

FALMOUTH HOUSING AUTHORITY
COMMISSIONERS SPECIAL SESSION BOARD MEETING MINUTES

Wednesday, July 3, 2024
115 Scranton Avenue, Falmouth, MA 02540
Tel: (508) 548-1977 Fax: (508) 457-7573 www.falmouthhousing.org

The Falmouth Housing Authority conducted a Special Session Commissioners Board Meeting on Wednesday, July 3, 2024. The 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/85722862756>

Audio Access: 1-646-558-8656

Meeting ID: 857 2286 2756

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

MEMBERS ABSENT: Patricia Favulli

STAFF PRESENT: Bobbi Richards, Executive Director
Kevin Donovan, Maintenance Supervisor

OTHERS PRESENT: Maureen McIver, Recording Secretary

OPEN SESSION

At 4:30 p.m. Steve Patton called the meeting to order and read aloud information regarding open and remote meetings.

Items requiring discussion and vote:

-Minutes of June 26, 2024 General Session – vote

Resolution 2025-001

Kathleen Haynes moved to accept the minutes of June 26, 2024 General Session. Jack Richardson seconded.

A roll call vote was taken:

Stephen Patton -aye

Michael Galasso-aye

Kathleen Haynes-aye

Jack Richardson-aye

4 Ayes (Patton, Galasso, Haynes, Richardson)

0-Nays

MOTION CARRIED

-EOHLC #096103 – 189 Old Barnstable Rd Vacant Unit Turnover/Renovation –
Vote

Bobbi Richards clarified that a vote was being asked for on this initial award of \$135,000 from EOHLC and shared the Scope of Services, as provided by EOHLC. The building has been empty since December. Kevin Donovan said that he had met with EOHLC representatives and RISE is going to upgrade the heating system. He added that the property is in deplorable shape with mold, holes in the walls, a basement full of things, a yard full of debris including two campers and various mechanical parts, such as engine(s). Kevin Donovan recommended that the process begin as soon as possible. Bobbi Richards shared an expectation that the cost to rehabilitate the unit would likely exceed the initial award value.

Bobbi Richards added that the cleanout costs are separate and separated into interior and exterior categories with the interior estimated to cost \$12,000 and the exterior \$15,000. There are additional exterior costs to hire counsel because there are registered vehicles involved. The former tenant was served and the waiting period ends on the 5th. The cost for this process was about \$25,000 and must be paid for by the FHA. The tenant owes about \$12,000 in back rent.

A discussion occurred about who at EOHLC was responsible for determining that the process would take 38 weeks. Bobbi Richards noted that any letters or communications from board members must include the signature of the Board Chair and be shared with FHA management, as board members are not involved in the day-to-day activities of the housing authority. The discussion included policy concerns and whom best at EOHLC would be able to address the matter as a point of regulation and/or policy. Bobbi Richards shared that all commissioners should be included in letters and/or communications sent, from the Board/board members, to EOHLC and such activity must be approved by the Board Chair.

Resolution 2025-002

Kathleen Haynes moved to accept the award of \$135,000 from EOHLC for the property at 189 Old Barnstable Road. Michael Galasso seconded.

A roll call vote was taken:

Stephen Patton -aye

Michael Galasso-aye

Kathleen Haynes-aye

Jack Richardson-aye

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

-EOHLC #096090 – 86 Meredith Roof – CSC-\$20,862k – vote

Kevin Donovan reported that the work on the roof so far was good; the tenant has reported that the work was good and is appreciative of the roof replacement.

Resolution 2025-003

Michael Galasso moved to accept the Certificate of Partial Completion for work done at 86 Meredith for \$10,098. Kathleen Haynes seconded.

A roll call vote was taken:

Stephen Patton -aye

Michael Galasso-aye
Kathleen Haynes-aye
Jack Richardson-aye
4 Ayes (Patton, Galasso, Haynes, Richardson) 0-Nays MOTION CARRIED

-Policy as negotiated -Employee Appearance & Workplace Attire – vote
Bobbi Richards shared that the policy was drafted by the union, based on discussions during the negotiation committee. Bobbi Richards and Stephen Patton served on the committee and agreed to the policy as presented.

Resolution 2025-004

Kathleen Haynes moved to accept the document regarding Employee Appearance & Workplace Attire.

Michael Galasso seconded.

A roll call vote was taken:

Stephen Patton -aye

Michael Galasso-aye

Kathleen Haynes-aye

Jack Richardson-aye

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

Adjournment

Resolution 2025-005

At 4:53 p.m. Kathleen Haynes moved to adjourn. Steve Patton seconded.

A roll call vote was taken:

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Stephen Patton -aye

Michael Galasso-aye

Kathleen Haynes-aye

Jack Richardson-aye

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

Relevant Documents

Draft Employee Appearance & Workplace Attire policy

Draft Minutes of June 26, 2024

096103 EOHL 189 Old Barnstable Renovation Scope of Service

096090 EOHL 86 Meredith Dr Roof Replacement Certificate of Substantial Completion