

FALMOUTH HOUSING AUTHORITY  
COMMISSIONERS REGULAR BOARD MEETING MINUTES

Monday, September 19, 2022

115 Scranton Avenue, Falmouth, MA 02540

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The Falmouth Housing Authority conducted a General Session Commissioners Board Meeting on Monday, September 19, 2022. The general session began at 4:30 p.m. The meetings were held via a virtual meeting pursuant to Massachusetts Governor Charles D. Baker's Order Suspending Certain Provisions of the Open Meeting Law dated March 12, 2020.

The public were invited to join in the general session meeting by going to:  
Link: <https://us02web.zoom.us/j/85185890938> Meeting ID: 851 8589 0938  
Audio Access: 1-646-558-8656 Meeting ID: 851 8589 0938

MEMBERS PRESENT: Patricia Favulli (*logged in at 4:37 p.m.*)  
Robert Mascali (*logged out at 5:56 p.m.*)  
Michael Galasso  
Kathleen Haynes  
Steve Patton

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

OTHERS PRESENT: Laura Bancroft, Karen Gardner/Community Health Center  
Doug Brown, Lawrence O'Brien  
Noelle Annonem/Falmouth Enterprise, William Dynan,  
Gardner Miller, Karen Thurber

OPEN SESSION

At 4:34 p.m. Steve Patton called the meeting to order.

Minutes

-Special Session – Public Hearing – 8/30/22 – VOTE

Resolution 2023-028

Kathleen Haynes moved to approve the Public Hearing Minutes of the Special Session held on 8/30/22. Michael Galasso seconded.

A roll call vote was taken:

Michael Galasso-aye

Kathleen Haynes-aye

Steve Patton-aye

Robert Mascali-aye

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

-General Session – 8/30/22 – VOTE

Resolution 2023-029

Kathleen Haynes moved to approve the General Session Minutes of 8/30/22. Michael Galasso seconded.

A roll call vote was taken:

Michael Galasso-aye

Kathleen Haynes-aye

Steve Patton-aye

Robert Mascali-aye

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

-Special Session – Housing Retreat – 9/10/22 – VOTE

Resolution 2023-030

Kathleen Haynes moved to approve the Special Session Minutes of 9/10/22. Michael Galasso seconded.

A roll call vote was taken:

Michael Galasso-aye

Kathleen Haynes-aye

Steve Patton-aye

Robert Mascali-aye

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

Bobbi Richards requested that items be taken out of order to accommodate a presentation and a discussion.

Resolution 2023-031

Kathleen Haynes moved to take items out of order. Michael Galasso seconded.

A roll call vote was taken:

Michael Galasso-aye

Kathleen Haynes-aye

Steve Patton-aye

Robert Mascali-aye

4 Ayes (Galasso, Haynes, Mascali, Patton)

0-Nays

MOTION CARRIED

Community Health Center Station at Harborview Apartments/Onsite Services

Karen Gardner, CEO of the Community Health Center, appeared with an update. Karen Gardner offered a brief history of the health care facility, explaining that prior to COVID, a new determination for the clinic after a DPH change in regulations necessitated further renovations at the site. She said that within a few weeks a final determination by DPH on the minor renovations is expected; a mini RFP will be ready to issue immediately after the determination. The expectation is that the clinic will be back in operation in January 2023. Services offered will include primary care, dental care, behavioral health care, wellness programs, pharmacy, immunization services, nutrition services.

Public Comments

None

241 Scranton Ave, Easement Discussion

The discussion included the following:

- William Dynan stated that he was a Precinct 5 member who had been involved in the matter for a couple of years. Both he and Lawrence O'Brien are Marine veterans. He wanted to see things move forward without litigation saving all parties money. The town should help out.
- Patricia Favulli clarified that the FHA and Town of Falmouth were separate entities.
- Lawrence O'Brien thanked the Board for considering the matter again. He noted that though the motion failed last time, it was a tie vote. Lawrence O'Brien stated that the curb cut for Salt Sea Lane was on his property and everyone needed to work together. If the easement is granted, everything can be kept as it is. If FHA doesn't say yes, it pushes everything back and disturbs everybody. Lawrence O'Brien said there is great rapport with Salt Sea Lane tenants. He asked that the vote be taken again to break the tie.
- Patricia Favulli said that a vote was not on the agenda and so could not be taken.
- Michael Galasso asked why DHCD had a say in this matter if FHA owns the property.
- Patricia Favulli explained that DHCD is a source of funding, and its approval is required just as it is required in order to sell a house.
- Robert Mascali said that he understood that even if the board granted an easement, there would be a long process from that point. He voted in favor of an easement last time because he wanted the state's position to be formalized. He suggested asking for an opinion from the appropriate authority.
- Patricia Favulli said that they can ask again.
- Steve Patton sought clarification about the curb cut.
- Lawrence O'Brien said that he has been waiting on the easement and there are 2 options. The Salt Sea Lane curb cut is on his property.
- Patricia Favulli noted that the board has received no documentation regarding this from an independent civil engineer.

- Doug Brown, Select Board member, explained that the Town Meeting decided not to take property by eminent domain after testimony from Peter McConarty stating that the town had made surveying errors. He said that he would have Peter Johnson-Staub send relevant documents to the board.

In the interest of time, the Board decided to address items needing a vote.

**-2022 Emergency and Non-Presidentially Declared Disaster Fund/HUD Visit**

Bobbi Richards reported that an onsite meeting was held with FHA's HUD Housing Specialist and Financial Analyst. The site visit represents HUD's first visit to the Tatakot property as it relates to the funding request for piping and walkway repairs. Repairs, deconstruction, disposition, tenant vouchers and RAD were discussed. Disposition and RAD could allow for a future build that provides more housing units. The HUD representatives visited the three public housing sites: Rose Morin, Harborview and Tatakot. Reserves in the HCV (voucher program) are high and strategies to spend down the monies were discussed. Increasing contracts rents will spend down the monies; this is the reason for the request for a vote to implement higher payment standards for FHA as soon as possible.

**-FY2023, New Lease Ups & Interim Rent Increase Requests FMRs – VOTE**  
Resolution 2023-032

Steve Patton moved to approve the request to increase rents to 110% of the standard in the area, effective January 1, 2023 and interim rent increases effective October 1<sup>st</sup> and/or as soon as possible. Kathleen Haynes seconded.

A roll call vote was taken:

Michael Galasso-abstain

Kathleen Haynes-aye

Steve Patton-aye

Robert Mascali-aye

Patricia Favulli-aye

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

**-Small Projects Requisition Close Out/Substantial Completion, DHCD #096085–MaxiClean - \$17,350.80 – VOTE**

Bobbi Richards noted that the work was done to the bid but not to standards or values acceptable to FHA. It was recalled that a discussion about the bids questioned the discrepancy between this low bidder and other bidders. Patricia Favulli commented that the smoke detector removed and not put back in place; wires were left hanging from the ceiling. Bobbi Richards commented that FHA wants the unit to reflect the values and appreciation that FHA has for its future tenants. Patricia Favulli commented that the unit next door, completed by FHA staff, in comparison was night and day. Michael Galasso shared that the unit also did not meet his standards and it is a lesson on tightening up our own specs for future projects; if we accept low bids we want to make sure they perform to the standards that we want. It is a learning experience that we will hopefully correct. Bobbi Richards commented that this unit is an example of when you ask the State to identify what a unit needs to go back online, and what the housing authority identifies as what is

needed to put the unit back online. The view is very different and it was illustrated by this experience. The contractor did, however, perform the work as identified in the scope.

Resolution 2023-033

Kathleen Haynes moved to approve the \$17,350.80 for MaxiClean. Robert Mascali seconded.

A roll call vote was taken:

Michael Galasso-aye

Kathleen Haynes-aye

Steve Patton-aye

Robert Mascali-aye

Patricia Favulli-aye

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

Final completion: 466 Brick Kiln/22 Oak St/26 Pinecrest

Resolution 2023-034

Robert Mascali moved to approve \$913.20. Steve Patton seconded.

A roll call vote was taken:

Michael Galasso-aye

Kathleen Haynes-aye

Steve Patton-aye

Robert Mascali-aye

Patricia Favulli-aye

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

Cumulative Work Orders, Zander Corp, DHCD 096071 -\$30,308.95 – VOTE

Bobbi Richards encouraged the Board to drive by both units, 22 Oak and 466 Brick Kiln, to see the renovations. The projects came out beautiful and the housing authority is grateful for the state funding. At 22 Oak, the illegal bathroom conversion, put in by a past tenant, was renovated into a legal bathroom.

Resolution 2023-035

Steve Patton moved to approve the \$30,308.95 that was 13% over the total originally stipulated for Zander Corporation. Kathleen Haynes seconded.

A roll call vote was taken:

Michael Galasso-aye

Kathleen Haynes-aye

Steve Patton-aye

Robert Mascali-aye

Patricia Favulli-aye

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

-Payment of September bills and HAP payments – VOTE

Resolution 2023-036

Steve Patton moved to approve September bills and HAP payments. Kathleen Haynes seconded.

A roll call vote was taken:

Michael Galasso-aye  
Kathleen Haynes-aye  
Steve Patton-aye  
Robert Mascali-aye  
Patricia Favulli-aye

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

-Local Preferences (policy revision) for ACOP and ADMIN Plans – VOTE

Bobbi Richards shared that this matter resulted from a discussion with HUD regarding FHA's local preferences for its federal programs. It was noted that HUD had an issue with including a condition for the length of time that an applicant must reside in Falmouth before qualifying for the preference. The local preference could be removed or kept but HUD did not approve of a time limit for the local residence.

Resolution 2023-037

Kathleen Haynes moved to approve the revision to the local preference, which removes a specified time frame from the consideration. Steve Patton seconded.

A roll call vote was taken:

Michael Galasso-nay  
Kathleen Haynes-aye  
Steve Patton-aye  
Robert Mascali-aye  
Patricia Favulli-aye

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

Flat rents – VOTE

Bobbi Richards reviewed the public housing rents calculation handout, which showed the current income for each household (household names were redacted). The flat rent is currently set at \$1100. Based on the current market rents, an increase to \$1200 for flat rents is requested. This increase will affect approximately four households in the federal public housing portfolio.

Resolution 2023-038

Steve Patton moved to approve the flat rent of \$1200 for the federal public housing portfolio.

Kathleen Haynes seconded.

A roll call vote was taken:

Michael Galasso-aye  
Kathleen Haynes-aye  
Steve Patton-aye  
Robert Mascali-aye  
Patricia Favulli-aye

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

Revision to smoke free policy (all properties) – VOTE

A discussion included the following:

- Some disabled smokers are having trouble complying with the present policy.
- Presently, smokers may not even smoke in their cars on the properties.
- Smoking cessation programs are offered.

- It costs 2.5-3 times as much to rehab the unit of a smoker.
- Bobbi Richards asked that smoking areas be allowed to be developed with the help of the fire department.
- Many other housing authorities have smoking areas including some structures. Presently, tenants have no options.
- There is much time and money spent dealing with complaints and litigation regarding smoking. There has been a fire and ashes from cigarette smoking were discovered in the unit and on the porch.
- On some properties lawn chairs are being set up at adjacent properties.

Resolution 2023-039

Kathleen Haynes moved to accept the requested revision. Steve Patton seconded.

A roll call vote was taken:

Michael Galasso-aye

Kathleen Haynes-aye

Steve Patton-aye

Robert Mascali-aye

Patricia Favulli-aye

4 Ayes (Favulli, Haynes, Patton, Mascali) 1-Nays (Galasso) MOTION CARRIED

Bobbi Richards realized that this is an addendum to the lease agreement and requested that the vote be rescinded to allow for public comment period.

Resolution 2023-040

Kathleen Haynes moved to rescind the previous vote on the addendum to the lease related to smoking. Robert Mascali seconded.

A roll call vote was taken:

Michael Galasso-aye

Kathleen Haynes-aye

Steve Patton-aye

Robert Mascali-aye

Patricia Favulli-aye

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

-Comments from Housing Retreat

FHA is now reviewing the great ideas generated at the retreat. All 5 board members and 13 tenants participated. Goals for moving forward were established; challenges and successes were discussed. Patricia Favulli thanked Michael Galasso for the origination of the idea, sharing that it was a successful event.

- Repositioning of state units; Faircloth Act

During the onsite meeting with HUD, a discussion about federalizing state units (and the disposition of Tataketo to rebuild) included the following:

- 60 state units are available for consideration.
- HUD allows no capital improvements for 5 years after units are repositioned.
- A needs assessment would be vital.

- Establishing a nonprofit may be necessary.
- Choate may be in the best position for consideration; houses may also be accepted.
- Federal control allows for more flexibility than state.
- Rose Morin is an example of a property that was repositioned years ago.
- Current plan at Tatakot, as shared with HUD, is to take basement units offline; rehouse existing tenants until the repairs or another decision is made.
- Michael Galasso shared that if Tatakot is on sewer; it is favorable to the discussion of building more units than FHA currently has.
- Bobbi Richards shared that there is also opportunity for cottage or other style housing on the side of the parking lot where the generator is currently housed.
- Bobbi Richards shared that existing tenants, if disposition were to occur, would receive emergency vouchers and could be housed at another federal public housing site of FHA's and return the voucher, obtain their own housing using the voucher, or they could obtain their own apartment using a voucher, be offered a unit once they are rebuilt and return the voucher.
- HUD also recommended that we house on site, if the piping repairs move forward, and use the basement units once repaired as a hotel room for the next step of tenants that will receive repairs in their units. This avoids costly offsite lodging and food costs.

-Leased housing report: Leslie Pearce reported no significant changes since last month but lease up numbers have been improving.

**-Grants**

Bobbi Richards thanked Patricia Favulli, Michael Galasso and Leslie Pearce for attending the meeting in her absence. The committee approved an increase to the original request of \$42k; approving \$100k to be used for the purpose of an intensive needs assessment.

HUD-No information has been received about the additional funding request. It is FHA's understanding that the HUD reps will share their site observations with other HUD representatives.

Next meeting: Monday, October 17, 2022 at 4:30 p.m.

Items for agenda due by Monday, October 10, 2022

Resolution 2023-041

At 6:14 p.m. Kathleen Haynes moved to adjourn. Steve Patton seconded.

A roll call vote was taken:

Michael Galasso-aye

Kathleen Haynes-aye

Steve Patton-aye

Patricia Favulli-aye

4 Ayes (Favulli, Galasso, Haynes, Patton)

0-Nays

**MOTION CARRIED**



Relevant Documents:

Portfolio Vacancy Review 9.16.22

Fair Cloth Limit Calculation for FHA

HUD RAD Notice, PIH 2019-23

Public Housing Aging Report – August 2022

Check Register – HAP – August 2022

Year to Date Payment History – August 2022

General Session Minutes 8.30.22

Public Hearing Minutes 8.30.22

Special Session Housing Retreat Minutes 9.10.22

FHA Proposed FMRs and Payment Standards at 110%

HUD FMRs for 2023

Flat Rent Report of public elderly housing report

Flat Rent Increase Letter Sample

Falmouth Housing Small Projects Requisition DHCD #096085

Zander Change Order Documents

090685 Bid Specifications

Local Preferences Documents

Smokefree Documents

Leased Housing Report – September 2022