT:      Patti B. Haney, Chairperson  
   Florence Bodnar  
   Holly Wilson

MEMBERS ABSENT:      Timothy H. Lineaweaver

STAFF PRESENT:      Thomas L. Lacey, Executive Director  
   Kimberly Conn, Financial Manager  
   Robert Arsenault, Maintenance Director

OTHERS PRESENT:      Paula Roberts, Ann Callahan, & Paul Grunden, Harborview  
   Beth Ciarletta, Candidate for Board of Commissioners

The General Session of the Board of Commissioners of the Falmouth Housing Authority was convened at 10:02am in the Community Room of Harborview Apartments.

The Chairperson announced that the Secretary will be recording this meeting as usual for the purpose of preparation of meeting minutes.

NEW BUSINESS

Approval of Minutes

Ms. Bodnar moved acceptance of the April 13, 2016 meeting as amended; Seconded by Ms. Wilson.

3-Ayes      0-Nays      1-Absent      MOTION CARRIED.

Ms. Wilson moved acceptance of the April 28, 2016 meeting as amended; Seconded by Ms. Bodnar.

3-Ayes      0-Nays      1-Absent      MOTION CARRIED.

### Approval of Payment of Bills & HAP Payments

Ms. Bodnar moved approval of bills and HAP payments, Seconded by Ms. Wilson.

3-Ayes

0-Nays

1 Absent

MOTION CARRIED.

### Public, Tenant Representative Comments:

Harborview's tenant representative discussed the public restrooms, and if there could be a time lock system installed on the door. The Community Room is used every evening and the use of the restrooms is imperative; however they have been locked in the evening recently due to the conditions of them in the morning. One suggestion included putting an additional camera in the lobby; but all options will be explored. Questions were posed about the upcoming refrigerator replacements; those being replaced were deemed inefficient and are being replaced through an energy program administered through Housing Assistance Corporation. The Community Room carpet replacement was discussed, which is in the five year capital plan; and may be switched to laminate flooring.

### Update from Maintenance Director on Significant Projects:

#### Tatakot – kitchen renovations, walkways:

Mr. Arsenault reported that he just came from the preconstruction meeting for the kitchen cabinet installation and it will take approximately 6-8 weeks to order the cabinets, and the project will begin in June. The tenants will be notified in advance as they will be responsible for emptying their old cabinets. The installation in each unit will take approximately one to two days. The new kitchens will consist of new cabinets, counters, sinks, faucets, range hoods, and flooring. Although this is a Federal project; Mr. Arsenault spoke with the state construction supervisor recently who said that Vareika Construction is a great contractor to work with. Regarding the walkways, the civil engineer will be sending project specs soon.

#### Scattered Site (705) Houses – Update on significant projects including roofs, septic systems, and vacant unit rehabilitation:

Mr. Arsenault reported that Ms. Haney, Mr. Lacey and he met with the Town's CPC regarding the septic and roof replacements, and will be submitting the information requested.

#### Rose Morin Energy Efficiency:

Mr. Arsenault reported that the electricians will begin tomorrow installing bath fans in all of the Rose Morin units, with ventilation through the roof into the attics. Additionally, insulation will be installed in the basements and attics. This is paid through the energy efficiency program, like the refrigerators. The cost estimate is approximately \$4,000 per building and Rose Morin has ten buildings; therefore a \$40,000 project at no cost to the Housing Authority.

#### Other Maintenance projects:

Mr. Arsenault reported that the staff just completed alarm testing last month in all of the units; including the Corporation. He briefly discussed the 705-houses that are offline due to funding restraints. The Turner Road house has partially rehabbed; with the kitchen installed, and the interior painting completed. There is asbestos in the bathroom in which Banner Environmental will be abating so that the bathroom can be redone.

#### Review Vacancy/Turnover Report:

There are a few vacancies this month; one at Harborview with heavy smoke damages, one at Rose Morin in progress, one at Salt Sea that is in good shape, and one at Choate.

*Document Reference: Falmouth Housing Authority Vacancy Turnover Report through April 2016.*

#### Review Work Order Report:

The review of the Work Order report was consistent with previous months. Mr. Lacey answered the board's questions regarding how the Corporation units were reported. The work orders currently are tenant driven, but the Housing Authority staff is inquiring with the software providers to possibly implement the entire Maintenance day on the work order system capturing actual time spent on each task through mobile technology.

*Document Reference: Falmouth Housing Authority Work Order Report April 1-30, 2016.*

### Executive Director's Report

#### Financial Statements – Year to Date Review through March 31, 2016:

Mr. Lacey reviewed the financials through March 2016. Overall most programs are running a surplus and are under budget. The State Consolidated program is over budget due to the new

flooring that is being installed to replace the carpeting with vinyl during the turnover processes. Additionally, there is \$4,000 for the cleaning out of the Fordham Road house to prepare it for rehab, once funding is secured. The reserves are still OK; however a new truck will be purchased to replace the plumbing vehicle, which will have a lift gate on it. This vehicle will be purchased with State, Federal, and Management funding.

*Document Reference: Falmouth Housing Authority Agency Wide Financial Reports through March 31, 2016.*

DHCD – Capital Improvement Plan update:

Mr. Lacey will be working with Mr. Arsenault to update the DHCD Capital Improvement Plan that gets updated annually as it is due by July 15<sup>th</sup>; a meeting is scheduled for June 6, 2016 with the consultant.

Falmouth Housing Corporation contract update:

Mr. Lacey, Ms. Conn, and Mr. Arsenault met with two representatives of the Falmouth Housing Corporation last Friday to discuss current billing of the contract. Possibly transitioning to a flat fee billing system was discussed, as well as ideas to simplify the billing process.

Housing Stabilization Program update:

The subsidy funding remaining in the grant will possibly be available through the end of the fiscal year; but recently Mr. Lacey has not approved any requests as there are several months pending reimbursement from the Town. The Housing Authority has followed all guidelines throughout the program and has adhered to all requests from the Town for additional information/backup. The recent news article misrepresented several issues, including the opening line. The board briefly discussed the article, and the timeline of the request from the Town, and the Housing Authority's response. The Town Accountant is schedule to review all related files at the Housing Authority tomorrow.

Union Contract Negotiations Update:

The current 3-year union contract is due to expire on June 30, 2016; a meeting is scheduled for Thursday, May 19, 2016 for negotiations.

Review Section 8 Tracking Report:

The Section 8 tracking report was not available, as there is a currently a VMS audit going on, and changes to the reporting template are being made.

Review Management Fees Due from FHC Entities:

March Management Fees were \$22,630.51. The Corporation had requested a monthly detailed backup for billing at the request of their auditors; however due to the time constraints that this would cause it was mutually agreed to provide this detail only when requested by the auditor for a specific month.

Report from Community Preservation Committee Representative:

Ms. Wilson reported that an application was submitted by Falmouth Human Services who will be collaborating with the Falmouth Service Center for a Community Housing Support Fund. The original funders of the Housing Stabilization Coordinator position met and agreed that it made sense for these entities to manage the program as they are not local landlords that could potentially be requesting funds from the grant. Mr. Lacey will provide a letter of support for this application.

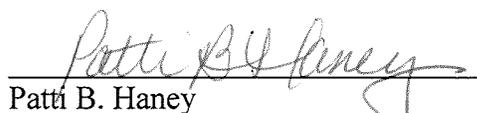
NEXT MEETING DATE June 8, 2016 10:00am; Harborview Community Room

General Session adjourned at 11:23am.

Moved by Ms. Bodnar; Seconded by Ms. Wilson.

3-Ayes      0-Nays      1 Absent      MOTION CARRIED.

  
Thomas L. Lacey  
Executive Director

  
Patti B. Haney  
Chairperson

FALMOUTH HOUSING AUTHORITY, 115 SCRANTON AVE., FALMOUTH, MA

GENERAL SESSION:

June 8, 2016

MEMBERS PRESENT: Patti B. Haney, Chairperson  
Holly Wilson  
Sari Budrow  
Patricia Favulli

MEMBERS ABSENT: Timothy H. Lineaweaver

STAFF PRESENT: Thomas L. Lacey, Executive Director  
Kimberly Conn, Financial Manager

OTHERS PRESENT: Ernest Mayberry

The General Session Orientation of the Board of Commissioners of the Falmouth Housing Authority was convened at 9:37am in the Community Room of Harborview Apartments.

The Chairperson announced that the Secretary will be recording this meeting as usual for the purpose of preparation of meeting minutes.

#### NEW BUSINESS

##### Orientation for new Board of Commissioners Members

Mr. Lacey reviewed the basic roles, duties, and responsibilities of the Board of Commissioners and distributed a Powerpoint presentation from a recent training clarifying the roles and responsibilities, as well as the DHCD board member manual previously e-mailed. The major responsibilities of the board are to approve policies for the agency, hire the Executive Director, attend meetings, and act collectively not individually in any representation of the Authority. Patricia Grace, Esq. has attended board meetings in the past to review roles and responsibilities to new board members. Ms. Grace is the state appointed attorney hired by the Department of Housing and Community Development (DHCD) for this region. Some of the basic duties of the board members are to approve Authority expenditures, sign weekly accounts payable checks (two BOC signatures required); a set schedule will be put together and discussed at the next meeting. Occasionally there will be a special board meeting necessary - usually to award a contract as part of the procurement process. Board members should never be involved with individual tenant cases. Lastly, MassNAHRO offers board certification training, as all commissioners are required to attend and there is a training in Falmouth in July. Mr. Lacey further reviewed the number of housing units by program that the agency owns or administers, and distributed a summary. He further reviewed how the funding sources work and the constraints of funding. The Authority currently has a private management contract with the Falmouth Housing Corporation that is due to expire at the end of the calendar year; mostly for maintenance and tax credit administration - negotiations should be forthcoming. The Authority's financial statements are compiled by an outside fee accountant, currently contracted with Fenton, Ewald & Associates.

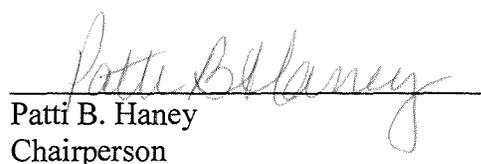
General Session Orientation adjourned at 9:58am.

Moved by Ms. Wilson; Seconded by Ms. Haney

4-Ayes      0-Nays      1 Absent      MOTION CARRIED.



Thomas L. Lacey  
Executive Director



Patti B. Haney  
Chairperson

GENERAL SESSION:

June 8, 2016

MEMBERS PRESENT: Patti B. Haney, Chairperson  
Holly Wilson  
Sari Budrow  
Patricia Favulli

MEMBERS ABSENT: Timothy H. Lineaweaver  
STAFF PRESENT: Thomas L. Lacey, Executive Director  
Kimberly Conn, Financial Manager  
Robert Arsenault, Maintenance Director

OTHERS PRESENT: Ernest Mayberry, David Marks, Harborview  
Marc Finneran, Maria Albano, Val Palmieri, and Nancy Hinds

The General Session of the Board of Commissioners of the Falmouth Housing Authority was convened at 10:01am in the Community Room of Harborview Apartments.

The Chairperson announced that the Secretary will be recording this meeting as usual for the purpose of preparation of meeting minutes.

NEW BUSINESS

Welcome new Board of Commissioners members

Ms. Haney welcomed and introduced the two recently elected board members, Patricia Favulli and Sari Budrow.

Approval of Minutes

Ms. Wilson moved acceptance of the May 11, 2016 meeting as amended; Seconded by Ms. Haney.

2-Ayes            0-Nays            2-Abstained            1-Absent            MOTION CARRIED.

Approval of Payment of Bills & HAP Payments

Ms. Wilson moved approval of bills and HAP payments, Seconded by Ms. Favulli.

3-Ayes            0-Nays            1-Abstained            1-Absent            MOTION CARRIED.

Public, Tenant Representative Comments:

Ms. Haney announced that the board allots two minutes for public comment period. Mr. Mayberry inquired about the percentage of elderly vs. disabled housing for federal public housing as required by regulation; the regulation requires approximately 13% of the population disabled per complex and 87% elderly. Mr. Finneran discussed a situation with disgruntled neighbors of a local home owned by the Housing Authority; a meeting with Authority staff was scheduled with the neighbors following the board meeting as the board was concerned with the possibility of violating open meeting law by discussing it further.

Update from Maintenance Director on Significant Projects:

Tatakot – kitchen renovations, walkways:

Mr. Arsenault reported that the second phase of the Tatakot kitchen installation project for replacement of 39 kitchens was about a month away from beginning as it takes approximately six to eight weeks for the cabinets to come in. The contractor will be completing three to four kitchens at a time; the tenants should only be without kitchen access for one day. The structural engineer looked at the Tatakot walkways, and just submitted the drawings to Mr. Arsenault this morning. Most likely one side of the walkway will be completed this year, and the other side next year.

Scattered Site (705) Houses – Update on significant projects including roofs, septic systems, and vacant unit rehabilitation:

The Turner Road rehab is expected to be completed by the mid-July. The Authority is completing the interior kitchen, bathroom renovation, and exterior landscaping through force account billing. Mr. Lacey briefly explained the advantages of force account billing for State Modernization projects. The septic replacement will be completed through the Community Preservation Act

funds approved last April at Town Meeting. Mr. Arsenault and Mr. Lacey attended a meeting with Sharon Gay, Community Preservation Committee (CPC) Consultant, to discuss qualifying expenses and is waiting to hear back. The roof jobs have been delayed by DHCD's selected architect; even though they are not the funding source for this project it is still under their purview. The rehabilitation at 12 Montauk Street will be completed with DHCD CIP funds; the project is expected to begin in July.

Rose Morin Energy Efficiency:

Mr. Arsenault worked with Housing Assistance Corporation (HAC) on the Rose Morin energy efficient project. Final installation of the bath fans should be completed by Friday and the project can be considered complete. Mr. Arsenault discussed Choate Lane as a possible future project.

Other Maintenance projects:

Mr. Arsenault summarized the funding and procedural constraints of moving the projects forward in a more timely manner, as well as the manpower constraints as there are only six Maintenance staff and currently five turnovers and adding emergencies to the equation slows production.

Review Vacancy/Turnover Report:

Mr. Lacey reviewed the vacancy turnover report. The goal and requirement of normal turnovers including leaseup is 21 working days. Some cannot be rehabbed within the timeframe, usually when an individual or family has occupied the unit for a substantial amount of time, or when heavy smoke damage is present. The Authority implemented a non-smoking policy for all properties effective April 2013.

*Document Reference: Falmouth Housing Authority Vacancy/Turnover Report through May 2016.*

Review Work Order Report:

Mr. Lacey reviewed the current Work Order report. This report is a work in progress as it does not currently capture all of the Maintenance tasks. Mr. Arsenault and Mr. Lacey met with the software provider to discuss the creation of an app that captures Maintenance tasks through an iPhone or iPad directly linked to the software. The current tracking system only captures work orders initiated by tenant call-in. Ms. Favulli and Ms. Budrow briefly discussed a system recently implemented by the Town of Falmouth that is ticket-based.

*Document Reference: Falmouth Housing Authority Work Order Report for May 2016.*

Executive Director's Report

Financial Statements – Year to Date Review through April 30, 2016:

The monthly statements for April were not available as of the meeting date; partially because of the VMS Remote audit that was focused on this month while the fee accountants were here as well as an emergency with one of the fee accountants team members requiring them to be elsewhere this month.

DHCD – Capital Improvement Plan update-VOTE:

Mr. Lacey reviewed the five year DHCD Capital Improvement Plan (CIP) updates that are due to DHCD by July 15, 2016 as submitted in this month's board packet. After review of the spreadsheet Ms. Wilson moved to accept the Five Year DHCD Capital Improvement Plan as written; Seconded by Ms. Favulli.

4-Ayes      0-Nays      1-Absent      MOTION CARRIED.

*Document Reference: Falmouth CIP 2017 5-Year Plan*

Falmouth Housing Corporation contract update:

There is nothing new to report at this time.

Union Contract Negotiations Update:

A second Union negotiation meeting is scheduled for tomorrow.

Vacated Tenant Accounts Receivable – 6/30/2016 –VOTE:

Mr. Lacey reviewed the annual Vacated Tenant Accounts Receivable report, with one correction on the summary by location section noted for Salt Sea. Ms. Favulli moved to write off \$252.00 as indicated on the report; Seconded by Ms. Wilson.

4-Ayes      0-Nays      1-Absent      MOTION CARRIED.

*Document Reference: Public Housing Inactive Balance Summary for FYE June 30, 2016.*



Approval of Minutes

Ms. Wilson moved acceptance of the Board of Commissioners Orientation June 8, 2016 meeting; Seconded by Ms. Favulli.

4-Ayes          0-Nays          1-Absent          MOTION CARRIED.

Ms. Wilson moved acceptance of the June 8, 2016 meeting; Seconded by Ms. Budrow.

4-Ayes          0-Nays          1-Absent          MOTION CARRIED.

Approval of Payment of Bills & HAP Payments

Ms. Wilson moved approval of bills and HAP payments, Seconded by Ms. Favulli.

3-Ayes          0-Nays          1-Absent          1-Abstained          MOTION CARRIED.

Public, Tenant Representative Comments:

There was nothing reported as there was no public attendance.

Update from Maintenance Director on Significant Projects:

Tatakot – kitchen renovations, walkways:

Mr. Arsenault reported that the kitchen cabinets should be delivered next week; with an anticipated August 1, 2016 start date. The project is expected to cost an additional \$11,000 for asbestos abatement of the old sinks. The Authority and the contractor are working together with an asbestos removal company getting the proper permits and to minimize project delays and additional impact on tenants. The contractor will install eight kitchens at a time, which will inconvenience the tenants for up to four days instead of the original estimate of one to two days. Ms. Favulli inquired if HUD has special funding for asbestos removal similar to the state's program. Mr. Arsenault then reported that he is still waiting for an estimate for the rubber membrane to repair the walkways. The architects estimated it to cost around \$15,000 for the repairs thus far; with probably an additional \$5,000 for the membrane. Most likely this project will be done in the fall.

Scattered Site (705) Houses – Update on significant projects including roofs, septic systems, and vacant unit rehabilitation:

The Turner Road rehabilitation is almost complete. The repairs for Montauk should start by the end of August. The Housing Authority is still waiting to hear from the CPC regarding the septic and roof repairs. Mr. Arsenault submitted all the requested documentation to CPC consultant Sharon Gay shortly after their meeting, and has not heard back from her. Ms. Haney will follow up with Sharon. The board discussed uses of the CPC funding and the timeline of when the funds were initially awarded by Town Meeting. Mr. Arsenault discussed the Fordham Road renovation and how they went through the repairs line by line; and that there was only one question remaining on whether the force account labor could be reimbursed. Mr. Arsenault further reported that the staff took two or three trailer loads of leaves and debris from Oak Street and did additional landscape improvements there, and that he would soon be planting some shrubs or sea grass plants in the front.

Choate Energy Efficiency:

Mr. Arsenault reported that he has been working with Housing Assistance Corporation for several years with their energy efficiency program. They just completed an energy efficiency project at Rose Morin worth approximately \$70,000; but he has worked with them on virtually all FHA properties. They are scheduled to review Choate Lane next week for possible installation of bathroom fans, and other weatherization/conservation items.

Other Maintenance projects:

Mr. Arsenault reported that staff has been busy with turnovers, and landscaping at some of the 705-houses. In August there will be some tree work completed to remove several dead trees at various locations.

Review Vacancy/Turnover Report:

Mr. Arsenault reviewed the Vacancy/Turnover Report. The remaining Harborview unit on the Federal report was completed yesterday. Harborview and Tatakot units have been taking a little longer to turn over as Maintenance has been replacing the carpet flooring with laminate strips. This new flooring product is cheaper than carpet to purchase and lasts longer; however the installation takes longer. Both the Federal and State occupancy rates are still above 99%.

*Document Reference: Falmouth Housing Authority Vacancy/Turnover Report through June 2016.*

Review Work Order Report:

Mr. Arsenault reported that there were 156 work orders called in last month; averaging seven per day. The emergency services under the Management were lockouts. The Housing Authority still anticipates PHA-Web software/app to track the full day on work orders as discussed in previous meetings.

*Document Reference: Falmouth Housing Authority Work Order Report June-2016.*

Executive Director's Report

Financial Statements – Year to Date Review through May 31, 2016:

Mr. Lacey reviewed the financials through May 2016 (11 months) of our fiscal year. The deficits under the State and Federal public housing programs are mostly due to the vehicle purchases this year. Additionally, the change in flooring from carpet to vinyl is included in extraordinary maintenance; and the clean out of Fordham Road totaling approximately \$5,000 was also classified as extraordinary maintenance. The reserve balances are still good. There is no set reserve percentage that the agency budgets; as it could be subject to recapture. The GASB 45 unfunded liability will reduce the numbers further at yearend. The board inquired about the 4190 line item for Admin-Other; this includes office supplies, inspections, trainings, telephone services, and administration related expenses. The board discussed the fee accountant cover letter; Mr. Lacey clarified the difference between an audit, a review, and a compilation.

*Document Reference: Falmouth Housing Authority Agency Wide Financials through May 2016.*

Union Contract Negotiations –VOTE:

After just two negotiation sessions an agreement was made for a new three-year Union contract. Mr. Lacey reviewed the changes from the prior contract to the current contract as negotiated and already approved by the Union membership. Management generally follows the same terms as the Union contract. After a review of the changes, Ms. Favulli moved to approve the Union contract as written; Seconded by Ms. Budrow.

4-Ayes            0-Nays            MOTION CARRIED.

Net Metering Contract Update – VOTE:

Mr. Lacey reviewed the history of the net metering contract for the newly appointed board members. Through an RFP process, in April 2015 the board had selected BlueWave Capital, LLC for the contract; the project was then purchased by SunEdison, but SunEdison is now in bankruptcy which has thus delayed the process. Therefore, BlueWave Capital has requested an extension to deadlines within the contract. The board wanted to review the bankruptcy addendum and other information before voting on the requested extension and therefore tabled the vote for a future meeting.

DHCD – Capital Improvement Plan update:

Mr. Lacey reported that the Capital Improvement Plan update, voted at the last meeting, was accepted by DHCD; Falmouth is one of the first to submit their update and obtain approval.

Falmouth Housing Corporation contract update:

Review of the contract with the Falmouth Housing Corporation was put on hold pending Union negotiations as that would affect personnel costs. Mr. Lacey will be meeting with Mr. Arsenault to discuss, then a meeting will be scheduled with Linda Clark, President of the Falmouth Housing Corporation, for negotiation. The goal is to complete negotiations by the end of September.

Election of officers - VOTE:

The board decided to table the election of officers until the next board meeting.

Bank signature cards/check signing schedule:

The board briefly discussed the check signing schedule; Ms. Budrow stated she is not available for check signing on Thursdays or Fridays, but could be contacted as a backup signatory as needed. The board members signed the new signature cards for submission to the bank.

Review Section 8 Tracking Report:

Mr. Lacey reviewed the Section 8 Tracking Report, which was very similar to the previous month. The program is slightly overleased for the calendar year at 100.40% voucher utilization.

*Document Reference: CY 2016 Section 8 Tracking Report through July 2016.*

Review Management Fees Due from FHC Entities:

May Management Fees were \$20,843.99.

Bob Murray Housing With Love Walk:

The annual Bob Murray Housing With Love Walk started this past Monday in Provincetown and will end on Sunday, July 17, 2016 in Falmouth. Mr. Lacey included the itinerary in the board's packet.

*Document Reference: Housing With Love Walk 2016 Itinerary*

Report from Community Preservation Committee Representative:

There was nothing new to report at this time.

Mr. Lacey will be adding Public Housing notices to the agenda for future meetings. This past month he included in the packet the following DHCD and HUD Notices for the board's review:

- DHCD Public Housing Notice 2016-19 re: Regional Capital Assistance Team (RCAT) Advisory Board Elections.
- DHCD Public Housing Notice 2016-20 re: DHCD Regional Board Commissioner Training.
- HUD Notice PIH 2016-10, REV-1 re: Public Housing Operating Subsidy Eligibility Calculations for Calendar Year 2016.
- HUD Notice PIH 2016-11 (HA) re: Set-Aside Funding Availability for Project-Basing HUD-VASH Vouchers.

The board briefly commented on the various notices.

NEXT MEETING DATE – August 17, 2016 10:00am; Harborview Community Room

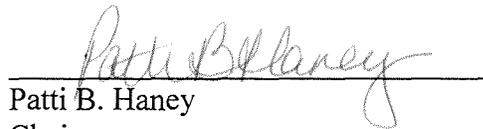
General Session adjourned at 12:07pm.

Moved by Ms. Wilson; Seconded by Ms. Budrow.

4-Ayes      0-Nays      1-Absent      MOTION CARRIED.



Thomas L. Lacey  
Executive Director



Patti B. Haney  
Chairperson

FALMOUTH HOUSING AUTHORITY, 115 SCRANTON AVE., FALMOUTH, MA

GENERAL SESSION: August 1, 2016

MEMBERS PRESENT: Patti B. Haney, Chairperson  
Holly Wilson  
Sari Budrow  
Patricia Favulli

MEMBERS ABSENT: Timothy H. Lineaweaver

STAFF PRESENT: Thomas L. Lacey, Executive Director

OTHERS PRESENT: George Miller, BlueWave Capital, LLC

The General Session of the Board of Commissioners of the Falmouth Housing Authority was convened at 12:06pm in the Falmouth Housing Authority Conference Room.

NEW BUSINESS

Discuss request for extension of construction and commercial operation dates within net metering contract – VOTE:

Mr. Lacey provided an update to the BlueWave Capital, LLC request for contract date extensions of October 31, 2016 for the Construction Start Date and January 31, 2017 for the Anticipated Commercial Operation Date. In the interim since the last board meeting on July 13, 2016, Mr. Lacey had engaged the services of attorney Kevin Batt of Anderson & Kreiger, LLP to review the contract extension and discuss the ramifications of the SunEdison bankruptcy; Mr. Batt also provided assistance during the initial net metering RFP process. He stated that since the current contract dates had not been met, the Authority had the option to restart the RFP process, agree to the extension of the current contract, or abandon the net metering process altogether. As the current Solar Renewable Energy Credits (SRECs) expire January 8, 2017, and for this project a building permit has been pulled and Eversource is already upgrading their utility infrastructure, his recommendation was for the board to approve and execute the amendment to the current contract. He also provided guidance that as part of the SunEdison bankruptcy, contracts executed in the normal course of business are valid and not subject to future detriment due to the bankruptcy. Mr. Miller provided further information that as long as the project is “mechanically complete” prior to January 8, 2017, it will be eligible for the SRECs – any interconnection delay by Eversource will not impact that eligibility. As there is no additional risk to the Authority, and the extension is the most likely action that will result in a successful net metering contract, Ms. Favulli moved to approve the contract extension; Seconded by Ms. Budrow.

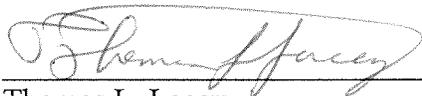
4-Ayes      0-Nays      1-Absent      MOTION CARRIED.

*Document Reference: First Amendment to Solar Power & Services Agreement*

General Session adjourned at 12:18pm.

Moved by Ms. Favulli; Seconded by Ms. Budrow.

4-Ayes      0-Nays      1-Absent      MOTION CARRIED.



Thomas L. Lacey  
Executive Director



Patti B. Haney  
Chairperson

FALMOUTH HOUSING AUTHORITY, 115 SCRANTON AVE., FALMOUTH, MA

GENERAL SESSION:

August 17, 2016

MEMBERS PRESENT:      Patti B. Haney, Chairperson  
                                 Holly Wilson  
                                 Sari Budrow  
                                 Patricia Favulli

MEMBERS ABSENT:      Timothy H. Lineaweaver

STAFF PRESENT:      Thomas L. Lacey, Executive Director  
                                 Kimberly Conn, Financial Manager

OTHERS PRESENT:      Paul Grunden, Harborview

The General Session of the Board of Commissioners of the Falmouth Housing Authority was convened at 10:06am in the Community Room of Harborview Apartments.

The Chairperson announced that the Secretary will be recording this meeting as usual for the purpose of preparation of meeting minutes.

NEW BUSINESS

Approval of Minutes

Ms. Favulli moved acceptance of the July 13, 2016 meeting; Seconded by Ms. Wilson.

4-Ayes      0-Nays      1-Absent      MOTION CARRIED.

Ms. Budrow moved acceptance of the August 1, 2016 meeting; Seconded by Ms. Wilson.  
4-Ayes            0-Nays            1-Absent            MOTION CARRIED.

Approval of Payment of Bills & HAP Payments

Ms. Favulli moved approval of bills and HAP payments; Seconded by Ms. Wilson.  
4-Ayes            0-Nays            1-Absent            MOTION CARRIED.

*Document Reference: Falmouth Housing Authority Revolving check register & Accounts Payable registers dated July 2016, & Falmouth Housing Authority HAP Cash Payment Register dated July 2016.*

Public, Tenant Representative Comments:

There were no public comments.

Update from Maintenance Director on Significant Projects:

Tatakot – kitchen renovations, walkways:

Mr. Lacey reported that the kitchen renovations began this past Monday, and that a few were complete. By the end of this renovation all of the kitchens at Tatakot will have been renovated. There was nothing new to report on the walkways at this time.

Scattered Site (705) Houses – Update on significant projects including roofs, septic systems, and vacant unit rehabilitation:

Mr. Lacey reported that the Turner Road house was completed and the new tenant moved in on August 1, 2016. Ms. Haney reported that she spoke with Sharon Gay of the Community Preservation Committee (CPC), and the Town will not release funding to Falmouth Housing Authority until the review of the Housing Stabilization Program is complete. The board discussed the issues about the funds and recommended a meeting be requested of the Town Manager and other staff as to why Town Meeting approved funds for 705-house rehabilitations are being held back as the two programs are completely unrelated. The board discussed the timeline of meetings with the CPC and DHCD correspondence and agreed to proceed with correspondence to the Town Manager as discussed. Mr. Lacey reported that Mr. Arsenault is putting together the scope of work for Montauk Street, which will be renovated by force account labor through the State Mod program.

Choate Energy Efficiency:

Mr. Lacey reported that five refrigerators were replaced through the recent Choate energy efficiency audit, and that the installation of fans is still being reviewed.

Other Maintenance projects:

There was nothing new to report.

Review Vacancy/Turnover Report:

Mr. Lacey reviewed the Vacancy/Turnover report through July 2016, with a revision to the Federal section. The leaseup rate for both Federal and State is just above 99%. There are only two remaining 705-houses that are offline.

*Document Reference: Falmouth Housing Authority Vacancy/Turnover Report through July 2016.*

Review Work Order Report:

Mr. Lacey reviewed the Work Order Report, which was similar to other months. However, there were heavy turnovers, and several maintenance staff vacations reducing the number of work orders completed.

*Document Reference: Falmouth Housing Authority Work Order Report through July 2016.*

Executive Director's Report

Financial Statements – Year to Date Review through June 30, 2016:

Mr. Lacey thoroughly reviewed the year-end financials beginning with the DHCD reports; as DHCD requires all members of the board to sign year-end certifications that they have been provided with and read the financials. Mr. Lacey answered several questions about the different line items and what expenses are allocated where. He discussed GASB 45 which is not allowed in the budget, but required at yearend, as well as depreciation that is posted at yearend.

*Document Reference: Falmouth Housing Authority Agency Wide Financials through June 30, 2016.*

Utility Allowances Update -VOTE:

Mr. Lacey reviewed the utility allowance schedules as prepared by The Nelrod Company. The schedules are prepared by Nelrod and the cost is split with other Cape housing authorities that have federal units. Ms. Wilson moved approval of the utility allowance schedules as written; Seconded by Ms. Favulli.

4-Ayes      0-Nays      1-Absent      MOTION CARRIED.

*Document Reference: Falmouth Housing Authority Tenant Furnished Utility Allowance Schedules for Town of Falmouth & Town of Barnstable updated July 2016.*

Section Eight Management Assessment Program (SEMAP) – VOTE:

Mr. Lacey reviewed this year's SEMAP Certification dated 6/30/2016. SEMAP is HUD's assessment of the Section 8 voucher program. Last year the Housing Authority's score dropped down slightly because of rent reasonableness not being placed in tenant files; which was corrected immediately but had to be reported as a deficiency. This year the agency is expected to increase the score back up to the usual 100%. Ms. Wilson moved submission of the SEMAP certification for fiscal year ended 6/30/2016 as written; Seconded by Ms. Budrow.

4-Ayes      0-Nays      1-Absent      MOTION CARRIED.

*Document Reference: Falmouth Housing Authority Fiscal Year End 6/30/2016 SEMAP Certification.*

Net Metering Contract Update:

Mr. Lacey reported that extending the contract was the best possible action taken, and that there was nothing new to report at this time.

Comcast Contract Update:

Mr. Lacey reported that the Comcast bulk purchase 5-year contract for public housing tenants is due to expire tomorrow. He has not been able to connect with the Comcast representative for negotiating a new contract, but the old contract has 2-year renewal provisions.

Falmouth Housing Corporation Contract Update:

Mr. Lacey reported that he has been discussing with Mr. Arsenault the possibility of a fixed price for contract renewal with the Corporation. He discussed with Linda for setting up a meeting in the near future for negotiating. Once a contract is negotiated it will be sent to a lawyer for review.

Housing Stabilization Program Update:

The Housing Stabilization Program was discussed earlier in the meeting in regards to the funding holdback from the Town for both the Housing Stabilization Program and the State housing rehabilitation funds (Preservation of Affordable Falmouth Family Housing) allocated at Town Meeting in April 2015.

Election of officers - VOTE:

Mr. Lacey provided the board with a list of duties/responsibilities of the Chairman, Vice-Chairman, Treasurer, Executive Director, and Secretary. The board requested copies of the bylaws, and tabled the election of officers for one more month.

Review Recent Public Housing Notices Issued by HUD and/or DHCD:

Mr. Lacey reviewed the following Public Housing Notices as distributed to the board:

- 1) DHCD Public Housing Notice 2016-21 NOFA for Modernizing Public Housing and Supporting Elders Initiative (ModPHASE)
- 2) DHCD Public Housing Notice 2016-22 Mandatory Data Reporting
- 3) DHCD Public Housing Notice 2016-23 FAQ Answers for NOFA for Modernizing Public Housing and Supporting Elders Initiative (ModPHASE)
- 4) DHCD Public Housing Notice 2016-24 Regional Dwelling Unit Inspection Trainings

*Document Reference: DHCD Public Housing Notices 2016 21-24 as listed above.*

Review Section 8 Tracking Report:

Mr. Lacey reviewed the Section 8 tracking report. The Housing Authority is slightly overleased at 100.43% voucher utilization, which should come in line by the calendar year end.

*Document Reference: Falmouth Housing Authority CY2016 Section 8 Tracking Report through August 2016.*

Review Management Fees Due from FHC Entities:

June Management Fees were \$21,058.05 and July Management Fees were \$21,828.14. The board briefly discussed the invoices.

Report from Community Preservation Committee Representative:

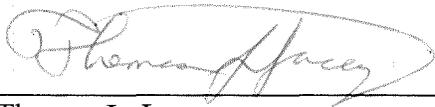
Ms. Wilson reported that the applications for spring Town Meeting were due this past Monday, August 15, 2016. They received many applications, with one being from the Affordable Housing Committee requesting the town hire a consultant to update the Housing Production Plan. A second application was received requesting the Town create a Housing Coordinator Position for a 3-year grant totaling \$300,000. The board briefly discussed housing related topics as they pertain to the CPA funds.

NEXT MEETING DATE – September 14, 2016; Harborview Community Room.

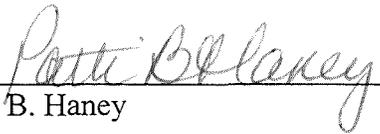
General Session adjourned at 12:15pm

Moved by Ms. Budrow; Seconded by Ms. Favulli.

4-Ayes          0-Nays          1-Absent          MOTION CARRIED.



Thomas L. Lacey  
Executive Director



Patti B. Haney  
Chairperson

FALMOUTH HOUSING AUTHORITY, 115 SCRANTON AVE., FALMOUTH, MA

GENERAL SESSION:

September 14, 2016

MEMBERS PRESENT:      Patti B. Haney, Chairperson  
   Holly Wilson  
   Sari Budrow

MEMBERS ABSENT:      Timothy H. Lineaweaver  
   Patricia Favulli

STAFF PRESENT:          Thomas L. Lacey, Executive Director  
   Robert Arsenault, Maintenance Director

OTHERS PRESENT:        Paul Grunden, Harborview

The General Session of the Board of Commissioners of the Falmouth Housing Authority was convened at 10:01am in the Community Room of Harborview Apartments.

The Chairperson announced that the meeting will be recorded as usual for the purpose of preparation of meeting minutes. Ms. Haney also stated most agenda items would be tabled due to time constraints maintaining a quorum for today's meeting.

NEW BUSINESS

Approval of Minutes

Acceptance of the August 17, 2016 meeting was tabled.

Approval of Payment of Bills & HAP Payments

Approval of bills and HAP payments was tabled.

Public, Tenant Representative Comments:

There were no public comments.

Update from Maintenance Director on Significant Projects:

Tataket – kitchen renovations, walkways:

Mr. Arsenault reported the Tataket kitchen renovation project was substantially complete. There is just a small remaining punch list, so he presented an application and certificate for payment to Vareika Construction, Inc. for \$213,750.00 which is the amount of the original contract less \$11,250.00 for retainage and does not include the change order for the asbestos work. He praised Vareika Construction, Inc. for the quality, efficiency, and timeliness of their work. Ms. Wilson moved approval for the payment; Seconded by Ms. Budrow.

3-Ayes          0-Nays          2-Absent          MOTION CARRIED.

*Document Reference: Application and Certification for Payment, Application No. 1, Period to 9/7/2016, Architects Project No. 16-508. Payable to Vareika Construction, Inc.*

Scattered Site (705) Houses – Update on significant projects including roofs, septic systems, and vacant unit rehabilitation:

This item was tabled.

Choate Energy Efficiency:

This item was tabled.

Other Maintenance projects:

This item was tabled.

Review Vacancy/Turnover Report:

This item was tabled.

Review Work Order Report:

This item was tabled.

Executive Director's Report

Financial Statements – Year to Date Review through July 31, 2016:

This item was tabled.

Net metering contract update/amendment –VOTE:

Mr. Lacey reported that the new financing entity, NRG Renew, LLC, was requesting an extension of the Anticipated Commercial Start Date to November 30, 2016 and the Anticipated Commercial Operation Date to April 1, 2017 - beyond the dates of the previous SunEdison amendment. He reported that should the project be completed beyond the initial extension but within the additional timeframe, the 20% reduction in value of the Solar Renewable Energy Credits (SRECs) would be assumed by NRG; there would be no reduction in value to the Falmouth Housing Authority. He reported that the new amendment had been reviewed by attorney Kevin Batt at Anderson & Kreiger, LLP who recommended approval unless there was a desire to restart a new net metering procurement process. A discussion followed which favored continuing the current process as it appears to have the highest likelihood of success; a new procurement process would bring in additional uncertainties. Ms. Wilson moved acceptance of the amendment with authorization of Mr. Lacey as signatory; Seconded by Ms. Budrow.

3-Ayes          0-Nays          2-Absent          MOTION CARRIED.

*Document Reference: Amendment and Waiver Agreement between Falmouth Housing Authority and BWC Origination, LLC dated September 12, 2016.*

State Capital Improvement Plan – funding – VOTE:

Mr. Lacey presented the Massachusetts Department of Housing and Community Development (DHCD) Amendment #4 to Capital Improvement Work Plan 5001 in the amount of \$171,892.00 which also extends the contract dates of service from June 30, 2018 to June 30, 2019. Ms. Budrow moved acceptance of the amendment; Seconded by Ms. Wilson.

3-Ayes          0-Nays          2-Absent          MOTION CARRIED.

*Document Reference: DHCD Amendment #4 to Capital Improvement Work Plan 5001 and related documents.*

Comcast Contract Update:

This item was tabled.

Housing Stabilization Program Update:

This item was tabled.

Falmouth Housing Corporation Contract Update:

This item was tabled.

Election of officers - VOTE:

This item was tabled.

Review Recent Public Housing Notices Issued by HUD and/or DHCD:

This item was tabled.

Review Section 8 Tracking Report:

This item was tabled.

Review Management Fees Due from FHC Entities:

This item was tabled.

Report from Community Preservation Committee Representative:

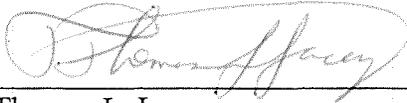
This item was tabled.

NEXT MEETING DATE – October 12, 2016; Harborview Community Room.

General Session adjourned at 10:14am.

Moved by Ms. Wilson; Seconded by Ms. Budrow.

3-Ayes      0-Nays      2-Absent      MOTION CARRIED.



Thomas L. Lacey  
Executive Director



Patti B. Haney  
Chairperson

FALMOUTH HOUSING AUTHORITY, 115 SCRANTON AVE., FALMOUTH, MA

GENERAL SESSION:

October 12, 2016

MEMBERS PRESENT:      Patti B. Haney, Chairperson  
                                 Holly Wilson  
                                 Sari Budrow

MEMBERS ABSENT:      Timothy H. Lineaweaver  
                                 Patricia Favulli

STAFF PRESENT:      Thomas L. Lacey, Executive Director  
                                 Kimberly Conn, Financial Manager  
                                 Robert Arsenault, Maintenance Director

OTHERS PRESENT:      Anne Connolly, Falmouth Housing Trust  
                                 Paul Grunden, Harborview

The General Session of the Board of Commissioners of the Falmouth Housing Authority was convened at 10:02am in the Community Room of Harborview Apartments.

The Chairperson announced that the Secretary will be recording this meeting as usual for the purpose of preparation of meeting minutes.

NEW BUSINESS

Approval of Minutes

Ms. Wilson moved acceptance of the August 17, 2016, & the September 14, 2016 meetings;  
Seconded by Ms. Budrow.

3-Ayes            0-Nays            2-Absent            MOTION CARRIED.

Approval of Payment of Bills & HAP Payments

Ms. Wilson moved approval of bills and HAP payments, Seconded by Ms. Budrow.

3-Ayes            0-Nays            2-Absent            MOTION CARRIED.

Public, Tenant Representative Comments:

There were no tenant comments.

Update from Maintenance Director on Significant Projects:

Tataket – Kitchen Renovations-VOTE:

Mr. Arsenault reviewed the two change orders for the Tataket Kitchen renovation project, the first for the asbestos abatement totaling \$9,800.00, and the second for one set of kitchen cabinets that was excluded from the original bid in the amount of \$2,631.00. The final walkthrough has been completed therefore finalizing the project. Ms. Budrow moved to approve the final completion and the processing of the payment for the final retainer and change orders totaling \$23,681.00; Seconded by Ms. Wilson.

3-Ayes            0-Nays            2-Absent            MOTION CARRIED.

Tataket – Walkways:

Mr. Arsenault reported that the Tataket walkway project has gone out to bid and is advertised in the local papers and in the Central Registrar. The contractor walk through is scheduled for October 18, 2016 and the bid will close on October 26, 2016.

Harborview – Windows:

Mr. Arsenault is working with Winslow Architects on an exploratory scope estimate to replace the windows in the Harborview units and common areas and Administration building. The windows fail REAC inspection every time reducing the overall score for the property, because moisture is getting between many of the double panes. It is estimated that more than 75% of the windows are compromised. The board suggested that management explore some energy grants in conjunction with the capital funds so that the entire project can be completed at the same time.

Scattered Site (705) Houses – Update on significant projects including roofs, septic systems, and vacant unit rehabilitation:

Mr. Arsenault reported that the Maintenance department will begin the force account work on 12 Montauk Street as the Department of Housing and Community Development (DHCD) has accepted the estimate submitted. He further discussed 95 Fordham Road, where management is exploring funding options to rehabilitate the house. Mr. Arsenault reported that a significant repair is needed to fix some exterior siding to prevent water leaks and close up the house before winter.

Choate Energy Efficiency:

Mr. Arsenault reported that 8-10 refrigerators and several light bulbs were replaced, all at no cost, through the recent energy audit conducted at Choate Lane.

Other Maintenance projects:

Maintenance will be replacing window sills at Choate, with plastic on the units that have wood damage. Timers have been installed on the Harborview community bathroom doors so they are being locked automatically from 10:00pm – 7:00am. A similar timer has also been installed on the Harborview laundry room door with different operating hours and is working effectively.

Review Vacancy/Turnover Report:

Mr. Arsenault reviewed the Vacancy/Turnover report. There are several new vacancies very recently; two of them going on now were heavy smokers that had been in the units for over twenty years, so the turnovers are taking longer. Additionally, they are changing out the flooring from carpet to the vinyl strips that look like wood. The recent unit at Choate Lane took 13 days, with brand new cabinets and flooring. The unit at Tataket will be completed by next week, and the Harborview unit will be a few weeks away. *Document Reference: Falmouth Housing Authority Vacancy Turnover report through September 2016.*

#### Review Work Order Report:

Mr. Arsenault has been working more extensively with the work order system. He and Debbie have been doing the 705-inspections and are entering them into the work order system. He has been relabeling the work orders from urgent, emergency, or routine; while educating the Front Desk to more accurately label the work orders as they are called in. Last month Maintenance was working on trimming trees and shrubbery at all complexes as well as the scattered houses.

*Document Reference: Falmouth Housing Authority Work Order Report September 1-30, 2016.*

#### Executive Director's Report

The board agreed to move up the discussion of the Falmouth Housing Trust for timing of guest Anne Connolly.

#### Falmouth Housing Trust – Board Appointment, Annual Meeting:

Ms. Anne Connolly, Executive Director of Falmouth Housing Trust gave a lengthy overview of how the FHT board was set up many years ago; whereas the Falmouth Housing Authority currently has an appointee serving on the FHT board. The Falmouth Housing Trust recently hired a consultant to review the bylaws and best practices of the nonprofit agency vs. other nonprofits and government agencies. Since the Falmouth Housing Trust is an independent organization from the Town and the Housing Authority, it makes sense to eliminate the appointed board members from their organization making it administratively easier to manage. Ms. Connolly further reiterated the ongoing need of the various housing organizations to continue working together as they have been on the mission of providing quality affordable housing throughout the community. Mr. Lacey suggested that Ms. Connolly send the Falmouth Housing Trust's board agenda to him for distribution to his board members as he will send her the monthly Falmouth Housing Authority's agenda for distribution to her board. The Falmouth Housing Trust's annual meeting is tomorrow, October 13, 2016 at the Falmouth Yacht Club at 5:30pm.

#### Financial Statements – Year to Date Review through August 31, 2016:

Mr. Lacey reviewed the monthly financials through August 31, 2016, answering the board's questions as necessary. Mr. Lacey will talk to the fee accountants about putting in a budget for the SNAP (CRHI-Voucher) program to eliminate the misleading variance in the monthly Excel summary.

*Document Reference: Falmouth Housing Authority Agency Wide Financials through August 31, 2016.*

#### HUD 2017 Fair Market Rents, FHA Payment Standards:

Mr. Lacey reviewed the Fair Market Rents (FMRs), and the calculation of the Housing Authority Payment Standards that can be within 90-110% of FMRs. The FY2017 FMRs are dropping significantly (approximately 15%), which will make it more difficult for voucher holders to secure housing in an already challenging rental market. In addition, the significant drop is after a similar increase for FY2016, making it challenging for housing authorities on Cape Cod to manage their Payment standards within the allowed range. As a result, FHA and the other Cape Cod housing authorities with federal vouchers submitted a letter requesting the FY FMRs be reexamined/recalculated. The board discussed the letter that Mr. Lacey submitted to HUD, which is the first step in the process in an attempt to possibly increase the FMRs; a conference call is scheduled with Congressman William Keating's Office tomorrow.

*Document Reference: HUD FY-2017 Fair Market Rent Summary & Calculation; Falmouth Housing Authority FMRs & Payment Standard Memo to staff dated January 13, 2016; Falmouth Housing Authority letter addressed to HUD Regulations Division Washington, DC dated September 23, 2016 Re: Docket No. FR-5962-N-01: Fair Market Rents for FY-2017.*

#### FY 6/30/2017 Budget Update:

Mr. Lacey and Ms. Conn have been working with Steve Cote of Fenton, Ewald, & Associates to complete the budget. DHCD just issued the guidelines and Mr. Lacey will submit the proposed budget to the board once it is finalized, anticipated to be at the November meeting.

#### Net Metering Contract Update:

After the latest approved amendment, the project is moving forward on the new schedule.

#### Comcast Contract Update:

Comcast sent a new five year contract similar to the last negotiated contract, with a maximum 5% increase per year. The current monthly cable cost per unit is \$25.20, with a retail value of over \$70.00.

Housing Stabilization Program Update:

Mr. Lacey and Ms. Haney met with Jennifer Petit, Julian Suso, and Patricia Harris of the Town of Falmouth to discuss the final payment(s) due to the Housing Authority for the Housing Stabilization Program. As a result of that meeting the Town still wants an outside audit conducted on the program even though all payments were made within the program guidelines. The reviewer is looking for paperwork that was not required at the time the payments were made. In addition, the Town intends to withhold any payments for the Preservation of Affordable Falmouth Family Housing program until the audit is conducted. The Housing Authority will be exploring alternative funding sources, as some of the projects cannot await the outcome of this audit, which is expected to be conducted in conjunction with the FHA annual audit.

Falmouth Housing Corporation Contract Update:

Mr. Lacey and Mr. Arsenault are reviewing the possibility of a flat fee rate for the future contract with the Falmouth Housing Corporation. A meeting will be scheduled for next week with Linda Clark of the Falmouth Housing Corporation. The current contract is due to expire on December 31, 2016.

Discuss FHA Website:

The board briefly discussed the Falmouth Housing Authority website. The website is online, but needs information to be added to make it complete, and needs to be updated more timely.

FHA Bylaws, Mission Statement:

Tabled until next meeting.

*Document Reference: ByLaws of the Falmouth Housing Authority & Falmouth Housing Authority Mission Statement*

Election of officers - VOTE:

Tabled until next meeting.

Upcoming Board Member Training Opportunities:

Mr. Lacey briefly discussed the upcoming local board member training opportunities.

Annual State Ethics Commission Requirement:

The board members will update their annual State Ethics online training and send a copy of the certification to Mr. Lacey. In addition, the most recent copy of the Summary of the Conflict of Interest Law for Municipal Employees was distributed to all members.

*Document Reference: Summary of Conflict of Interest Law for Municipal Employees, Version 6, Revised May 10, 2013.*

Review Recent Public Housing Notices Issued by HUD and/or DHCD:

Mr. Lacey reviewed the recent Public Housing Notices. The first DHCD notice related to the state appointed board member. The second DHCD budget guidelines with up to a 3% increase in overall budget. The next related to veterans in state public housing programs (667 & 705), but since DHCD was getting a lot of questions they will be issuing guidelines. Mr. Lacey briefly discussed the HUD notices relating to the following: property insurance, salary restrictions, & operating subsidy.

*Document Reference(s): DHCD Public Housing Notice 2016-27 re: Changes Pertaining to State Appointed Board Members; DHCD Public Housing Notice 2016-28 FY-2017 Local Housing Authority Budget Guidelines; DHCD Public Housing Notice 2016-29 re: Changes Pertaining to Veterans; HUD Notice PIH-2016-13 Subject: Guidance on Property and Casualty Insurance Issues; HUD Notice PIH-2016-14 Subject: Guidance on the Public Housing Agency (PHA) salary restriction in HUD's annual appropriations; HUD Notice PIH-2016-15 Subject: Amendment – Public Housing Operating Subsidy Eligibility Calculations for Calendar Year 2015.*

Review Section 8 Tracking Report:

Mr. Lacey reported on the Section 8 tracking report, with the voucher numbers down for the year which will most likely be slightly under 100% utilization for the calendar year end. The Housing Authority is going to be joining either the Housing Assistance Corporation or MassNAHRO/State Section 8 waitlist for efficiency, but can keep local preferences.

*Document Reference: CY 2016 Section 8 Tracking report through October 2016.*

Review Management Fees Due from FHC Entities:

August Management Fees were \$19,176.77.

Report from Community Preservation Committee Representative:

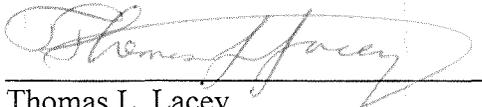
The Community Preservation Committee representative discussed the Housing Coordinator position and the Community Development position that will be placed on the same article for November Town Meeting.

NEXT MEETING DATE – November 9, 2016; Harborview Community Room

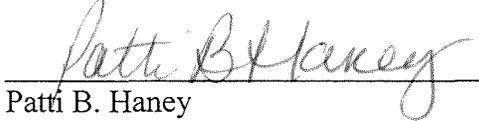
General Session adjourned at 11:34am.

Moved by Ms. Budrow; Seconded by Ms. Wilson.

3-Ayes      0-Nays      2-Absent      MOTION CARRIED.



Thomas L. Lacey  
Executive Director



Patti B. Haney  
Chairperson

FALMOUTH HOUSING AUTHORITY, 115 SCRANTON AVE., FALMOUTH, MA

GENERAL SESSION:

November 9, 2016

MEMBERS PRESENT:      Patti B. Haney, Chairperson  
                                 Holly Wilson  
                                 Sari Budrow  
                                 Patricia Favulli

MEMBERS ABSENT:      Timothy H. Lineaweaver

STAFF PRESENT:      Thomas L. Lacey, Executive Director  
                                 Kimberly Conn, Financial Manager  
                                 Robert Arsenault, Maintenance Director

OTHERS PRESENT:      Claire Rogers, Paula Roberts, Ernest Mayberry, Margaret Romiza,  
                                 Barbara Welch, Estelle Young, & Paul Grunden, Harborview  
                                 Bruce Meyer, East Falmouth Resident

The General Session of the Board of Commissioners of the Falmouth Housing Authority was convened at 10:05am in the Community Room of Harborview Apartments.

The Chairperson announced that the Secretary will be recording this meeting as usual for the purpose of preparation of meeting minutes.

NEW BUSINESS

Approval of Minutes

Ms. Wilson moved acceptance of the October 12, 2016 meeting; Seconded by Ms. Budrow.

3-Ayes      0-Nays      1-Abstained      1-Absent      MOTION CARRIED.

Approval of Payment of Bills & HAP Payments

Ms. Favulli moved approval of bills and HAP payments with the exclusion of UAP because of the redaction, Seconded by Ms. Budrow. Mr. Lacey will discuss with Patricia Grace, Attorney at Law the redaction of tenant names for confidentiality.

4-Ayes      0-Nays      1-Absent      MOTION CARRIED.

Public, Tenant Representative Comments:

Harborview tenants discussed issues such as access to the kitchen after hours, parking, building access, and overall morale at the complex. Ms. Roberts read from a note that she drafted regarding the concerns. After lengthy discussions, Mr. Lacey will host a tenant meeting with Marie Palmer, Service Coordinator, and Harborview residents.

## Update from Maintenance Director on Significant Projects:

### Tataket – Walkways-VOTE:

Mr. Arsenault reviewed the bids from the two contractors for the replacement of the walkways at Tataket Apartments. Questions arose regarding the cost and bidding process, and the board decided to table the vote pending clarification.

*Document Reference: GC E-Bid 10/26/16 2:00 pm Tataket Apartments – Walkway/Bridge Replacement 815851*

### Harborview Windows:

Mr. Arsenault reported that he is working on a scope of work with Winslow Architects to obtain an estimate for the window replacement project. They measured the windows and will be putting a package together. A bid is expected to go out in the beginning of the year, and the replacement to be done in the spring. The board inquired regarding possibilities of alternative funding sources for window replacements.

### Scattered Site (705) Houses – Update on significant projects including roofs, septic systems, and vacant unit rehabilitation:

The maintenance staff has started working on the rehabilitation of the house on Montauk Street. The hardwood floors are being refinished and a new electrical service is getting installed currently. The board discussed at length the recent questions raised in regards to the Community Preservation Act (CPA) funds and their use. Town Meeting awarded the Falmouth Housing Authority, through CPA funds, to replace failed septic systems and roofs on the state owned chapter (705) houses plus qualified work on a house that is currently vacant. The Town Finance Director, Jennifer Petit spoke with a representative at MA Department of Revenue (DOR), and they indicated that septic and roof repairs could not be made on projects unless they were originally purchased with CPA funds. The Department of Community Housing and Community Development (DHCD) issued guidelines in 2013 to clarify the use of funds for preservation of state owned property, as distributed to the board. Additionally, a memorandum issued by Frank K. Duffy, Town Counsel dated 11/8/16 regarding CPA – Community Housing supported the DHCD view. The CPA coalition website has projects listed in which CPA funds have specifically been spent on similar projects. It was suggested that MassNAHRO and DHCD be contacted to reach out to MA DOR to come up with a resolution. Mr. Lacey will set up a meeting with David Vieira, Town Moderator/State Representative to discuss the issue.

*Document Reference: Community Preservation ACT 2002-12B dated September 2002, Town of Falmouth Office of Town Counsel Memorandum re: Community Preservation Act – Community Housing dated 11/8/2016.*

### Other Maintenance projects:

Mr. Arsenault reported that maintenance has been working on fall cleanups and tree work on the various 705 scattered housing sites. Ms. Debra King and Mr. Arsenault have been completing the annual inspections at the 705 houses. Maintenance is also working on leaf cleanups at all complexes.

### Review Vacancy/Turnover Report:

Mr. Arsenault reported that there were currently two vacancies that maintenance staff is working on now for November.

*Document Reference: Falmouth Housing Authority Vacancy/Turnover Report through October 2016.*

### Review Work Order Report:

Mr. Arsenault was on vacation so the report is not complete, but the information is similar to previous months reported.

### Executive Director's Report

### Financial Statements – Year to Date Review through September 30, 2016:

Mr. Lacey reviewed the financials through September 2016 with a current loss in the management program they are still negotiating the contract. The fee accountant corrected the budget to actual variance on the report for the SNAP program.

### HUD 2017 Fair Market Rents, FHA Payment Standards-VOTE:

Mr. Lacey reviewed the HUD issued Fair Market Rents (FMRs) for 2017. Housing Authorities have the option to set payment standards within 90-110% of FMRs. Last year Falmouth set the

payment standards within 94-95% of FMRs for 1-bedroom and 2-bedroom units. Other units were just above 90%. The board discussed the spreadsheet that Mr. Lacey distributed for FY2017. Ms. Favulli moved to approve the payment standards of \$929.00 for a studio, \$1,026.00 for a 1-bedroom, \$1,364.00 for a 2-bedroom, \$1,709.00 for a 3-bedroom, and \$1,879.00 for a 4-bedroom as recommended; Seconded by Ms. Wilson.

4-Ayes      0-Nays      1-Absent      MOTION CARRIED.

*Document Reference: Falmouth Housing Authority HUD FY 2017 FMRs, FHA Payment Standards dated January 1, 2017.*

FY 6/30/2017 Budget Update-VOTE:

Mr. Lacey reviewed the proposed budget for fiscal year ending 6/30/2017. He reviewed the losses for AMP 1 and 2 and discussed the maximum and minimum reserve levels that are subject to recapture if they are too high. He further reviewed the nonroutine expenditures as distributed at the meeting. Mr. Lacey reviewed the highlights of the state budget guidelines, and the non-routine expenditures. Approximately \$5,000.00 was budgeted for the vacant house on Fordham road that will need exterior siding repairs to prevent further water damage. The remaining extraordinary funds will be used primarily on exterior issues such as doors, windows and bulkhead replacements. There was a 2.50% salary increase across the board. The budget process is conducted later because DHCD provides the guidelines typically in September or October. The 4190 line item is for all administrative expenses such as: office supplies, telephone/internet service, alarm phone lines, staff training seminars, and property inspections more significantly on the Section 8 program. Mr. Lacey reviewed the utility calculations of both HUD and DHCD, whereas reimbursement is calculated on actual use but with a 12-18 month lag. Ms. Favulli moved to approve the Falmouth Housing Authority Fiscal Budget for June 30, 2017 as submitted, Seconded by Ms. Wilson.

4-Ayes      0-Nays      1-Absent      MOTION CARRIED.

*Document Reference Falmouth Housing Authority 06/30/17 Budget dated 11/07/16.*

Housing Stabilization Program Update:

Mr. Lacey discussed the DOR determination as brought forward by Jennifer Petit. Ms. Petit recommended indefinite postponement of the current article going before Town Meeting for housing stabilization funds. As a result Ms. Karen Cardeira of Falmouth Human Services withdrew her application for community housing stabilization funds. The position at the Housing Authority ended on June 30, 2016, but the previous director is still working temporarily as a housing certification specialist. Mr. Lacey is reviewing overall staffing needs for the Authority.

Falmouth Housing Corporation Contract Update:

Mr. Arsenault and Mr. Lacey met with Linda Clark to negotiate the Management Contract. It was determined that moving to a flat fee billing would be very difficult to determine. They discussed structural changes within the contract and are still under negotiation.

Election of officers - VOTE:

Mr. Lineaweaver indicated via email that he is planning to resign from the Housing Authority board. The board discussed updating the bylaws and the election of officers. Ms. Favulli moved election of Ms. Haney, Chair, Ms. Budrow Vice-Chair, and Ms. Favulli, Treasurer; Seconded by Ms. Wilson.

4-Ayes      0-Nays      1-Absent      MOTION CARRIED.

The board discussed adding the following topics to a future agenda, bylaws, and website. They determined that they would meet on Tuesday, November 29, 2016 at 3:30pm. They further discussed adding an agenda item labeled "future agenda items".

Annual State Ethics Commission Requirement:

The Board of Commissioners signed that they received a copy of the State Ethics information at their 10/12/16 meeting.

Review Recent Public Housing Notices Issued by HUD and/or DHCD:

There were no questions regarding the recent public housing notices distributed to the board.  
*Document Reference: DHCD PHN 2016-30 w/attachments A,B, & C Re: Revised Income Limits for Admission & FMRs for Continued Occupancy. DHCD PHN 2016-31 Re: Regional Capital Assistance Team (RCAT) Advisory Board Elections. DHCD PHN 2016-32 Re: Guidance on Implementation of Changes in Law Pertaining to Veterans. DHCD PHN 2016-33 Re: New AIMM Program Rules and Application. DHCD PHN 2016-34 Re: New Process for Requesting Vacant Unit Funds.*

Review Section 8 Tracking Report:

Mr. Lacey reviewed the Section 8 tracking report through November 2016, with current voucher utilization at 99.86%. He further reviewed the SEMAP scoring of 96%, with the point reduction on a 3-bedroom unit in Bourne whereas the payment standard was below 90%. Falmouth Housing Authority is still designated as a High Performer.

*Document Reference: CY 2016 Section 8 Tracking Report through November 2016. U.S.*

*Department of Housing and Urban Development letter Re: SEMAP indicator for FYE 06/30/2016.*

Review Management Fees Due from FHC Entities:

Management fees were not discussed.

Report from Community Preservation Committee Representative:

There was nothing new to discuss at this time.

NEXT MEETING DATE – Special board meeting Tuesday, November 29, 2016 Falmouth Housing Authority Conference Room to review bylaws, and award the Tatakot project. The next regular board meeting will be December 14, 2016; Harborview Community Room.

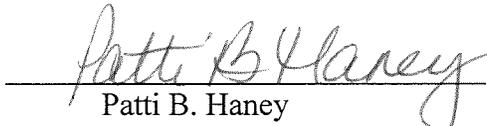
General Session adjourned at 12:18pm.

Moved by Ms. Budrow; Seconded by Ms. Wilson.

4-Ayes          0-Nays          1-Absent          MOTION CARRIED.



Thomas L. Lacey  
Executive Director



Patti B. Haney  
Chairperson

FALMOUTH HOUSING AUTHORITY, 115 SCRANTON AVE., FALMOUTH, MA

GENERAL SESSION:

November 29, 2016

MEMBERS PRESENT:      Patti B. Haney, Chairperson  
                                 Holly Wilson  
                                 Sari Budrow  
                                 Patricia Favulli

MEMBERS ABSENT:      Timothy H. Lineaweaver

STAFF PRESENT:        Thomas L. Lacey, Executive Director  
                                 Robert Arsenault, Maintenance Director

OTHERS PRESENT:      None

The General Session of the Board of Commissioners of the Falmouth Housing Authority was convened at 3:40pm in the Conference Room of the Falmouth Housing Authority office.

NEW BUSINESS

It was decided for efficiency to address the Tatakot walkways bid first, then the bylaws and mission statement.

Tatakot Walkways – Review Bids and Discuss Bid Process – VOTE

Mr. Arsenault presented the two bids received, as well as a document from Greg Zurlo of Winslow Architects, Inc. that detailed the bid process with supporting documentation. In addition, Mr. Zurlo provided a narrative responding to an inquiry about the option to re-bid; his

recommendation was to approve the low bidder as submitted due to the potential resources it could take to defend a decision to rebid, and the fact that both bids were reasonable and within less than \$5,000 of each other. Ms. Budrow moved approval of the low bid of \$33,500.00 by L & L Contracting, Inc. of Braintree, MA; Seconded by Ms. Wilson  
4-Ayes 0-Nays 1-Absent MOTION CARRIED.

*Document References: GC E-Bid: List of bids received 10/26/16 02:00 PM Tataketa Apartments – Walkway/Bridge Replacement 815851. Letter from Greg Zurlo, Winslow Architects, Inc. Re: Tataketa Apartments Walkway/Bridge Replacement – Contract Acceptance.*

Review and Discuss FHA Bylaws and Mission Statement

Ms. Budrow indicated she had obtained mission statements from other housing authorities and read them out loud. After a brief discussion it was decided Ms. Budrow would create a draft mission statement intended to better reflect the mission of the Falmouth Housing Authority. The draft will be reviewed at the next board meeting. The board then collaboratively reviewed the bylaws of the Authority. Proposed changes were discussed, particularly delineating the difference of the Office of the Authority (“Authority”) and the FHA Board of Commissioners (“Board”). In addition, adjustments were suggested to the descriptions within the Officers, Meetings, and Amendments sections to accurately capture the actual functions of each. Mr. Lacey will incorporate the suggested changes within a revised document, with all changes tracked, and that document will be reviewed at the next board meeting.

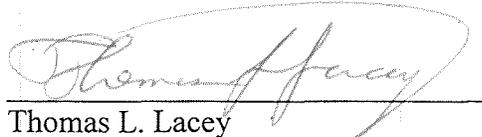
*Document References: Falmouth Housing Authority Mission Statement. Bylaws of the Falmouth Housing Authority.*

NEXT MEETING DATE – December 14, 2016; Harborview Community Room.

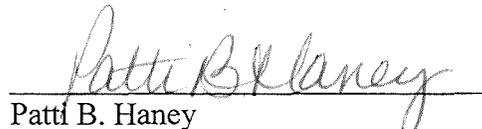
General Session adjourned at 5:40pm.

Moved by Ms. Wilson; Seconded by Ms. Budrow.

4-Ayes 0-Nays 1-Absent MOTION CARRIED.



Thomas L. Lacey  
Executive Director



Patti B. Haney  
Chairperson

FALMOUTH HOUSING AUTHORITY, 115 SCRANTON AVE., FALMOUTH, MA

GENERAL SESSION:

December 21, 2016

MEMBERS PRESENT: Patti B. Haney, Chairperson  
Holly Wilson  
Patricia Favulli

MEMBERS ABSENT: Sari Budrow  
Timothy H. Lineaweaver

STAFF PRESENT: Thomas L. Lacey, Executive Director  
Kimberly Conn, Financial Manager  
Robert Arsenault, Maintenance Director

OTHERS PRESENT: Ernest Mayberry, Harborview

The General Session of the Board of Commissioners of the Falmouth Housing Authority was convened at 12:37pm in the Community Room of Harborview Apartments.

The Chairperson announced that the Secretary will be recording this meeting as usual for the purpose of preparation of meeting minutes.

NEW BUSINESS

### Approval of Minutes

Ms. Favulli moved acceptance of the November 9, 2016 meeting; Seconded by Ms. Wilson.  
3-Ayes          0-Nays          2-Absent          MOTION CARRIED.

The minutes of the November 29, 2016 meeting were tabled.

### Approval of Payment of Bills & HAP Payments

Ms. Wilson moved approval of bills and HAP payments, Seconded by Ms. Favulli.  
3-Ayes          0-Nays          2-Absent          MOTION CARRIED.

### Public, Tenant Representative Comments:

There was no public comment. The board briefly discussed the new rules regarding a tenant appointed board member.

### Update from Maintenance Director on Significant Projects:

#### Tatakot – Walkways:

Mr. Arsenault reported that he held the preconstruction meeting with L&L Contracting, Inc. and they will begin construction of the Tatakot walkways after New Year's.

#### Harborview Windows:

Mr. Arsenault reported that he has spoken with the architects who are working with consultants to provide some preliminary pricing for the replacement of the Harborview windows.

#### Scattered Site (705) Houses – Update on significant projects including roofs, septic systems, and vacant unit rehabilitation:

Maintenance is currently working on a force account project at Montauk Street. The floors have been redone; they are painting, and have completed preliminary work on the bathroom. The kitchen will be going in soon, and the rehangings of doors.

#### Other Maintenance projects:

The Maintenance staff is getting ready for winter; they completed the fall clean ups this past month. Inspections are still in progress for the 705-houses. Lastly, the Maintenance crew has been inundated with turnovers. The board briefly discussed hoarding issues, and egress, which is checked annually at inspection time. Ms. Wilson suggested that Ms. Palmer add a note to her monthly newsletter reminding tenants to make sure their exits are clear.

#### Review Vacancy/Turnover Report:

Mr. Arsenault reported that units 408 and 106 at Harborview have been completed, and they are working on 229 and 307 now. Unit 13 at Choate was completed, and unit 47 at Rose Morin should be done this week and leased up before Christmas.

*Document Reference: Falmouth Housing Authority Vacancy Report through November 2016.*

#### Review Work Order Report:

Mr. Arsenault reported that most of the emergency work orders were no heat calls. There is an issue at Tatakot with some corroding pipes on the domestic hot water lines, but Maintenance has addressed the issues quickly and efficiently.

*Document Reference: Falmouth Housing Authority Work Order Report November 2016.*

### Executive Director's Report

#### Financial Statements – Year to Date Review through October 31, 2016:

Mr. Lacey briefly reviewed the financials for the first four months of the year. There were no significant changes from previous months. There is currently a loss on the management program, but there are enough reserves to offset it. The board briefly discussed the hookup of Town sewer at Tatakot. Mr. Arsenault reported that the "T" was already installed a few years ago at a location he determined; preliminary planning work has begun on how to connect.

*Document Reference: Falmouth Housing Authority Agency Wide Financials through October 2016.*

#### FY 6/30/2017 Budget:

Mr. Lacey distributed the signature pages so that the budget can be submitted to DHCD.

Fee Accountant Contract-VOTE:

Mr. Lacey reviewed the annual fee accountant contract for Fenton, Ewald, & Associates, P.C. for fiscal year 2017. The changes were the addition of a fee for the SNAP program, and a 2.50% increase over the previous contract. After a brief discussion, Ms. Favulli moved to approve the contract with Fenton, Ewald, & Associates, P.C. for fiscal year 2017 dated November 18, 2016 as written; Seconded by Ms. Wilson.

3-Ayes      0-Nays      2-Absent      MOTION CARRIED.

*Document Reference: Contract for Accounting Services between Falmouth Housing Authority and Fenton, Ewald, & Associates, P.C. dated November 18, 2016.*

Falmouth Housing Corporation Contract Update-VOTE:

Mr. Lacey updated the board on the contract negotiations between the Falmouth Housing Authority and the Falmouth Housing Corporation. Mr. Lacey reported FHC had very recently requested a significant change to what had been agreed to in October. He stated the request came through in an email with no discussion and this change would affect staffing and other plans he had been moving forward with. Due to the very late nature of the request, he suggested a one month extension of the current contract to address the issue. After a lengthy discussion the board voted to extend the current contract due to expire on December 31, 2016 for a period of two months - now expiring on February 28, 2017; moved by Ms. Favulli; Seconded by Ms. Wilson.

3-Ayes      0-Nays      2-Absent      MOTION CARRIED.

Mission Statement Update-VOTE:

The Mission Statement discussion was tabled due to time constraints.

Bylaws Update-VOTE:

The Bylaws update discussion was tabled due to time constraints.

Election of officers - VOTE:

The election of officers took place at the last board meeting and will be removed from the agenda.

Discussion Regarding Monthly Board Meeting Date & Time:

The board discussed possible future meeting times, whereas afternoons would be better for most. Possible times discussed were the 2<sup>nd</sup> Wednesday of the month at 1:00 pm or the 2<sup>nd</sup> Tuesday of the month at 1:00 pm. Mr. Lacey will reach out to the absent board members to finalize the regular meeting schedule.

Housing Stabilization Program Update:

Board members inquired about the Town requested audit of the Housing Stabilization Program. Mr. Lacey discussed this being done likely as an Agreed Upon Procedure, and that he would touch base with the audit firm and see if they could incorporate it into the regular scheduled audit that is scheduled for January 31, 2017 through February 2, 2017. Mr. Lacey and Ms. Haney met with Mr. David Vieira, Town Moderator to discuss the Town Meeting vote of funding for the roofs, and septic replacements at the 705-houses. It was discussed that the Department of Revenue is not a regulatory agency and therefore their interpretation of the Community Preservation Act is only advisory. The question now raised is if the requested funds fall under the category of maintenance or preservation. A followup meeting will take place after the holidays. Ms. Wilson expressed her interest in attending the follow up meeting as the Community Preservation Committee appointed representative.

Website Update:

The website discussion was tabled due to time constraints.

Discussion Regarding Staffing:

Ms. Wilson indicated that she was interested in viewing job descriptions of Housing Authority employees. She further brought forward the role of the board was to hire, and evaluate the Executive Director, set policies, and oversee the financials of the organization. She would like to initiate the process of evaluating the Executive Director annually. Mr. Lacey briefly discussed general staffing issues within the Authority and how the transitioning of some of the staffing roles was dependent on the outcome of the finalized FHC contract and adherence to the Union contract, explaining the delay in implementing a new FHC contract was prolonging this issue. Mr. Lacey made it clear that his two primary focuses through the process has been the financial and overall wellbeing of the Authority and also the FHA employees. Therefore some of the staffing changes have been delayed for the reasons discussed.

Falmouth Housing Trust Update:

Mr. Lacey announced that Ms. Anne Connolly notified him that she will be leaving the Falmouth Housing Trust.

Review Recent Public Housing Notices Issued by HUD and/or DHCD:

There was no discussion necessary regarding the notices included in the board packets this month.  
*Document Reference(s): DHCD PHN 2016-36 re: Performance Management Review (PMR) Launch, DHCD PHN 2016-37 re: Guidance on Implementation of Changes in the Law Pertaining to Veteran's, DHCD PHN 2016-38 re: Blanket Property, Crime and Boiler & Machinery Insurance, HUD PIH 2016-18 re: Guidance on Full Flexibility for Eligible Small PHAs, HUD PIH 2016-19 re: Public Housing Operating Subsidy Eligibility Calculations for Calendar Year (CY) 2017, HUD PIH 2016-20 re: Disposition Instructions PHA Retention of No Longer Used Real Property for Public Housing Purposes, HUD PIH 2016-21 re: Guidance on Automation of Capital Fund Program 5-Year Action Plans, HUD PIH 2016-22 re: Environmental Review Requirements for Public Housing Agencies, HUD PIH 2016-22 re: Form HUD-53245, HUD PIH 2016-23 re: Requirements for PHAs Removing all Public Housing Units.*

Review Section 8 Tracking Report:

Review of the Section 8 tracking report was tabled due to time constraints.

Joining the Section 8 Centralized Waiting List – VOTE:

Mr. Lacey reviewed the process of joining the Massachusetts Centralized Section 8 Waiting List. The Housing Authority will exhaust its existing list first. The benefits of the centralized list is that the list is always open, the housing Authority does not have to maintain/purge the list, and the Housing Authority will still be able to keep the same preferences pull applicants that meet the specified criteria based on those preferences. After a brief discussion Ms. Wilson moved to join the Section 8 Centralized Waiting List upon exhaustion of the current Section 8 waitlist; Seconded by Ms. Favulli.

3-Ayes            0-Nays            2-Absent            MOTION CARRIED.

Review Management Fees Due from FHC Entities:

September Management Fees were \$30,178.33.

October Management Fees were \$23,778.81

November Management Fees were \$24,190.11

Holiday Party – VOTE:

Mr. Lacey discussed the annual holiday party that will need to be moved from its usual location. In past years the board has appropriated \$600.00 from the Management budget toward the party. Ms. Favulli moved approval of a \$600.00 allocation towards this year's holiday party; Seconded by Ms. Wilson.

3-Ayes            0-Nays            2-Absent            MOTION CARRIED.

Report from Community Preservation Committee Representative:

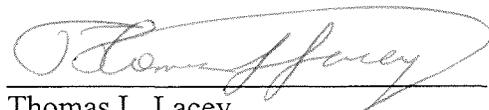
The Community Preservation Committee representative update was tabled due to time constraints.

NEXT MEETING DATE – TBD; Harborview Community Room

General Session adjourned at 2:02pm

Moved by Ms. Favulli; Seconded by Ms. Wilson.

3-Ayes            0-Nays            2-Absent            MOTION CARRIED.



Thomas L. Lacey  
Executive Director



Patti B. Haney  
Chairperson

FALMOUTH HOUSING AUTHORITY, 115 SCRANTON AVE., FALMOUTH, MA

GENERAL SESSION:

January 10, 2017

MEMBERS PRESENT: Patti B. Haney, Chairperson  
Holly Wilson  
Patricia Favulli  
Sari Budrow

MEMBERS ABSENT: Vacant

STAFF PRESENT: Thomas L. Lacey, Executive Director  
Robert Arsenault, Maintenance Director

OTHERS PRESENT: Ernest Mayberry, Harborview

The General Session of the Board of Commissioners of the Falmouth Housing Authority was convened at 1:04pm in the Community Room of Harborview Apartments.

The Chairperson announced that the Secretary will be recording this meeting as usual for the purpose of preparation of meeting minutes.

NEW BUSINESS

Approval of Minutes

Ms. Favulli moved acceptance of the November 29, 2016 meeting; Seconded by Ms. Budrow.  
4-Ayes 0-Nays 1-Vacant MOTION CARRIED.

*Document Reference: Falmouth Housing Authority General Session Minutes, November 29, 2016.*

Ms. Favulli moved acceptance of the December 21, 2016 meeting; Seconded by Ms. Wilson.  
3-Ayes 0-Nays 1-Abstained 1-Vacant MOTION CARRIED.

*Document Reference: Falmouth Housing Authority General Session Minutes, December 21, 2016.*

Approval of Payment of Bills & HAP Payments

Ms. Wilson moved approval of bills and HAP payments, Seconded by Ms. Favulli.  
4-Ayes 0-Nays 1-Vacant MOTION CARRIED.

*Document References: Accounts Payable Summary and Detail, December 2016. Housing Assistance Payment Register, December 2016.*

Public, Tenant Representative Comments:

There was no public comment.

Update from Maintenance Director on Significant Projects:

Tataketa – Walkways:

Mr. Arsenault reported that a change order will be necessary to bring the walkway railings up to code as part of the project. He anticipates having the change order of approximately \$10,000 for the February meeting.

Harborview Windows:

Mr. Arsenault reported that he has spoken with the architects who are working with consultants to provide some preliminary pricing for the Harborview windows. Due to the scope of the project and the various options (repair vs. replacement vs. alteration), cost estimates have been challenging. He expects to have figures this week. This project includes the Administration building.

Harborview – Alarm Panel:

Mr. Arsenault reported the alarm panel (original to the building) is in “trouble” status and parts are virtually impossible to find. While it is still functioning, prompt attention is needed – he is determining whether to do a full replacement or in phases.

Scattered Site (705) Houses – Update on significant projects including roofs, septic systems, and vacant unit rehabilitation:

Maintenance is continuing to work on a force account project at Montauk Street, but work has been slowed due to other work orders, turnovers, and snow removal. He is hoping to have it ready for March 1<sup>st</sup> leaseup. One Maintenance employee is also out temporarily on workers comp.

Other Maintenance projects:

The Maintenance continues to be inundated with turnovers. Mr. Arsenault also described the snow removal process, including the most recent weekend storm.

Review Vacancy/Turnover Report:

There are currently 12-13 turnovers (some are recent and not on the report), some of which are very difficult due to the condition of the units. This is the most at one time in a long while. Ms. Wilson inquired about getting temporary/subcontracted turnover help; Mr. Arsenault replied this had been done in the past and was not cost effective as it was expensive and the end result was of lower quality than turnovers done by Housing Authority staff. Mr. Arsenault described how he balances turnover work with work orders, etc.

*Document Reference: Falmouth Housing Authority Vacancy Report through December 2016.*

Review Work Order Report:

Mr. Arsenault reported that there was an approximately 25% increase in work orders over the previous month. Mr. Arsenault described a current challenge at Harborview where bathtub drains are rusting/rotting after 35+ years and are very difficult to access – access must be from the hallway and can be very time consuming. Ms. Favulli inquired about preventive maintenance and described another Authority where one unit was always vacant on a rotating basis in order to provide sufficient time for rehabilitation. A discussion followed regarding the pros and cons of such a system, including the impact on the vacancy report and essentially reducing the housing stock by one unit. Ms. Wilson inquired about hiring a cleaner to do the cleaning of a turnover; Mr. Arsenault responded that the cleaning is a small portion of the overall turnover and therefore such a system would not be cost effective.

*Document Reference: Falmouth Housing Authority Work Order Report December 2016.*

Executive Director's Report

Mr. Lacey commenced his report with a recognition of the passing of Claire Maguire, an original Harborview tenant and a longtime (close to 25 years) FHA board member.

Notification of Resignation of State Appointed Board Member

There was a discussion about the resignation Timothy Lineaweaver effective January 1, 2017 and the process to replace him. DHCD PHN 2016-27 was referenced, and it was suggested to do a press release and also identify specific individuals to try to find multiple interested candidates, and Ms. Haney indicated there was one person already interested. Mr. Mayberry then notified the board that he had already been through the application process and be appointed; he was just waiting on the final paperwork. This was the first the board had heard of appointment; Mr. Mayberry indicated he began the application process over two months ago and it was a very involved process. A discussion followed; it was decided to continue the process outlined in PHN 2016-27 until notification was received regarding the appointment.

*Document Reference: Timothy H. Lineaweaver Letter of Resignation, December 23, 2016.*

Financial Statements – Year to Date Review through November 30, 2016:

Mr. Lacey briefly reviewed the financials for the first five months of the fiscal year. There were no significant changes from previous months. There is currently a loss of over \$12,000 on the Management program, but after the reports were issued it was discovered there was a salary being charged incorrectly to Management that created the bulk of the loss; this will be corrected in the next set of financial statements. There was a discussion about the upcoming Audit; Mr. Lacey indicated it is scheduled for January 31<sup>st</sup> – February 2<sup>nd</sup> and there will be an Agreed Upon Procedure to test payments from the Housing Stabilization Program. After an inquiry, Mr. Lacey indicated the cost of the Agreed Upon Procedure would be paid from Management funds.

*Document Reference: Falmouth Housing Authority Agency Wide Financials through November 30, 2016.*

Mission Statement Update – VOTE:

Mr. Lacey presented a draft of the updated mission statement stating “The Falmouth Housing Authority is committed to ensuring safe, decent, and affordable housing by working cooperatively

with community, state, federal, and local officials. We strive to make the best use of all available resources so our residents and participants can live in an atmosphere of dignity and respect, free from discrimination.” After a brief discussion, Ms. Budrow suggested changing “We strive...” to “The Falmouth Housing Authority always endeavors...”. Ms. Budrow moved approval of the draft incorporating these changes, seconded by Ms. Wilson.

4-Ayes      0-Nays      1-Vacant      MOTION CARRIED.

*Document Reference: Falmouth Housing Authority Mission Statement Draft, January 10, 2017.*

#### Bylaws Update – VOTE:

This item was tabled pending further information and sufficient time for discussion.

#### Executive Director’s Contract:

Mr. Lacey’s current contract ends June 30, 2017. It is the boilerplate contract provided by DHCD at the time, but within the last month a new DHCD Notice (PHN 2016-40) which provides guidance for future contracts and related processes. Regarding an Executive Director performance review, Mr. Lacey offered to research what is done at other housing authorities and Ms. Wilson offered to research a consultant for a “360 degree evaluation.” Upon inquiry, Mr. Lacey informed the board that the Union contract does not mandate staff performance evaluations, but they can be done by right. There is a discipline and discharge process within the contract.

*Document Reference: Contract of Employment By and Between the Falmouth Housing Authority and Thomas L. Lacey, Executive Director, July 1, 2014 – June 30, 2017.*

#### Staff Job Descriptions:

Mr. Lacey provided an organizational chart for the Falmouth Housing Authority, and differentiated between Union and Management positions. A brief description of each position was also provided. Ms. Favulli inquired if any positions were mandated by the State; Mr. Lacey indicated the Executive Director is the only specified position, and the ED then creates the structure and responsibilities of the positions, subject to the Union contract at FHA.

*Document References: Falmouth Housing Authority Organizational Chart, January 10, 2017. Overview of Falmouth Housing Authority Employee Responsibilities.*

#### Discussion Regarding Board Meeting Location(s):

The board discussed the possibility of returning to meeting at multiple locations (Harborview and Tatakett due to accessibility issues at the other properties). It was also requested that the monthly agenda be posted at all multi-unit properties and on the FHA website. The board also discussed specifying the framework (two minutes for comment, not a discussion) for public/tenant comment at the meetings; Ms. Favulli offered to draft the policy which will be posted on the website when approved.

#### Schedule Board Site Visits:

The board would like to see the other properties so they can have more familiarity with the properties as they are being discussed. A discussion was held regarding the need to post the meeting/visit due to the existence of a quorum. A process for these visits will be discussed at the next meeting.

#### Falmouth Housing Corporation Contract Update:

Mr. Lacey and appropriate management staff will be meeting with Linda Clark on January 20<sup>th</sup> to discuss the changes she wants to make from what was agreed to in October. Mr. Lacey reiterated the challenge of being in limbo about staffing due to the lack of resolution about the contract.

#### Housing Stabilization Program Update:

As referenced earlier, the auditors’ Agreed Upon Procedure to test the Housing Stabilization Program will be part of the upcoming audit that is schedule to start on January 31, 2017.

#### Website Update:

The website is hosted by PHA-Web (FHA software vendor), and updates are done through them. The board discussed improving the website by adding information for the public and making it more user-friendly. It was recommended that all board members and staff review the website and provide their suggestions for improvement. It was also suggested that tenants provide input.

#### Review Recent Public Housing Notices Issued by HUD and/or DHCD:

The two DHCD Public Housing Notices issued since the last meeting focus on Executive Director hiring and contract, for both hiring a new Executive Director and renewing a contract. It was

noted that the notices were timely as Mr. Lacey's current contract ends on June 30, 2017. There were no HUD notices issued since the last board meeting.

*Document Reference(s): DHCD PHN 2016-40 re: DHCD Guidelines for Executive Director Contracts, DHCD PHN 2016-41 re: DHCD Guidelines for LHA Hiring of Executive Director*

Review Section 8 Tracking Report:

It is the first month of the calendar year, so a new Section 8 Tracking Report was created. In January, HUD HAP reimbursement was very close to the actual HAP payments, and the Authority issued 317 of its 319 authorized vouchers.

*Document Reference: CY 2017 Section 8 Tracking Report through January 2017.*

Review Management Fees Due from FHC Entities:

December Management Fees were \$23,901.64. December was a five-week payroll month. There was a discussion regarding the billing process, including why it is a cost reimbursement and overhead contract vs. flat fee.

*Document Reference: Falmouth Housing Corporation invoice, December 2016.*

Report from Community Preservation Committee Representative:

There was no report this month. There was a brief discussion regarding how CPC funds are approved, and who has final approval. Ms. Wilson reiterated her request that she be involved in any meetings or conversations regarding the CPC.

It was suggested that an additional meeting be added every third month or so to allow all topics and discussions be covered sufficiently while still generally maintaining a two hour limit for meetings. A second meeting will be held in February on the 28<sup>th</sup>.

NEXT MEETING DATE – 1:00 pm, February 14, 2017; Harborview Community Room

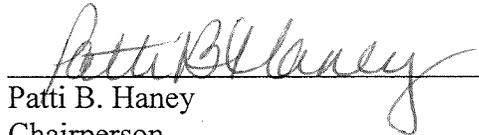
General Session adjourned at 3:32pm.

Moved by Ms. Wilson; Seconded by Ms. Budrow.

4-Ayes      0-Nays      1-Vacant      MOTION CARRIED.



Thomas L. Lacey  
Executive Director



Patti B. Haney  
Chairperson

FALMOUTH HOUSING AUTHORITY, 115 SCRANTON AVE., FALMOUTH, MA

GENERAL SESSION:      February 14, 2017

MEMBERS PRESENT:      Patti B. Haney, Chairperson  
                                 Holly Wilson  
                                 Sari Budrow  
                                 Patricia Favulli  
                                 Ernest Mayberry

MEMBERS ABSENT:      None

STAFF PRESENT:      Thomas L. Lacey, Executive Director  
                                 Kimberly Conn, Financial Manager  
                                 Robert Arsenault, Maintenance Director

OTHERS PRESENT:      Patricia Grace, Esquire  
                                 Paula Roberts, Robert Lovelace, Mary Jane Correia,  
                                 Margaret Romiza, Deborah Labadini, Estelle Young, Harborview

The General Session of the Board of Commissioners of the Falmouth Housing Authority was convened at 1:05pm in the Community Room of Harborview Apartments.

The Chairperson announced that the Secretary will be recording this meeting as usual for the purpose of preparation of meeting minutes. The board welcomed Earnest Mayberry, State Appointee to the board of commissioners. They further agreed to move Public comment to the beginning of the meeting prior to guest speaker, Patricia Grace, Esquire.

## NEW BUSINESS

### Public, Tenant Representative Comments:

Harborview tenants discussed their concerns with the current key sign out policy for kitchen access in the community room. After lengthy conversations, Ms. Favulli moved for Mr. Lacey to set up a meeting with the tenants and the FHA Service Coordinator to discuss this issue further prior to the March board meeting; Seconded by Ms. Budrow.

5-Ayes

0-Nays

MOTION CARRIED

### Guest Speaker Patricia Grace, Esq.

Attorney Patricia Grace has been practicing law for 24 years and represents 49 Public Housing Authorities in Southeastern Massachusetts for their State programs only. She acts through the Executive Director on evictions and tenant issues. She is also available for the tenant selectors. Since she represents so many housing authorities she requests that all communications from Housing Authority boards come through the Chair or Executive Director only. Attorney Patricia Grace reviewed the roles and responsibilities of the Board of Commissioners. Their primary role is to set policies, not to administer or manage the policies, as that is what they hire the Executive Director to do. She reminded the Board of their fiduciary responsibility to the Housing Authority, the fiduciary duty is acting to benefit the Housing Authority or be personally liable. The United States Constitution is the highest form of law, then the statutes passed by Congress or State Legislature [the Federal regulations (CFR) and the State regulations (CMR)]. Attorney Patricia Grace touched upon the following topics and distributed handouts from a few of the pertinent subjects: 121B – State Public Housing Laws, 151B – Discrimination Laws, 31 – Civil Service Laws, 268A State Ethics Laws, Case Laws for example Varney Associates, created the State regional counsel program whereas an Executive Director cannot represent the Authority in an eviction, Jane Doe vs. New Bedford regarding aggressively attacking crime on property. Ms. Grace touched upon 760 CMR8 regarding privacy and confidentiality, whereas new staff members should read and sign, furthermore Board members cannot have access to applicant or tenant information. 760 CMR4 regarding ethics is a case where the regulation is stricter than the ethics law in regards to immediate family members. If an immediate family member is an applicant to a State program then the housing authority should prepare the file and send it to DHCD to make the final decision on whether the applicant should be housed. Ms. Grace reviewed 760 CMR6.03 regarding grievances, tenancy or workplace. A tenant grievance may be regarding a rent calculation, a medical unit transfer, or denial of adding a household member. The first step in the process is to go before the Grievance Officer; the person that loses can then go before the Board. According to the grievance procedure the Board has 45 days to respond to the tenant after the grievance hearing. Ms. Grace briefly touched upon the Civil Service laws, whereas an employee who has worked for the agency for more than five years cannot be discharged, suspended or removed for more than five days without a hearing. Ms. Grace touched upon Chapter 258, Section 2, and informed the board of DHCD's Risk Management Attorney, Sarah O'Leary who should be contacted right away. Finally Ms. Grace touched upon the Do's and Don'ts of board members. Board members should act within the scope of official duties, and don't act with personal interests involved. Don't administer the day to day operations, don't assign tasks to the staff, watch contracts, and don't violate confidentiality. On the DHCD website there is a 2014 Commissioner Training Manual that should be reviewed. Mr. Lacey has previously distributed this to the board as a PDF. Ms. Grace reviewed the procedures of moving Executive Session minutes to general session. Some matters will always remain in Executive Session. If tenant names are within the Executive Session it can be redacted. Executive Sessions of previous years should be reviewed and voted to move over.

*Document Reference: 760 CMR 4, 760 CMR 6.03 & 6.0, 760 CMR 8, Commissioner Do's & Don'ts, Privacy And Confidentiality Regulation, Conflict of Interest 268A, & GL Chapter 258-Section 2 (handouts provided by Patricia Grace, Esquire).*

### Approval of Minutes

Approval of the January 10, 2017 minutes was tabled as they were not available.

### Approval of Payment of Bills & HAP Payments

Ms. Favulli moved approval of bills and HAP payments, Seconded by Mr. Mayberry.

3-Ayes

0-Nays

1-Absent (left early)

1-Abstained

MOTION CARRIED.

## Update from Maintenance Director on Significant Projects:

### Tatakot – Walkways – Change Order – VOTE:

Mr. Arsenault discussed that he received a change order regarding the project requiring modifications to the railings and he is still discussing it, but should be ready to be voted at the next meeting. The company has started demolition.

### Tatakot Sewer Tie-In:

The Town would like sewer tie in to be complete by the spring of 2018. The Housing Authority has to build a pump and tie in all three septic. The preliminary cost estimated was approximately \$340,000, and will need to be put out to bid. This amount does not include the betterment; however the tie-in amount has been estimated within the Capital Plan. A board member suggested that the Housing Authority reach out to the Barnstable County Health Department, Kendall Ayers, Program Manager for a Community Septic Loan Program, who may know of funding sources for this type of project.

### Harborview Windows, Alarm Panel

Mr. Arsenault reviewed the preliminary estimate to replace all of the windows in Harborview and the Admin Office Building, in excess of \$780,000. Not all of the windows need to be replaced as they are not all compromised. The project was estimated so that it can be broken down in stages and Mr. Arsenault is in the processing of reviewing priority areas. Approximately \$300,000 is budgeted within the capital plan. Mr. Arsenault will have made decisions for going out to bid by the next meeting. The Authority would like to go to a sash window as the current windows are very heavy for tenants to open. The alarm panel was not discussed.

### Scattered Site (705) Houses – Update on significant projects including roofs, septic systems, and vacant unit rehabilitation:

The turnover at Montauk Street should be completed by the end of the month; the work was completely done in house through force account billing. A site tour will be set up for the next meeting so that the Commissioners can see the unit.

### Other Maintenance projects:

The past snowstorms were very difficult and there were many electricity outages; therefore no other significant projects have been worked on.

### Review Vacancy/Turnover Report:

Mr. Lacey reviewed the Vacancy/Turnover Report through the 1<sup>st</sup> month of the calendar year, but it skews the occupancy rate to review on a calendar year basis. Mr. Lacey will change the report to view on 12-month rolling basis to make it more accurate. Mr. Arsenault reviewed the lengthy turnovers. Some of the units sat without anyone working in them as the current staff can only handle approximately three turnovers at a time, but there were thirteen at one point. The Board briefly discussed the staffing and the possibility of hiring of another Maintenance position. There is a part-time seasonal position within the budget, but it has been difficult to fill.

*Document Reference: Falmouth Housing Authority Vacancy/Turnover Report January 2017.*

### Review Work Order Report:

Mr. Arsenault reviewed the Work Order Report. The urgent work orders were mostly no heat calls. There was one employee out on worker's comp this past month.

*Document Reference: Falmouth Housing Authority Work Order Report January 2017.*

### Executive Director's Report

#### Notification of appointment of State Appointed Board Member:

As discussed earlier, Mr. Ernest Mayberry has been officially appointed as the State Appointee to the Falmouth Housing Authority Board, expiring on July 16, 2021.

*Document Reference: DHCD Notification letter dated January 19, 2017.*

#### Financial Statements – Year to Date Review through December 31, 2016:

Mr. Lacey briefly reviewed the December 31, 2016 financials, with no questions or comments from the Board. Mr. Lacey will check in with the fee accountant about the Management loss as there may be a salary reclassification entry pending.

*Document Reference: Falmouth Housing Authority Agency Wide Financials through December 31, 2016.*

6/30/2016 Audit Update:

Mr. Lacey briefly discussed the recent audit, whereas the field work has been completed and the finalized draft is forthcoming. The final copy is usually available in March or April as the submission deadline to HUD for a June 30<sup>th</sup> year end is March 31<sup>st</sup> (nine months after the fiscal year end).

Executive Director Review & Contract:

Mr. Lacey's contract ends June 30<sup>th</sup>, 2017, and remains on the agenda for ongoing discussions as the Board is discussing procedures for performance evaluations. At the recent Cape Cod Directors meeting other Executive Directors indicated that there are not usually annual evaluations, just periodic reviews, as needed; if nothing is discussed it is assumed everything is going well. Ms. Wilson discussed "360 degrees review" performance model that she is obtaining information on to be distributed to the Board. As previously discussed, there is a recent Public Housing Notice regarding Executive Director selection and contracts. Mr. Lacey provided an evaluation template that other Authorities utilize.

*Document Reference: Housing Authority Executive Director Performance Evaluation Sample.*

Scheduled Board Site Visits:

Mr. Lacey briefly reviewed the possibility of scheduled site visits so that the board can see the different developments that are being discussed. The Board discussed the possibility of beginning this in May. A site visit will be scheduled for Montauk Street on February 28, 2017 at 12:30pm, prior to the next board meeting scheduled for 1:00pm. Mr. Lacey will post the site visit and the scheduled meeting.

Falmouth Housing Corporation Contract Update-VOTE:

Mr. Lacey reported that he met with the Housing Corporation yesterday and that little progress has been made on hiring someone to fulfill the Administrative position at the Corporation as the mutual agreement was made that the Housing Authority was no longer moving forward with the Administrative portion of the contract. The two month extension that was granted at the December 2016 board meeting is due to expire on February 28, 2017. The Falmouth Housing Corporation is requesting to extend the contract until June 30, 2017. The Board discussed the staffing requirements of the Housing Authority and how the changes will affect the Union Contract. After a brief discussion, Ms. Favulli moved to extend the contract until April 30, 2017, adding the specific language that this is the final extension; Seconded by Ms. Wilson.

4-Ayes      0-Nays      1-Absent      MOTION CARRIED.

Ms. Favulli further inquired about the HAP contracts, Mr. Lacey informed him that Ms. Clark has drafted them and he will be signing them; for clarification these are the Project Based Voucher Contracts.

Housing Stabilization Program Update:

Mr. Lacey submitted the contract for the Agreed-Upon Procedures regarding the Housing Stabilization Program to Ms. Jennifer Petit on February 2, 2017. The audit firm Guyder-Hurley performed these procedures during their annual audit of the Housing Authority. The Town has not responded to the email sent. Ms. Wilson moved that the report conducted by the independent firm be issued and submitted to the Town as originally requested during the review of the program; Seconded by Ms. Favulli.

4-Ayes      0-Nays      1-Absent      MOTION CARRIED.

Review Recent Public Housing Notices Issued by HUD and/or DHCD:

Mr. Lacey reviewed the Public Housing Notice regarding the budget guidelines revision. No other notices were discussed. The earliest commissioner board training scheduled through MassNAHRO is in May 2017.

*Document Reference: DHCD PHN 2017-01 Revised FY2017 Budget Guidelines, DHCD PHN 2017-01 Attachment A, DHCD PHN 2017-01 Attachment B, DHCD PHN 2017-01 Attachment C, DHCD PHN 2017-02 RCAT Advisory Board Election Results, DHCD PHN 2017-03 Emergency Pull Cords, Light Systems, DHCD PHN 2017-04 LHA Board Member Elections, HUD PIH 2017-02 VAWA Self-Petitioner Verification Procedures.*

Review Section 8 Tracking Report:

Not discussed.

Review Management Contract FHC Entities:

Not discussed.

Report from Community Preservation Committee Representative:

Not discussed.

Future Agenda Items:

Not discussed.

Change March Meeting Date:

Not discussed.

NEXT MEETING DATE – February 28, 2017; Harborview Community Room

General Session adjourned at 3:04pm.

Moved by Ms. Wilson as she was departing; Seconded by Mr. Mayberry.

3-Ayes          0-Nays          2-Absent          MOTION CARRIED.



Thomas L. Lacey  
Executive Director



Patti B. Haney  
Chairperson

FALMOUTH HOUSING AUTHORITY, 115 SCRANTON AVE., FALMOUTH, MA

GENERAL SESSION:

February 28, 2017

MEMBERS PRESENT:          Patti B. Haney, Chairperson  
   Holly Wilson  
   Patricia Favulli  
   Ernest Mayberry

MEMBERS ABSENT:          Sari Budrow

STAFF PRESENT:              Thomas L. Lacey, Executive Director  
   Robert Arsenault, Maintenance Director

OTHERS PRESENT:          None

The General Session of the Board of Commissioners of the Falmouth Housing Authority was convened at 12:32pm as a site visit at the recently rehabilitated 12 Montauk Street in East Falmouth.

NEW BUSINESS

View property rehabilitated by FHA Maintenance Department:

The Board toured the recently rehabilitated unit. All work was done by FHA Maintenance staff. Significant improvements included a kitchen renovation (including new cabinets, countertops, flooring, and appliances), carpet removal and sanding/resurfacing of the flooring underneath on the first floor, new carpet on the second floor, complete bathroom renovation, painting throughout the house, and replacement of the electrical service including a new electrical panel and outlets. It was also noted that the boiler was replaced recently under the American Recovery and Reinvestment Act (ARRA) of 2009. A new tenant will be moving in during March.

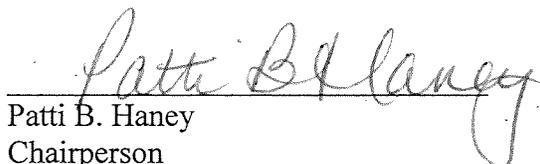
General Session adjourned at 12:51pm.

Moved by Ms. Favulli; Seconded by Mr. Mayberry.

4-Ayes          0-Nays          1-Absent          MOTION CARRIED.



Thomas L. Lacey  
Executive Director



Patti B. Haney  
Chairperson

FALMOUTH HOUSING AUTHORITY, 115 SCRANTON AVE., FALMOUTH, MA

GENERAL SESSION:

February 28, 2017

MEMBERS PRESENT: Patti B. Haney, Chairperson  
Holly Wilson  
Sari Budrow  
Patricia Favulli  
Ernest Mayberry

MEMBERS ABSENT: None

STAFF PRESENT: Thomas L. Lacey, Executive Director  
Robert Arsenault, Maintenance Director

OTHERS PRESENT: Paula Roberts, Robert Lovelace, Patricia Meehan, &  
Deborah Labadini, Harborview

The General Session of the Board of Commissioners of the Falmouth Housing Authority was convened at 1:15pm in the Community Room of Harborview Apartments.

The Chairperson announced that the Secretary will be recording this meeting as usual for the purpose of preparation of meeting minutes.

NEW BUSINESS

Approval of Minutes

Ms. Favulli moved acceptance of the meeting of January 10, 2017; Seconded by Ms. Wilson.  
5-Ayes      0-Nays      MOTION CARRIED.

Public, Tenant Representative Comments:

Harborview residents requested further discussion regarding the policy for the kitchen key, and called attention to a recent article in the Cape Cod Times regarding the required tenant board member of housing authorities. It was also requested that the posting of the agenda for the tenants be in a large font.

Update from Maintenance Director on Significant Projects:

Tatakot – Walkways – VOTE:

Mr. Arsenault reviewed Change Order Number 2, Revision 2 for the Tatakot Walkways, noting that there was not a Change Order Number 1 that needed approval. This change order was for the replacement of the original railings with new materials to bring them up to code. After a brief discussion Ms. Favulli moved to approve Change Order Number 2, Revision 2 dated 2/20/2017 in the amount of \$8,592.36; Seconded by Ms. Wilson.

5-Ayes      0-Nays      MOTION CARRIED.

*Document Reference: L&L Contracting Change Order #2 Revision 2 dated 2/20/17*

Executive Director's Report

Bylaws Update – VOTE:

The board discussed changes to Article III sections 1 and 6, Article II sections 5 and 6. After a brief review the board decided to make the necessary changes as discussed and vote on the bylaws at a later meeting.

Executive Director's Evaluation and Contract:

Ms. Wilson reported that she has been communicating with two consultants and has reviewed the 360 Profile as distributed. The board discussed hiring a consultant to evaluate the Executive Director. They felt the Collins Center should be contacted. Ms. Wilson agreed to contact the Collins Center and DHCD for more information and will report it to Mr. Lacey for distribution to the full board.

Discussion Regarding Board Meeting Location(s):

Tataketa is interested in having the Board of Commissioners meet alternating months at their location. For the March meeting Ms. Pearce could act in Mr. Lacey's absence, and therefore can distribute documents to the board for review while Mr. Lacey is on vacation.

Scheduled Board Site Visits:

The board agreed to schedule site visits at the end of the agenda. The board briefly discussed the easement of the driveway between Schoolhouse Green and Tataketa.

Website Update:

Mr. Lacey submitted the changes previously discussed. Mr. Arsenault will be taking pictures of the properties to be posted to the website with a description about each property. Other information to be added to the website will be forms and documents, as well as meeting minutes.

Review Recent Public Housing Notices Issued by HUD and/or DHCD:

The board discussed the Public Housing Notice from DHCD regarding mandatory board member online training. They further discussed the available trainings at the upcoming MassNAHRO conference at the Sea Crest resort in May. DHCD issued clarification on the board member election, and the board briefly discussed it. They further reviewed HUD's notice regarding Smoke free Public Housing; Falmouth implemented smoke free housing on April 1, 2013. The new HUD policy will require some small changes to the FHA policy which must be completed within 18 months.

*Document Reference: DHCD Public Housing Notice 2017-05 Local Housing Authority Mandatory Board Member Training; DHCD Public Housing Notice 2017-06 Clarification on Board Member Election; HUD PIH-2017-03 HUD Guidance on Instituting and Enforcing Smoke-Free Public Housing Policies*

Review Section 8 Tracking Report:

Mr. Lacey reviewed the Section 8 Tracking Report with utilization at 99.53%.

*Document Reference; CY 2017 Section 8 Tracking Report through February 2017.*

Review Management Fees due from FHC Entities:

The current month's invoice was not available as of the meeting date.

Report from Community Preservation Committee Representative:

The board inquired about the audit report regarding the Housing Stabilization Program. Mr. Lacey reported that he received the draft audit report and will be issuing the final report to the board and the Town once received. The final balance owed to the housing authority is over \$7,000.00. The board briefly discussed the opinion issued by Town Counsel Frank Duffy. The board briefly discussed the outstanding issues surrounding the grant for the state housing units.

Future Agenda Items, Including Discussion of Process:

Monitoring is a possible future agenda item.

NEXT MEETING DATE – March 21, 2017; 1:00pm Tataketa Community Room

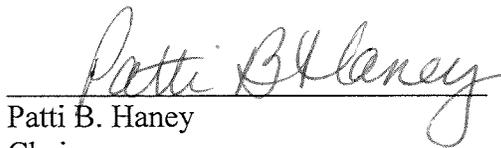
General Session adjourned at 2:53 pm

Moved by Ms. Budrow; Seconded by Ms. Favulli.

5-Ayes      0-Nays      MOTION CARRIED.



Thomas L. Lacey  
Executive Director



Patti B. Haney  
Chairperson

FALMOUTH HOUSING AUTHORITY, 115 SCRANTON AVE., FALMOUTH, MA

GENERAL SESSION:

March 21, 2017

MEMBERS PRESENT: Patti B. Haney, Chairperson  
Holly Wilson  
Sari Budrow  
Patricia Favulli  
Ernest Mayberry

MEMBERS ABSENT: None

STAFF PRESENT: Thomas L. Lacey, Executive Director  
Robert Arsenault, Maintenance Director

OTHERS PRESENT: Dottie Shaver, Genevie Clement, Pat Johnson, Hilda Souza, and  
John Jenks, Tataketa

The General Session of the Board of Commissioners of the Falmouth Housing Authority was convened at 1:01pm in the Community Room of Tataketa Apartments.

The Chairperson announced that the Secretary will be recording this meeting as usual for the purpose of preparation of meeting minutes.

NEW BUSINESS

Approval of Minutes

The minutes of February 14 and 28, 2017 were tabled.

Approval of Payment of Bills and HAP Payments

Ms. Favulli moved approval of bills and HAP payments, Seconded by Ms. Wilson.

5-Ayes          0-Nays          MOTION CARRIED.

Public, Tenant Representative Comments:

Ms. Haney specified the parameters for public comment – two minutes per speaker with no discussion, although pertinent topics may be included on a future agenda. Tataketa residents complimented the new flooring being installed in units at turnover, and also the new kitchens that were recently installed. The residents complimented the company that performed that walkway/bridge renovation.

Update from Maintenance Director on Significant Projects:

Tataketa – Walkways, Sewer Tie-in:

Mr. Arsenault reported that the Tataketa walkway project was mostly complete, with the closeout meeting scheduled for March 22<sup>nd</sup>. The remaining items are improving the traction and obtaining the warranty for the surface. BSS Design is putting a proposal together for the sewer tie-in project.

Harborview – Windows, Alarm Panel:

The bid opening for the Harborview window project is 2:00pm on March 22, 2017. The Board of Commissioners scheduled a special meeting for 1:00pm March 28, 2017 to review the bids and approve the contract. The alarm panel is on hold pending the determination of the cost of the windows.

Scattered Site (705) Houses – Update on significant projects including roofs, septic systems, and vacant unit rehabilitation:

The 705 house on Montauk Street has been leased up. The 705 house on Turner road was vacated and has been leased up again as the turnover was minimal. The house on Meredith Drive was vacated and left in deplorable condition – damage, debris, etc. The Maintenance department will do a cleanup to remove the food waste and debris so the house does not attract rodents and has reasonable curbside appeal, but the Authority will be seeking assistance from DHCD for the rehabilitation of the house. When the RCAT team was onsite, they viewed

several units including the vacant units at Meredith Drive and Fordham Road; Mr. Arsenault will be putting together estimates for the cost of repairs at each of these properties. Ms. Favulli questioned whether there is a cost threshold where a house would be torn down and rebuilt rather than rehabilitated. Mr. Arsenault replied that would be a decision made in conjunction with DHCD and the RCAT team.

Other Maintenance projects:

Maintenance has been doing spring cleanups, including removing downed trees, damaged gutters, and trash removal. There is an ongoing issue of illegal dumping at Authority properties.

Review Vacancy/Turnover Report:

The Vacancy/Turnover Report will now be kept on a 12 month rolling basis. This month is the first report under that format. There were a significant amount of turnovers at once between October and January; resulting in them taking more than 21 days to rehab as well as the unit condition from long term tenancies. As mentioned previously, the house on Meredith Drive was recently vacated on March 3<sup>rd</sup>, but was inadvertently omitted from the report. Mr. Arsenault will review the dates for Tatakot #214 as he believes the length of time listed may be shorter than listed.

*Document Reference: Falmouth Housing Authority Vacancy Turnover Report March 2016 – February 2017.*

Review Work Order Report:

Mr. Arsenault reported that the March work order report shows 108 work orders and is about average. This past month there was also a couple snowstorms and turnovers.

*Document Reference: Falmouth Housing Authority Work Order Report February 2017.*

Executive Director's Report

Financial Statements – Year to date review through January 31, 2017:

Mr. Lacey reviewed the financials through January 2017. Similar to prior months, the current \$21,174 loss in 47-4/5 is due to extraordinary items. All three programs currently showing fiscal year losses have adequate reserves.

*Document Reference: Falmouth Housing Authority Agency Wide Financials through February 28, 2017.*

6/30/2016 Audit:

Mr. Lacey reported the audit is complete and hard copies have been mailed. The A-133 audit has been submitted to the Federal Audit Clearinghouse, and the full audit has been submitted to HUD. Mr. Lacey reported there were seven findings, five of which relate to the CRHI program. A more in depth discussion will occur in the April meeting.

Bylaws Update - VOTE:

Discussion of the Bylaws was tabled until the next meeting.

Policies – Overview and Discussion:

The board received copies of the following policies: air conditioners, cellular telephones, nonsmoking, capitalization, drug-free workplace, office closing, procurement, sexual harassment, travel, and whistleblower. There was a brief discussion regarding the air conditioner policy, and a question whether tenants are charged for air conditioners. Mr. Lacey replied tenants are not charged for the use of the air conditioner, but tenants can hire a contractor to install and/or remove the air conditioner for a fee. After reviewing the enclosed policies, there was a brief discussion regarding reviewing the list of all policies and updating as necessary.

*Document References: Air Conditioner Installation Policy, Cellular Telephones Policy, No Smoking Lease Addendum, Capitalization Policy, Drug-Free Workplace Policy, Office Closing Policy, Procurement Policy, Sexual Harassment Policy, Travel Policy, and Whistleblower Policy.*

Executive Director's Review and Contract:

An email from Ms. Wilson was distributed regarding information for an Executive 360 Proposal she requested from F&H Solutions Group of Memphis, TN. There was a discussion whether this proposal was an employee review/performance evaluation, or whether it was intended to supplement a review/evaluation. There were also questions regarding the executive coaching

that was included in the proposal. Ms. Wilson suggested each board member speak with Jimmy Daniel of F&H Solutions Group, but after a discussion it was decided board members could review the website to obtain the necessary information and generate a list of questions. Ms. Favulli volunteered to contact the Colling Center for information to see if they could be a resource for the review process. Ms. Wilson has also approached the Town's Personnel Director for suggestions but has not heard back.

*Document Reference: Executive 360 Proposal from F&H Solutions Group, March 9, 2017.*

#### Falmouth Housing Corporation Contract:

The final extension through April 30, 2017 has been executed. Mr. Lacey is editing a new contract to reflect what has been agreed to. With the contract becoming a maintenance agreement, and no longer having an administrative component, staffing changes at the Authority will be necessary.

#### Housing Stabilization Program Update:

Mr. Lacey has reviewed a draft of the results of the Agreed Upon Procedures conducted specific to the Housing Stabilization Program during the annual Authority audit. There were no issues/findings. He anticipates receiving the final copy very soon and will forward it to the board when received and also submit to the Town. The Town is still awaiting a response from the Department of Revenue regarding their request for a formal determination of qualified CPA community housing expenses.

#### Monitoring – Discussion of Responsibilities:

Mr. Lacey provided a list of all properties monitored by the Authority. He further described that what constitutes monitoring depends on the stipulations at each particular property. For instance, the Esker Place neighborhood is monitored solely for owner occupancy, while other properties include monitoring for income level. There was also a discussion regarding the follow-up enforcement should a monitoring violation be found. The Authority provides annual monitoring results to the Town on or around May 1<sup>st</sup> of each year.

*Document Reference: Falmouth Housing Authority List of Properties Monitored, December 31, 2016.*

#### Review Recent Public Housing Notices Issued by HUD and/or DHCD:

Notices will be reviewed in the April meeting.

#### Review Section 8 Tracking Report:

Mr. Lacey reviewed the Section 8 Tracking report, whereas the Authority is almost fully leased, down only six vouchers for the calendar year. The reserves are in good shape, currently reimbursement is slightly higher than what is being paid in housing assistance payments.

*Document Reference: CY 2017 Falmouth Housing Authority Section 8 Tracking Report through April 2017.*

#### Review Management Fees due from FHC Entities:

The January 2017 invoice was \$18,682.23 and the February invoice was \$16,268.22.

#### Report from Community Preservation Committee Representative:

Ms. Wilson replied that there was quite a bit going on with Town Meeting coming up. She encouraged the Authority to apply for CPC funding for housing needs; there was a discussion and consensus that it would be premature to apply for funding when there is still so much uncertainty regarding what qualifies for funding – clarification from the Town and the Department of Revenue should happen first.

#### Future Agenda Items and Possible Site Visits:

There were no additional items at this time, but Mr. Lacey will also send an email the week before the next meeting to see if there are any agenda item requests then. A site visit to the Salt Sea Apartments will be added to the April agenda.

#### Tour of Tataketa Apartments Property

The board viewed the almost completed walkway project. The board also viewed two units in the process of being turned over, including the new flooring that is being installed at turnover.



FALMOUTH HOUSING AUTHORITY, 115 SCRANTON AVE., FALMOUTH, MA

GENERAL SESSION:

April 11, 2017

MEMBERS PRESENT: Patti B. Haney, Chairperson  
Holly Wilson  
Sari Budrow  
Patricia Favulli  
Ernest Mayberry

MEMBERS ABSENT: None

STAFF PRESENT: Thomas L. Lacey, Executive Director  
Kimberly Conn, Financial Manager  
Robert Arsenault, Maintenance Director  
Leslie Pearce, Assistant Director

OTHERS PRESENT: Paula Roberts, Mary Jane Correia, Barbara Welch,  
Deborah Labadini, & David Marks, Harborview

The General Session of the Board of Commissioners of the Falmouth Housing Authority was convened at 1:10pm in the Community Room of Harborview Apartments.

The Chairperson announced that the Secretary will be recording this meeting as usual for the purpose of preparation of meeting minutes.

NEW BUSINESS

Approval of Minutes

The minutes of February 14 and 28, and March 21 and 30, 2017 were tabled.

Approval of Payment of Bills & HAP Payments

Ms. Favulli moved approval of bills and HAP payments, Seconded by Mr. Mayberry.  
5-Ayes      0-Nays      MOTION CARRIED.

Public, Tenant Representative Comments:

Harborview tenants complimented the new flooring, painting, and lighting in the community room. They further requested copies of the meeting minutes, which are available at the office once approved by the board. Finally, they reported that the meeting was held to discuss the key policy, but they are not satisfied with the results.

Update from Maintenance Director on Significant Projects:

Tataketa – Walkways – Sewer Tie-in:

Mr. Arsenault reported that the Tataketa walkway project was completed and that all paperwork was in and paid with the exception of the \$2,105 retainage while awaiting the warranty information. He further reported that The Authority has a signed contract with BSS Design regarding the Tataketa sewer tie-in. It will take approximately six weeks for the drawings to be complete; they will design a pump house with grinders and placement of the generator. The existing septic at Tataketa is failing, so the timing of the sewer tie-in is beneficial.

Harborview – Windows, Alarm Panel:

The contractor kickoff meeting for the Harborview window project is scheduled for next Wednesday. The alarm panel project will be on hold as the window project has used up most of the 2015 capital funds as well as the pending cost of the Tataketa sewer tie-in. The alarm panel is in working order, but it is getting difficult to purchase parts for repairs.

Scattered Site (705) Houses – Update on significant projects including roofs, septic systems, and vacant unit rehabilitation:

Mr. Arsenault reported that the Authority is working with the RCAT team to get funding to rehab the vacant houses at Meredith Drive and Fordham Road. He is in the process of putting an

estimate together for Meredith. Mr. Arsenault met with the neighbors and is cleaning up the property of debris.

#### Other Maintenance projects:

Maintenance has installed new flooring in the Harborview Community Room, along with new lighting and painting. They are putting the plows away and getting ready for spring.

#### Review Vacancy/Turnover Report:

There were a significant amount of turnovers at once; resulting in them taking more than 21 days to rehab as well as the unit condition from long term tenancies. The unit at Salt Sea was in deplorable condition, and will remain offline as the Authority is working with the RCAT team and DHCD to convert it to a handicap accessible unit as part of the State Modernization plan; the current budget is \$86,000, but the RCAT team estimates it to be much higher.

*Document Reference: Falmouth Housing Authority Vacancy Turnover Report April 2016 – March 2017.*

#### Review Work Order Report:

Mr. Arsenault reported that the March work order report shows 128 work orders and that is the normal average. This past month they have also done annual fire extinguisher inspections/maintenance. They are also conducting the annual public housing inspections, which generally creates more work orders as they note necessary repairs when they go into a unit.

*Document Reference: Falmouth Housing Authority Work Order Report March 2017.*

#### Executive Director's Report

##### Financial Statements – Year to date review through February 28, 2017:

Mr. Lacey reviewed the financials through February 2017. The 689-Bayberry House is over budget due to the extraordinary maintenance for flooring replacement in the bathrooms and laundry rooms as well as new carpets in some of the bedrooms. When a tenant moves out a turnover is conducted like in the public housing units. All three programs currently showing fiscal year losses have reserves.

*Document Reference: Falmouth Housing Authority Agency Wide Financials through February 28, 2017.*

##### 6/30/2016 Audit, DHCD Agreed-Upon Procedures:

Mr. Lacey reviewed the 6/30/2016 Audit results and DHCD Agreed-Upon Procedures (AUP). Leslie Pearce attended the meeting to review the CRHI program as most of the findings were within this program. This is the new 24 voucher program that was taken over from DHCD/Housing Assistance Corporation. HUD required a housing authority to take it over, and Barnstable declined so Falmouth agreed since the vouchers would have been lost if not; and this is a very vulnerable population that requires the assistance. When Falmouth first took it over, HUD came to review the program all of the findings from the HUD review carried over into the audit report all of which have been corrected or are being corrected. Ms. Pearce reported that this is the most labor intensive program that she has ever worked on. Findings 3-7 are all regarding the CRHI program. The Authority works closely with the Arc of Cape Cod who assists people with disabilities and the AIDS Support Group of Cape Cod assisting people living with AIDS. The 24 vouchers are split between the agencies. Ms. Pearce had to create Memorandum of Understanding (MOU's), which are required but were not in place when the program was transferred; this was amongst many other program requirements that are now in place.

*Document Reference(s): Falmouth Housing Authority Management Letter dated March 20, 2017, Communication to those charged with Governance dated March 20, 2017, Falmouth Housing Authority Audited Financials for June 30, 2016, Falmouth Housing Authority DHCD-AUP for June 30, 2016.*

##### Waitlist Updates:

Ms. Pearce reported that she had a meeting with Trisha Herlihy, Tenant Selection Coordinator and they will be purging the waitlists for both Section 8 and Project Based Vouchers. Once this process is completed they will determine a date in May to reopen the project based list. They have met with MassNAHRO to participate in the Centralized Section 8 Waitlist, but are waiting for the language to be added to the Administrative Plan with the new changes being reviewed in the legislature now; this will most likely be July or August.

Bylaws Update - VOTE:

Discussion of the Bylaws was tabled until the next meeting.

Policies – Nonsmoking, Parking, Keys:

The board reviewed the parking policy and the key policy. The nonsmoking policy is in place, but since HUD recently made all Federal Public Housing nonsmoking FHA policy will need to be adjusted within 18 months to ensure compliance with HUD policy. Updates to the nonsmoking policy will be distributed once available. Ms. Budrow moved approval of the Falmouth Housing Authority Parking Policy and the Falmouth Housing Authority Key Policy as written; Seconded by Mr. Mayberry.

5-Ayes

0-Nays

MOTION CARRIED.

*Document Reference: Falmouth Housing Authority Parking Policy dated April 11, 2017, & Falmouth Housing Authority Key Policy dated April 11, 2017.*

Executive Director's Review and Contract:

The board briefly discussed how they would evaluate the Executive Director. Ms. Favulli will be looking into the Collins Center and Ms. Wilson will be requesting a scope of work for a "360 Degree Review" for a director of a housing authority. Mr. Mayberry added that he feels Mr. Lacey is in line with what is expected of him, and has progressed over the years even more. The board would like to use the review as a tool to set goals and action items and as a basis for contract discussions.

Falmouth Housing Corporation Contract:

As discussed previously, the terms of the contract have been agreed to; Mr. Lacey is working on the language of the new Falmouth Housing Corporation contract and will send it to a contract lawyer for review while simultaneously submitting it to Ms. Clark for review. The board agreed on a date of April 25, 2017 to hold a special meeting to approve the final contract. Ms. Clark has advertised for an Administrative position within her organization as those services will no longer be provided by the Authority within the contract.

Housing Stabilization Program – Agreed Upon Procedures Report:

Mr. Lacey reviewed the Housing Stabilization Program Agreed Upon Procedures report with no findings. He submitted it to the Town last week, but has not heard back from them. Falmouth Housing Authority has done everything the Town has asked in regards to this program.

*Document Reference: Falmouth Housing Authority Housing Stabilization Program Agreed Upon Procedure report for June 30, 2016.*

Website Update:

Mr. Arsenault will be taking pictures of the properties to upload onto the website once the flowers start blooming in the spring. Mr. Lacey is working on a summary of the Falmouth Housing Authority and additional content.

MassNAHRO Annual Conference – May 21-24, 2017:

MassNAHRO has posted their annual conference agenda online. Any board member that would like to attend should contact Mr. Lacey for registration.

Review Recent Public Housing Notices Issued by HUD and/or DHCD:

The board discussed the Public Housing Notice regarding a tenant board member in great detail, but this process has been placed on hold by DHCD. There were no other notices discussed.

*Document Reference(s): DHCD PHN 2017-08 Regulations Update 760 CMR 6:00 Occupancy Standards and Tenant Participation for State-Aided Housing – Withdrawal of proposed section 6:10, HUD PIH 2017-06 Cash Management Requirements for the Housing Choice Voucher Program, DHCD PHN 2017-09 AUP Common Findings and DHCD Procurement Do's & Dont's.*

Review Section 8 Tracking Report:

Mr. Lacey reviewed the Section 8 Tracking report, whereas the Authority is almost fully leased, down only seven vouchers for the calendar year. The reserves are in good shape, currently reimbursement is slightly higher than what is going out.

*Document Reference: CY 2017 Falmouth Housing Authority Section 8 Tracking Report through April 2017.*

Review Management Fees due from FHC Entities:

March 2017 invoice was for \$23,146.91 with a 5<sup>th</sup> week of payroll.

Report from Community Preservation Committee Representative:

The Community Preservation representative reported that town meeting voted CPC funds for the following: The Housing Production Plan Update and Habitat for Humanity Barrows Road Project. The board briefly discussed other Town Meeting items.

Future Agenda Items and Possible Site Visits:

The board briefly discussed future agenda items such as the website, and the Big Fix coming to Falmouth.

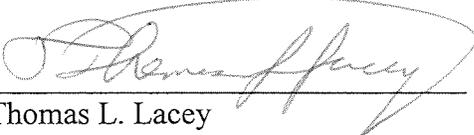
NEXT MEETING DATE – Special meeting on April 25, 2017 Harborview Admin Office Conference Room at 4:00pm. Regular scheduled meeting May 9, 2017; 1:00pm Tatakot Community Room.

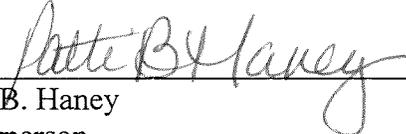
The board agreed to postpone the tour of Salt Sea Apartments Property.

General Session adjourned at 2:51pm.

Moved by Ms. Budrow; Seconded by Mr. Mayberry.

5-Ayes      0-Nays      MOTION CARRIED.

  
Thomas L. Lacey  
Executive Director

  
Patti B. Haney  
Chairperson

FALMOUTH HOUSING AUTHORITY, 115 SCRANTON AVE., FALMOUTH, MA

SPECIAL SESSION :

April 25, 2017

MEMBERS PRESENT:      Patti B. Haney, Chairperson  
Sari Budrow  
Ernest Mayberry  
Holly Wilson

MEMBERS ABSENT:      Patricia Favulli

STAFF PRESENT:      Thomas L. Lacey, Executive Director  
Kimberly Conn, Financial Manager  
Robert Arsenault, Maintenance Director

OTHERS PRESENT:      None

The Special Session of the Board of Commissioners of the Falmouth Housing Authority was convened at 4:00pm in the Conference Room of the Administrative Office.

The Chairperson announced that the Secretary will be recording this meeting as usual for the purpose of preparation of meeting minutes.

NEW BUSINESS

Falmouth Housing Corporation Contract – VOTE:

Mr. Lacey reviewed the contract as submitted to the board. Ms. Clark and Mr. Lacey met previously to make minor revisions. Mr. Lacey reviewed those changes with the board. After a

brief discussion, Mr. Mayberry moved to approve the contract with three minor changes as discussed; Seconded by Ms. Budrow.

3-Ayes      0-Nays      Ms. Wilson-Abstained      1-Absent      MOTION CARRIED.

Executive Director's Review & Contract:

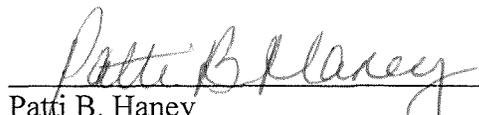
The board tabled this discussion until the May 9, 2017 meeting.

Mr. Mayberry moved to adjourn at 4:19pm; Seconded by Ms. Wilson.

4-Ayes      0-Nays      1-Absent      MOTION CARRIED.



Thomas L. Lacey  
Executive Director



Patti B. Haney  
Chairperson

FALMOUTH HOUSING AUTHORITY, 115 SCRANTON AVE., FALMOUTH, MA

GENERAL SESSION:

May 9, 2017

MEMBERS PRESENT:      Patti B. Haney, Chairperson  
                                 Holly Wilson  
                                 Sari Budrow  
                                 Patricia Favulli  
                                 Ernest Mayberry

MEMBERS ABSENT:      None

STAFF PRESENT:      Thomas L. Lacey, Executive Director  
                                 Kimberly Conn, Financial Manager  
                                 Robert Arsenault, Maintenance Director

OTHERS PRESENT:      Ryan Bray, Falmouth Enterprise, Pat Johnson, Norman Drouin,  
                                 Shirley Lewis, Tatakot; Deborah Labadini, Harborview

The General Session of the Board of Commissioners of the Falmouth Housing Authority was convened at 1:05pm in the Community Room of Tatakot Apartments.

The Chairperson announced that the Secretary will be recording this meeting as usual for the purpose of preparation of meeting minutes.

NEW BUSINESS

Approval of Minutes

Ms. Favulli moved acceptance of the meeting of February 14, 2017; Seconded by Ms. Budrow.

5-Ayes      0-Nays      MOTION CARRIED.

Ms. Favulli moved acceptance of the 12 Montauk Street site visit meeting of February 28, 2017; Seconded by Mr. Mayberry.

4-Ayes      0-Nays      Ms. Budrow-Abstained      MOTION CARRIED.

Ms. Favulli moved acceptance of the meeting of March 21, 2017; Seconded by Mr. Mayberry.

5-Ayes      0-Nays      MOTION CARRIED.

Ms. Favulli moved acceptance of the meeting of March 30, 2017; Seconded by Mr. Mayberry.

3-Ayes      0-Nays      Ms. Budrow & Ms. Wilson-Abstained      MOTION CARRIED.

Ms. Favulli moved acceptance of the meeting of April 11, 2017; Seconded by Ms. Budrow.

5-Ayes      0-Nays      MOTION CARRIED.

Mr. Mayberry moved acceptance of the meeting of April 25, 2017; Seconded by Ms. Budrow.  
4-Ayes            0-Nays            Ms. Favulli-Abstained            MOTION CARRIED.

Approval of Payment of Bills & HAP Payments

Ms. Favulli moved approval of bills and HAP payments, Seconded by Mr. Mayberry.  
5-Ayes            0-Nays            MOTION CARRIED.

Public, Tenant Representative Comments:

A Harborview tenant discussed an incident of feces found in the laundry machines; Mr. Arsenault confirmed that a note was left in the Housing Authority mailbox but did not identify which complex. The machines have been cleaned; it seems to be stemming from the home health aides not cleaning the linens before placing them in the laundry. Further tenants inquired about how to get Public Housing Notices; they are available online or a copy of specific notices can be requested at the office.

Update from Maintenance Director on Significant Projects:

Tataket – Walkways – VOTE:

Mr. Arsenault reviewed the final billing of the Tataket walkways project; all work, documentation, and invoicing has been completed. Ms. Favulli moved to approve the Certificate of Final Completion of the Tataket Walkways project and final payment of \$2,105.00; Seconded by Mr. Mayberry.

5-Ayes            0-Nays            MOTION CARRIED.

*Document Reference: Certificate of Final Completion Tataket Elderly Housing Bridge/Walkway Replacement dated 4-20-17.*

Tataket – Sewer Tie-In:

Mr. Arsenault reported that he has a meeting scheduled with BSS Designs in approximately two weeks to discuss the Tataket Sewer Tie-In, and that they are working on pricing of the grinders. Ms. Favulli recommended requesting a waiver from the Board of Health for the irrigation to be on a separate meter; although not usually allowed they may make an exception for public housing. Mr. Lacey has reached out to Kendall Ayres of Barnstable County to discuss possible funding, and Mr. Arsenault has discussed with Linda Clark of Falmouth Housing Corporation as they are looking into grant money for the tie-in of Schoolhouse Green.

Harborview – Windows, Alarm Panel:

Mr. Arsenault reported that he is negotiating with the contractor selected for the Harborview Window Replacement project, as they found asbestos in the caulking that will need to be abated. They are getting estimates as well as Mr. Arsenault; as the demolition may be removed from the contract and the Authority will contract directly with the asbestos company. The Harborview Alarm Panel replacement will be going out to bid soon, as Mr. Arsenault is working on the scope of work. However, it will be delayed depending on the additional cost of the asbestos abatement for the window project.

Scattered Site (705) Houses – Update on significant projects including roofs, septic systems, and vacant unit rehabilitation:

Mr. Arsenault briefly discussed the vacant 705-Houses as the rehabilitation has been added to the DHCD State Modernization Plan to be discussed later; the first \$25,000 will be incorporated into the capital plan and the difference will be funded by DHCD through Vacant Unit Initiative funds. Mr. Lacey reviewed emails and correspondence received from the Town of Falmouth, regarding determinations and opinions made by the MA Department of Revenue for allowable uses of CPA funds. According to the notices it reads as if the 705-Houses cannot be preserved using CPA funds, but a rental assistance program is allowed; which is the opposite of previous determinations. The opinions have been forwarded to both DHCD and the Community Preservation Coalition as this determination could affect many cities and towns across the Commonwealth who are utilizing CPA funds in similar ways. Since the current determination states that rental assistance is an allowed expense and the audit has been completed regarding the Housing Stabilization Program, the Authority will be resubmitting the request for final payment for the funds disbursed during the duration of the program totaling \$7,669.00.

*Document Reference: E-mail from Peter Johnson Staub dated May 5, 2017; DLS Letter-Allowable Uses of CPA Funds dated 5-1-17; DLS Opinion- Support of Community Housing dated 1-2017; Town of Falmouth Office of Town Counsel Memorandum dated 11-8-2016.*

Other Maintenance projects:

There were no other maintenance projects to discuss.

Review Vacancy/Turnover Report:

Mr. Arsenault reviewed the vacancy turnover report. Two turnovers were completed last month, but there are six more going on. There have been significantly more turnovers than in the past, and they keep coming; previously there were at least a few months at a time of no turnovers, but that has not been the case recently.

*Document Reference: Falmouth Housing Authority Vacancy Turnover Report May 2016 – April 2017.*

Review Work Order Report:

Mr. Arsenault reviewed the April work order report with 119 work orders recorded. The monthly range typically fluctuates usually between 115 and 130. In May they will be working on alarm testing and replacing the batteries in the smoke detectors.

*Document Reference: Falmouth Housing Authority Work Order Report April 2017.*

Executive Director's Report

Financial Statements – Year to date review through March 31, 2017:

Mr. Lacey reviewed the financials through March 2017. There were no significant changes from previous months. Mr. Lacey reviewed the DHCD Performance Management Review (PMR) process as it relates to the financial statements. Part of the process is to review the budget to actual and agencies will be scored accordingly; some Housing Authorities are doing budget revisions to be in line with the actuals. After a brief discussion the board decided that a budget revision would not be worth the time and would defeat the purpose of reviewing budget vs. actual; variances should be just explained at year end.

*Document Reference: Falmouth Housing Authority Agency Wide Financials through March 2017.*

Mr. Arsenault reported that he has hired a seasonal employee that is working two days per week.

DHCD Capital Improvement Plan update-VOTE:

Mr. Lacey reviewed the DHCD (State) Capital Improvement Plan. He reviewed the process, how the system works, and how updates are made. The project #096053 was the rehabilitation at 103 Turner Road in which all was completed except the roof, which was matched with the CPA approved funds. The next project discussed was #096055 for the roof replacements; one of the roof's was removed (14 Ashton) from the project and replaced with another as it is in need of an emergency replacement due to leaks. Other projects discussed in the upcoming year include; 705-house rehabilitations, the sewer tie-in of four houses, and parking, lighting and fencing repairs at Salt Sea. The ADA unit rehabilitation originally earmarked for Salt Sea was removed from the plan as costs were going to exceed \$200,000 for one 480 sq. ft. unit; it didn't make sense to utilize more than a full year's funding for one unit. The following year will include additional Salt Sea parking, lighting and fencing costs and two small kitchens. The next year will primarily focus on the 705-Houses and Choate Lane windows and storm doors; as well as kitchen and bath fans for Choate and Salt Sea. Ms. Budrow moved to approve the updated DHCD Capital Improvement Plan as presented; Seconded by Ms. Favulli.

5-Ayes          0-Nays          MOTION CARRIED.

*Document Reference: Falmouth CIP 2018-2022.*

Mr. Lacey reviewed Amendment #4 to the Capital Improvement Work Plan 5001 in the amount of \$171,892.00 for FY19 Formula Funding Award. Ms. Favulli moved to approve acceptance of the award; Seconded by Ms. Wilson.

5-Ayes          0-Nays          MOTION CARRIED.

*Document Reference: DHCD Amendment #4 CIWP 5001 dated 8/9/16 in the amount of \$171,892.00.*

The board reviewed and signed the Lead Certification Compliance Form.

Bylaws Update – VOTE:

The Bylaws were updated in April, but tabled until this month. Mr. Lacey will send out a final revised draft for review next month.

Executive Director's Review & Contract:

Mr. Lacey submitted a letter of resignation effective at the end of his current contract expiration of June 30, 2017. His intent is to transition out very smoothly. DHCD has recently issued guidelines of hiring an Executive Director. The board agreed that hiring a consultant would streamline the process. Ms. Haney is in the process of getting quotes from consultants that hired Executive Directors in the Housing industry. A special meeting will be necessary to review the consultant's proposals, date to be determined.

*Document Reference: Thomas L. Lacey Resignation Letter dated May 1, 2017.*

Falmouth Housing Corporation Contract -VOTE:

Mass Housing Partnership (MHP) requested two additional changes to the Maintenance Agreement between the Falmouth Housing Authority and the Falmouth Housing Corporation; since they are a third party beneficiary. The board briefly discussed the changes and made one recommendation for revision. Ms. Wilson moved to approve the contract as amended; Seconded by Ms. Budrow.

5-Ayes        0-Nays        MOTION CARRIED.

*Document Reference: Maintenance Agreement effective May 1, 2017 between Falmouth Housing Corporation (Client) & Falmouth Housing Authority (Contractor).*

Policies – List:

Mr. Lacey distributed the current list of approved policies.

*Document Reference: Falmouth Housing Authority List of Policies dated May 9, 2017.*

Waitlist Updates:

The Project Based Voucher list purge is complete and the Housing Authority will be advertising the opening of the list this week. The dates it will be opened are May 15<sup>th</sup> – June 30<sup>th</sup>; which will be advertised on the website, in the Cape Cod Times, and a minority newspaper to be determined. The Section 8 waiting list is still in the process of being exhausted before the transfer to the Centralized Waiting List, and the Housing authority is still waiting for the language changes for the agency plan.

Website Update:

Mr. Lacey submitted some content updates today and all other updates discussed previously will be completed by June 30, 2017.

MassNAHRO Annual Conference – May 21-24, 2017:

Ms. Haney and Ms. Budrow will be attending the conference two days, Ms. Favulli will be attending one day, and Ms. Wilson will contact Mr. Lacey with her availability for attendance.

DHCD Mandatory Board Member Training – Due June 19, 2017:

The notice went out a while ago regarding the Mandatory online training, this was added to the agenda as a reminder of the June 19, 2017 due date.

Review Recent Public Housing Notices Issued by HUD and/or DHCD:

Mr. Lacey reviewed the recently issued public housing notices and the board briefly discussed.  
*Document Reference: DHCD PHN 2017-10 Clarifications to PHN 2017-03 on Emergency Pull-Cord Notification Systems dated 4/28/17, DHCD PHN 2017-11 Notice of Funding Availability for a Better Life (ABL) Planning Grants dated May 3, 2017, DHCD PHN 2017-12 Regulations Update 760 CMR 4.00, 6.00, 47.00, and 63.00 dated May 5, 2017, HUD PHN 2017-07 Guidance related to Eligibility for Shortfall payments for CY-2017 HAP.*

Review Section 8 Tracking Report:

Mr. Lacey reviewed the Section 8 Tracking report. It has been difficult for tenants to lease up due to the tight rental market, and many have recently gone off the program. Falmouth Housing Authority utilization is still at 98.56%; per HUD guidelines this rate should always remain above 93%.

*Document Reference: CY 2017 Section 8 Tracking Report through May 2017.*

Review Management Fees due from FHC Entities:

April 2017 invoice was for \$21,079.33, which was the last month of the extended contract. The Administrative work is still transitioning and is expected to be completed by the end of May.





OTHERS PRESENT: Deborah Labadini, Mary Jane Correia, Margaret Romiza, Patricia Meehan, Paul Grunden, Harborview

The General Session of the Board of Commissioners of the Falmouth Housing Authority was convened at 1:04pm in the Community Room of Harborview Apartments.

The Chairperson announced that the Secretary will be recording this meeting as usual.

#### NEW BUSINESS

##### Approval of Minutes:

Ms. Favulli moved acceptance of the meeting of February 28, 2017; Seconded by Mr. Mayberry.  
5-Ayes            0-Nays            MOTION CARRIED.

Ms. Favulli moved acceptance of the meeting of May 9, 2017 as amended; Seconded by Ms. Burdrow.  
5-Ayes            0-Nays            MOTION CARRIED.

Ms. Favulli moved acceptance of the meeting of May 26, 2017; Seconded by Ms. Burdrow.  
5-Ayes            0-Nays            MOTION CARRIED.

##### Approval of Payment of Bills & HAP Payments:

Ms. Favulli moved approval of bills and HAP payments, Seconded by Ms. Burdrow.  
5-Ayes            0-Nays            MOTION CARRIED.

##### Public, Tenant Representative Comments:

Ms. Labadini mentioned the quality of the drinking water, and Ms. Haney commented that it should get better soon with the town's new system. Ms. Labadini mentioned the a/c in the building was not consistent as some areas are very hot, and mentioned about Comcast Wi-Fi. She further discussed some compromised windows in the complex and brought pictures, as well as some peeling paint on entry doors; tenants should call the office to report the peeling paint. Finally, she inquired about the tenant handbook as some tenants do not have a copy, Ms. Haney said that anyone can get a copy from the office. Ms. Wilson mentioned that the agenda posting in the office foyer was not updated with the current meeting information.

Ms. Burdrow motioned to take the Executive Director's report next; Seconded by Mr. Mayberry.  
5-Ayes            0-Nays            MOTION CARRIED.

#### Executive Director's Report

##### Financial Statements – Year to Date Review through April 30, 2017:

Mr. Lacey reviewed the financials through April 2017 discussing the loss of \$98,692 on 47-4/5 (Amp-1), mostly because of the non-routine repairs including the walkway and bridge repairs at Tataketa. The reserves are still at \$595,325. The other loss is in Management, which still has reserves as well. All other programs are breaking even or have a slight income.

*Document Reference: Falmouth Housing Authority Agency Wide Financials through April 30, 2017.*

#### Update from Maintenance Director on Significant Projects

##### Harborview – Windows, Alarm Panel:

The contractor has conducted another walk through, and has ordered the windows with Harvey. The asbestos remediation will slow the process of how many windows they can install in a day. There is no additional funding available for asbestos removal. Mr. Arsenault is still in the preliminary stages of reviewing options for the alarm panel replacement.

##### Tataketa – Sewer Tie-in:

Mr. Arsenault has been working with the grinder company for the sewer tie-in and is expected to go out to bid in August. The project will take approximately two months to complete once started. The parking area is expected to be done first, as to not disrupt it over the winter. Mr. Arsenault will look into getting a separate meter for the irrigation over at Tataketa, before the sewer tie-in project begins.

Scattered site (705) Houses – Update on Significant Projects including Roofs, Septic Systems, & Vacant Unit Rehabilitation:

Mr. Arsenault reported that he has gotten all of the FISH#'s from DHCD for the upcoming capital improvement plan projects beginning in July. The upcoming projects consist of four sewer tie-ins, roofs and the Housing Authority received some vacant unit funds to rehabilitate two 705-Houses that are currently off-line.

Other Maintenance Projects:

Nothing new to report.

Review Vacancy/Turnover Report:

Mr. Lacey distributed the vacancy/turnover report, and Mr. Arsenault reviewed it. The unit at Harborview is complete & Rose Morin, will be ready soon. The unit at 9 Salt Sea was originally planned to be converted to an accessible unit, but was found too costly, the flooring is completed and the kitchen is being installed today, it will be ready soon. The 705 houses will begin rehabilitation in July as discussed earlier.

*Document Reference: Falmouth Housing Authority Vacancy/Turnover Report June 2016-May 2017.*

Review Work Order Report:

Mr. Arsenault briefly discussed the 134 work orders completed last month. The annual alarm testing was also conducted with the replacement of all batteries in the smoke detectors. Last week the crew began lawn cutting. The Housing Authority just purchased 6-tablets for expediting the work order processing for Maintenance. The work orders will come into Bob, and he will assign them to his staff. This will save processing time as the work orders can now be completed and closed by the maintenance staff right on the tablets. The board briefly discussed the security of the tablets. The front desk will be trained on the new process, and the labeling of work orders.

Executive Director's Report-Continued

Executive Director Search Update & Discussion - VOTE:

The first step is to put together the job description and the advertisement that needs to be approved by DHCD. Mr. Lacey distributed the Falmouth Housing Authority Executive Director Job Description, and advertisement as submitted by Leo Dauwer, Consultant. The board discussed the advertisement at length. Ms. Favulli moved to change the verbiage to "three years supervisory experience of a staff of seven or more, preferred"; Seconded by Mr. Mayberry.

4-Ayes                      1-Nay by Ms. Wilson                      MOTION CARRIED.

Ms. Budrow moved to change the verbiage to "Must have knowledge of local, state, and federal governmental procedures and regulations"; Seconded by Ms. Favulli.

4-Ayes                      1-Nay by Ms. Wilson                      MOTION CARRIED.

Ms. Favulli moved to change the verbiage to "Bachelor's Degree is preferred" and remove the two-years' experience substitution clause; Seconded by Ms. Budrow.

5-Ayes                      0-Nays                      MOTION CARRIED.

Mr. Lacey will submit the revised advertisement to Leo Dauwer today. The Executive Director job description was created by using DHCD's template and adapting it to Falmouth specific properties. Ms. Haney reported on her discussion with Leo Dauwer regarding the Interim Director, and the board discussed possible candidates, specifying any candidate for the Interim will not be considered for the permanent position. They further discussed the prescribed process of hiring the new Executive Director, and the chain of communication during this process. Board members should submit names of possible candidates to Ms. Haney and she will forward to Leo Dauwer for consideration. The board discussed ELoccs access, and per the recommendation of Mr. Lacey agreed that both Ms. Conn & Ms. Pearce get access and communicate internally of who will draw down the funds. The board further discussed an e-mail received from Tracey Johnson-Mack of HUD, who sent information on an exit plan for removing the Executive Director and following up on pending information. The board will be scheduling another meeting in two weeks to review Interim Director candidates.

Bylaws Update - Vote:

The Bylaws updated through discussions at previous meetings have been finalized and distributed. All changes requested have been incorporated. Ms. Wilson moved to approve the final version of the Falmouth Housing Authority Bylaws dated June 11, 2017, adding the signature line for the chair with the board approval date; Seconded by Mr. Mayberry.

5-Ayes            0-Nays            MOTION CARRIED.

*Document Reference: Bylaws of the Falmouth Housing Authority June 11, 2017.*

Waitlist Updates:

Ms. Pearce updated the board on the current waitlists. The Project-Based waitlist has been purged and applications are now available through June 30, 2017. The current Project-Based waitlist has 61 applicants. The Section 8 waitlist has 57 remaining applicants and will be purged, once exhausted Falmouth Housing Authority will join the Centralized Waitlist. The language has been submitted to Mr. Lacey to update the Administrative Plan for joining the Centralized Waitlist.

Centralized Waiting List – Administrative Plan Update:

Mr. Lacey reviewed the Administrative Plan Amendment to join the Centralized Waitlist, as mentioned by Ms. Pearce earlier. Ms. Wilson recommended updating the section with the hours of operation for Wednesday. Ms. Favulli moved to approve the Administrative Plan Amendment for the Centralized Waiting List with the updated Wednesday Office Hours; Seconded by Ms. Budrow.

5-Ayes                            0-Nays                            MOTION CARRIED.

*Document Reference: Administrative Plan Amendment Relating to the Falmouth Housing Authority's Application Process and Use of a Centralized Waiting List dated June 13, 2017.*

Nonsmoking Policy Update - VOTE:

Not discussed.

Emergency (24-hour) Repairs Policy - VOTE:

The board briefly discussed the 24-hour Emergency Repair Policy. Ms. Favulli moved to approve the Failed HQS Inspections – 24 Hour Notice Emergency Plan; Seconded by Ms. Budrow.

5-Ayes                            0-Nays                            MOTION CARRIED.

*Document Reference: Failed HQS Inspections – 24 Hour Notice Emergencies Policy dated June 13, 2017.*

A Better Life Planning Grant - VOTE:

The Cape Cod Housing Authorities discussed partnering together to qualify for the Better Life Planning Grant, but decided it was not feasible under the current grant requirements.

Net Metering Update – VOTE

Mr. Lacey presented the final set of paperwork for the Crystal Springs solar net metering project in Mattapoisett. This included a standard financing estoppel required by PNC Bank, the tax equity provider, to reconfirm the terms of the power purchase agreement (PPA), a standard consent and estoppel required by Deutsche Bank, the debt provider, to also reconfirm the terms of the PPA and consent to collateral assignment of the project for financing purposes, a PPA amendment and waiver that acknowledges the extended PPA dates and a slight increase in the Housing Authority's project allocation, a document confirming signing authority, and the net metering allocation summary specific to the Housing Authority. Mr. Lacey has provided these documents to the attorney who has provided assistance through the process for his review. Mr. Lacey also described that the process for utilization of the net metering credits has been simplified – rather than the Housing Authority tracking and utilizing credits monthly to offset invoices, NRG will be calculating the net benefit monthly and mailing a check along with backup documentation for the calculation. Ms. Budrow moved approval of execution of the documents by Mr. Lacey, pending the attorney's recommendation; Seconded by Ms. Favulli.

5-Ayes                            0-Nays                            MOTION CARRIED.

*Document References: Estoppel Certificate, Solar Power & Services Agreement, NRG DG Crystal Spring LLC and PNC Commercial, LLC; PPA – Estoppel Certificate and Consent, NRG DG Crystal Spring LLC and Falmouth Housing Authority for Duetsche Bank Securities, Inc.; PPA Amendment and Waiver Agreement, Falmouth Housing Authority and NRG DG Crystal*

*Spring LLC; Authorization of Power Purchase Agreement and Amendments; Net Metering Allocation Excel spreadsheet, 12-month usage review.*

Waitlist Updates:

Duplicate agenda item.

DHCD Mandatory Board Member Training – Due June 19, 2017:

Mr. Lacey reminded the board that the mandatory training is due by June 19, 2017.

Review Recent Public Housing Notices Issued by HUD and/or DHCD:

Mr. Lacey reviewed the public housing notices. The VAWA notice will be updated in the Agencies Administrative Plan.

*Document Reference; DHCD PHN 2017-11 Notice of Funding Availability for A Better Life (ABL) Planning Grants dated May 3, 2017; HUD PIH 2017-08 Violence Against Women Reauthorization Act (VAWA) of 2013 Guidance.*

Review Section 8 Tracking Report:

Mr. Lacey reviewed the CY 2017 Section 8 Report, the leasing numbers are beginning to increase and the current voucher utilization is 98.64%.

*Document Reference: CY 2018 Section 8 Tracking Report through June 2017.*

Review Management Fees Due from FHC Entities:

The current invoice was not available as of the meeting date.

Discussion of Possible New Regular Meeting Date/Time - VOTE:

The meeting dates will remain the same for now.

Report from Community Preservation Committee Representative:

Ms. Wilson reported that the CPC discussed the payment of the remaining money due to the Falmouth Housing Authority for the Housing Stabilization Program. Mr. Lacey will be resubmitting the invoices to the Town requesting the payment. The board briefly discussed the Nantucket CPC programs.

Future Agenda Items & Possible Site Visits:

Ms. Wilson will e-mail her ideas for future agenda items to Ms. Haney, but has requested that the Website be added.

Tour of Salt Sea to be rescheduled

NEXT MEETING DATE – July 11, 2017; Tatak Community Room

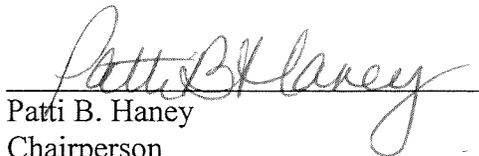
General Session adjourned at 3:09pm

Moved by Ms. Favulli; Seconded by Ms. Wilson.

5-Ayes      0-Nays      MOTION CARRIED.



Thomas L. Lacey  
Executive Director



Patti B. Haney  
Chairperson

FALMOUTH HOUSING AUTHORITY, 115 SCRANTON AVE., FALMOUTH, MA

SPECIAL GENERAL SESSION:

June 29, 2017

MEMBERS PRESENT: Patti B. Haney, Chairperson  
Holly Wilson  
Sari Budrow  
Patricia Favulli  
Ernest Mayberry

MEMBERS ABSENT: None

STAFF PRESENT: Kimberly Conn, Financial Manager

OTHERS PRESENT: None

The General Session of the Board of Commissioners of the Falmouth Housing Authority was convened at 4:05 pm in the Housing Authority Office Conference Room.

The Chairperson announced that the Secretary will be recording this meeting as usual. f meeting minutes.

NEW BUSINESS

Update on search for new Executive Director / Consultant's Recommendations

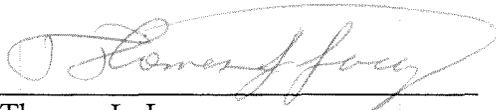
Ms. Haney reported that there was one possible person interested in the Interim Director position. The candidate is currently the head of two or three smaller Housing Authorities, and is willing to work a few days per week utilizing vacation time from the current employer. The board was disappointed that the E-Loccs access they requested at a previous meeting was not processed on schedule and therefore was not in favor of utilizing the existing staff to act as Interim Director. The board reviewed a few other names, that were not recommended by Mr. Leo Dauwer, Consultant. The board would like Mr. Dauwer to recommend a few names to the board for selection at their next meeting. Ms. Haney reported that currently there were only seven resumes submitted for the Executive Director position. Mr. Dauwer will be asked to provide a spreadsheet ranking each candidate. The board agreed to extend the deadline for resumes for two more weeks, with the deadline for Interim candidates to be Friday, July 7, 2017. A board member recommended they look into hiring a local Executive Director to manage this agency along with another housing authority. The board decided to focus on getting an Interim Director while they are collecting more resumes.

The next board meeting is scheduled for July 11, 2017 to review Interim Directors. The board briefly discussed recent possible violations of open meeting law via e-mail, and reiterated the rules. Agenda item requests should be sent to Patti. It was suggested to put the annual reorganization on a future agenda after the Executive Director is in place.

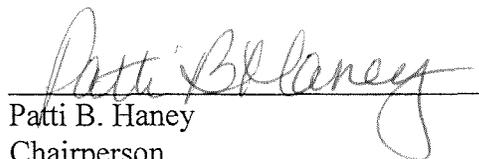
General Session adjourned at 4:49 pm

Moved by Ms. Favulli; Seconded by Ms. Budrow.

5-Ayes      0-Nays      MOTION CARRIED.



Thomas L. Lacey  
Executive Director



Patti B. Haney  
Chairperson