

FALMOUTH HOUSING AUTHORITY  
COMMISSIONERS BOARD MEETING MINUTES

Tuesday, August 26, 2021 at 4:30 p.m.

115 Scranton Avenue, Falmouth, MA 02540

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The Falmouth Housing Authority conducted a General Session Commissioners Board Meeting on Tuesday, August 26, 2021 at 4:30 p.m. via a virtual meeting pursuant to Massachusetts Governor Charles D. Baker's Order Suspending Certain Provisions of the Open Meeting Law dated March 12, 2020. The public were invited to join the meeting virtually or via telephone:

Link: <https://us02web.zoom.us/j/85036571826> Meeting ID: 850 3657 1826  
Audio Access: 1-646-558-8656 Meeting ID: 850 3657 1826

MEMBERS PRESENT: Patricia Favulli (*logged on at 4:48 p.m.*)  
Michael Galasso  
Robert Mascali  
Stephen Patton

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

OTHERS PRESENT: Teresa Ewald, Fenton, Ewald & Associates  
Laura Bancroft

OPEN SESSION

Call to Order

In the absence of Patricia Favulli, Robert Mascali called the meeting to order at 4:33 p.m. Steve Patton began to chair the meeting.

Approval of Minutes

General Session Minutes of 7/20/21

General Session Minutes of 8/24/21

Bobbi Richards asked that the minutes be tabled.

Resolution 2022-014

Michael Galasso moved to table the minutes of 7/20/21 and 8/24/21. Robert Mascali seconded.

3-Ayes (Galasso, Mascali, Patton)

0-Nays

MOTION CARRIED

Public Comments

None offered.

### New Business

#### -Lead Paint Law Compliance:

Teresa Ewald explained that this compliance certification was part of the year-end certification process and was a general certification sent to DHCD assuring compliance with regulations. Bobbi Richards shared that, upon hire, the portfolio was reviewed to ensure that a lead compliance certificate was on for each unit. Michael Galasso asked if the units had lead; Bobbi Richards agreed to provide a lead status report for the portfolio at a future meeting so that each unit could be reviewed and discussed. It is Bobbi Richards' understanding that the portfolio is in compliance with the MA law regarding lead compliance and notice to tenants, which is the basis of the vote requested for the purpose of the year-end certification.

### Resolution 2022-015

Michael Galasso moved that the FHA is submitting its year-end certification that it is in compliance with the lead paint laws for the state housing portfolio. Robert Mascali seconded.  
3-Ayes (Galasso, Mascali, Patton)                      0-Nays                      MOTION CARRIED

#### -Top 5 Compensation & Certification of Year End Financial Statements & Tenants Account Receivable Data

Teresa Ewald noted that the information about the top 5 compensation came directly from the payroll system.

Regarding the year end financial statements, the 4001 Program is comprised of 79 units and has reserves of 26% whereas 35% is desirable. The 689 and MRVP programs are small programs and have adequate reserves. Reserves total about \$80,000.00. There will be no reduced funding as a result of lower than desirable reserves. There will be a comment regarding reserves in the PMR state management document. Trying to build up reserves can be put on a list of goals. Michael Galasso noted that the FHA could increase revenue by getting eliminating the 705 portfolio.

Bobbi Richards updated the Board to share that DHCD had made a new determination about the unit on Edgewater Drive and it is now offering monies to assist with the clean out and pest control treatment of the unit. The unit will still need to be renovated, which would be on the list for future funded projects. This means that the unit will remain off-line.

Ms. Ewald said that Top 5 Compensation, Certification of Year End Financial Statements, Tenants Account Receivable Data could be approved in a single vote. Bobbi Richards shared the Top 5 Compensation Report during the meeting via screen share.

### Resolution 2022-016

Steve Patton moved to approve Top 5 Compensation, Certification of Year End Financial Statements, Tenants Account Receivable Data as presented. Michael Galasso seconded.  
4-Ayes (Favulli, Galasso, Mascali, Patton)                      0-Nays                      MOTION CARRIED

#### -Fiscal Year End Certification of Preparer and Executive Director

Ms. Richards and Ms. Ewald will address tomorrow in its report to DHCD; no vote from the Board is necessary.

-Amendment #7 to Capital Fund Award 5001 in the amount of \$291,764

Bobbi Richards explained that when a project is approved, adjustments are made; this is notification of an adjustment to account for the vacant unit award – rehab of 1 unit at both 22 Oak St and 466 Brick Kiln Rd.

Resolution 2022-017

Steve Patton moved to approve Amendment #7 to Capital Fund Award 5001 in the amount of \$291,764. Michael Galasso seconded.

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

Future Agenda Items:

Discuss retreat for Commissioners

Adjournment

Resolution 2021-018

At 5:06 p.m. Steve Patton moved to adjourn. Michael Galasso seconded

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

Relevant Documents

Reports to DHCD as follows:

- Lead paint compliance certificate
- Top 5 Compensation
- Certification of Year End Financial Statements
- Tenants Account Receivable Data

DHCD Amendment #7 to Capital Fund Award 5001