

FALMOUTH HOUSING AUTHORITY
COMMISSIONERS GENERAL SESSION BOARD MEETING MINUTES

Wednesday, June 26, 2024
115 Scranton Avenue, Falmouth, MA 02540
Tel: (508) 548-1977 Fax: (508) 457-7573 www.falmouthhousing.org

The Falmouth Housing Authority conducted a General Session Commissioners Board Meeting Wednesday, June 26, 2024. The general session began at 4:30 p.m. The Board did its best to adhere to posted time frames, but times may have varied. The meeting(s) was held via a virtual meeting pursuant to Massachusetts Governor Charles D. Baker's Order Suspending Certain Provisions of the Open Meeting Law dated March 12, 2020; extended to 2025. The public were invited to join in the general session meeting by going to:

Link: <https://us02web.zoom.us/j/81806170899> Meeting ID: 818 0617 0899

Audio Access: 1-646-558-8656 Meeting ID: 818 0617 0899

MEMBERS PRESENT: Stephen Patton, Chair
Patricia Favulli
Michael Galasso
Kathleen Haynes
Jack Richardson

STAFF PRESENT: Bobbi Richards, Executive Director
Leslie Pearce, Assistant Director
Benjamin Anako, Fiscal Officer
Kevin Donovan, Maintenance Supervisor

OTHERS PRESENT: Laura Bancroft, Sarah Johnson - Rogers & Gray,
Maureen McIver, Recording Secretary

OPEN SESSION

At 4:30 p.m. Stephen Patton called the meeting to order and reviewed regulations for open and remote meetings.

The Insurance presentation was taken out of order to accommodate the presenter's schedule.

-Property and other insurance review – Rogers & Gray – vote

Sarah Johnson appeared with a new proposal to replace the existing one that will expire on July 1st. She noted that there is a 3% increase which is considered good in the present insurance climate. There has been no change in coverages, features, or enhancements. A question arose about actual replacement costs and Sarah Johnson said that she would have someone do an appraisal or an inspection to determine this. A question arose about a blanket building provision that covers 50% of costs. Bobbi Richards noted that the FHA also has flood, auto and cyber insurances.

Resolution 2024-160

Patricia Favulli moved to endorse the Rogers & Gray proposal prepared for the FHA dated June 24, 2024. Kathleen Haynes seconded.

A roll call vote was taken:

Stephen Patton -aye

Patricia Favulli -aye

Michael Galasso-aye

Kathleen Haynes-aye

Jack Richardson-aye

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

Recognition, Announcements and Public Comments

-Welcome to Jack Richardson, Commissioner; Benjamin Anako, Fiscal Officer

-Paul Harris Award (Rotary) to Bobbi Richards for Day of Play

Bobbi Richards said that she was honored to be serving the housing authority through her work with the Rotary Club of Falmouth. She noted that the 6th Day of Play, supported by local businesses, would be held this summer in July and that FHA provides various activities to promote its Section 8 and other housing programs through community outreach.

Items requiring discussion and vote:

-Minutes of May 15, 2024 – vote

Resolution 2024-161

Patricia Favulli moved approve the minutes of May 15, 2024. Kathleen Haynes seconded.

A roll call vote was taken:

Stephen Patton -aye

Patricia Favulli -aye

Michael Galasso-aye

Kathleen Haynes-aye

Jack Richardson-abstain

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

-Electric Panel Replacements at Rose Morin as presented by Delta Wye – Laracy

Electrical Contractors, Inc - \$158,300.00 – vote

Tabled; bidding has just now closed.

-HAP payments and Bills – vote

Resolution 2024-162

Patricia Favulli moved to approve the Bills and HAP payments. Kathleen Haynes seconded.

A roll call vote was taken:

Stephen Patton -aye

Patricia Favulli -aye

Michael Galasso-abstain

Kathleen Haynes-aye

Jack Richardson-aye

4 Ayes (Patton, Favulli, Haynes, Richardson)

0-Nays

1-Abstention (Galasso)

MOTION CARRIED

Financials and public aging reports

Bobbi Richards reported that considerable efforts have resulted in increased collections of past due rents and arrearages due to unpaid cable bills.

Maintenance Department Review of Projects and Vacant Units

-Walkways at Tatakot

Kevin Donovan reported that ceilings have been taken down on the south side of Tatakot.

-Parcel lockers at Harborview

Staff is working with tenants to become comfortable with this new installation.

Eight units are in the process of being turned: 3 at Harborview, 2 at Tatakot, 2 at

Choate/Mayflower, 1 at Salt Sea. Preparing units for new tenants is a priority.

Assistant Director's Leased Housing Report for June 2024

Leslie Pearce presented the June leased housing report. Michael Galasso noted that 18 vacant units of 309 was a vacancy rate of 5.5-6% which was good. Leslie Pearce provided an overview of the programs that appeared on the report and are regularly discussed.

Executive Director's Report of Correspondence and Activities:

Monitoring, collections/legal actions, commissioners required trainings (EOHLC compliance), staff trainings; public aging reports and financials

Bobbi Richards highlighted the monitoring issue. Previous directors apparently entered into agreements, and confirmed these agreements to the Town of Falmouth, with some entities to review tenant eligibility. Bobbi Richards was unable to justify how this cost of labor was covered by FHA in the past; it appeared that the work was performed using existing federal and state funding – which is not allowed. Additionally, union employees could not perform this regular task without both dedicated funding and a revision to their job descriptions to identify this ongoing task. The cost for the Assistant or Executive Director to do monitoring would be cost prohibitive. At a recent event, it was stated by another housing agency, that the work could be performed by that agency at no cost to the developer/owner. FHA agrees that another agency may be better suited to perform the work if it is to be done at no cost. FHA has successfully entered into contracts with developers, in the past few years, at a rate of \$175-\$200 per monitored unit; the fee includes inspections of the units.

The solar contract has been signed. HUD has not yet approved but it has been informed. A schedule has not yet been developed.

Bobbi Richards will film an episode of “Think About It” with Richard Duby on FCTV in July and the focus of the conversation will be income-based housing in Falmouth.

Resolution 2024-163

Kathleen Haynes moved to accept the report of the Executive Director dated 5/14/24.

Patricia Favulli seconded.

A roll call vote was taken:

Stephen Patton -aye
Patricia Favulli -aye
Michael Galasso-aye
Kathleen Haynes-aye
Jack Richardson-aye

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

Next Agenda Items

Annual review of budget by Fenton, Ewald & Associates; write-offs, Needs Assessment project, development committee.

Adjournment

Resolution 2024-164

At 5:25 p.m. Patricia Favulli moved to adjourn. Kathleen Haynes seconded.

A roll call vote was taken:

Stephen Patton -aye
Patricia Favulli -aye
Michael Galasso-aye
Kathleen Haynes-aye
Jack Richardson-aye

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

Relevant Documents

HAP Accounting Register & YTD Landlord Payments as of May 2024

Public Housing Aging through May 2024

Check Payment Register for May 2024

Insurance Proposal presented by Rogers & Gray June 2024

Bid Results for Rose Morin Electric Panel Replacement Project and Drawing for Project by Delta Wye

Leased Housing Summary for June 2024

Draft General Session Minutes of May 15, 2024