

FALMOUTH HOUSING AUTHORITY  
COMMISSIONERS BOARD MEETING MINUTES

Tuesday, June 22, 2021 at 4:30 p.m. via ZOOM

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The Falmouth Housing Authority conducted a Special Session Commissioners Board Meeting on Tuesday, June 22, 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 may join in the meeting by going to: <https://us02web.zoom.us/j/82679756947>; Meeting ID: 826 4602 3147 or dial 1-646-558-8656, Meeting ID: 826 4602 3147.

MEMBERS PRESENT: Patricia Favulli  
Robert Mascali  
Stephen Patton  
Michael Galasso

STAFF PRESENT: Bobbi Richards, Executive Director

OTHERS PRESENT: Chris Kicza  
John Winslow

OPEN SESSION

Call to Order

At 4:31 p.m. Patricia Favulli called the meeting to order; items were taken out of order.

Update regarding maintenance projects as follows:

Winslow Architects presents –

Chris Kicza appeared to discuss the change orders and the status of the Harborview piping project. He explained that he was at the site today and work is proceeding toward completion. Work has been pushed back a couple of weeks due to the last change order approved and work undertaken on this. Work is underway on the first floor corridor with new ceilings and carpeting.

Regarding existing conditions that were not able to be anticipated in this occupied building, Mr. Kicza walked the Commissioners through the 5 PCOs:

-For PCO #3 and# 3A several units were found to have corroded nuts under sinks which could not be reused but needed to be replaced. Similarly, several units were found to have corroded flanges which were not visible until the work was done and needed to be replaced. The contractor has photographed and documented all.

-For PCO #6 additional air quality testing is proposed. The original proposal is withdrawn and the new proposal, which includes 3 additional tests, balances to a cost of \$2,439.15

-For PCO #15, damaged existing wiring was discovered today. Old fashioned incandescent light fixtures had bulbs in them which were too hot for them and wiring was scorched. The amount of, not to exceed, -\$2,555.21 was proposed to replace all wiring in the corridor if needed.

-For PCO # 17, Mr. Kicza explained that the flush valve in the men's room urinal was corroded and could not be put back on. A new one was installed.

-Total cost for PCOs is \$10,495.82.

Commissioners 'comments and questions included:

-What percentage of work is complete?

About 95%

-Will there be more change orders?

It was thought and hoped not.

-Michael Galasso noted that the change orders represented less than 10% of the total cost of the project which is pretty good for a project of this scope.

-PCO #3 – MCI – Lav p-trap unit price replacement-\$1,941.94 – VOTE

Resolution 2020-199

Robert Mascali moved to approve PCO #3 for -\$1,941.94 . Michael Galasso seconded.

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

MOTION CARRIED

-PCO #3A – MCI –Toilet flange repair unit price replacement-\$3,085.14- VOTE

Resolution 2020-200

Robert Mascali moved to approve PCO #3A for -\$3,085.14. Michael Galasso seconded.

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

-PCO #06 – MCI –Perform air quality testing-\$2,439.15- VOTE

Resolution 2020-201

Robert Mascali moved to approve PCO #06 for \$2,439.15. Michael Galasso seconded.

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

-PCO #15 – MCI –Replace damaged Romex wiring at 1st floor corridor light fixtures exposed by  
GWB ceiling removal-Harborview Piping Project -\$2,555.21- VOTE

Resolution 2020-202

Robert Mascali moved to approve PCO #15 for a cost not to exceed \$2,555.21. Michael Galasso seconded.

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

-PCO #17 – MCI –Remove existing and install a new Sloan flush valve and a new spud at the 1st  
floor Men’s Room urinal-Harborview Piping Project, \$474.38- VOTE

Resolution 2020-203

Robert Mascali moved to approve PCO #17 for \$474.38. Michael Galasso seconded.

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

Harborview piping project end date and tenant debriefing session (date change)

Ms. Richards said that the anticipated end date is before the next commissioner’s meeting on July 20. The debriefing session will be held via Zoom and is a chance for tenants to ask any questions. An overview of the project will be presented.

A question was raised about whether all PCOs need to be presented to the board.

Approval of Minutes of Special Session – 6/8/21

Resolution 2020-204

Steve Patton moved to approve. Robert Mascali seconded.

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

MOTION CARRIED

New Business

-FHA reopening Thursday, July 1, 2021

Ms. Richards said that public access would be limited. The reception area could only accommodate 2-3 at a time. Appointments will be encouraged. Phone calls and Zoom will continue for business.

-Joe-4-Sun

Michael Galasso said that Joe-4-Sun has struggled to provide services that could reduce the electric bill of low income tenants. It was hoped that they could be allowed to meet on site at the FHA properties.

Ms. Richards explained that only the 25 or so 705s would qualify because tenants of the FHA have electricity costs included in their rents. The 705s have private landlords and it is probably not permissible to share contact information without consent, which the housing authority does not have. Ms. Richards referenced a previous meeting where Joe-4-Sun was encouraged to put ads in local papers and contact the Town for a list of second-home owners, which may represent some of the landlords in town. These avenues would not require participant consent. Patricia Favulli also suggested that Joe-4-Sun consult the Assessors Office.

Report of the Executive Director

-Required Board Member trainings

Ms. Richards explained that the state is having trouble with their web site. Information will be provided as it becomes available. The deadline has been extended two weeks from 6/30/21. Contact to attend the board trainings will be sent directly from DHCD.

-Cable bulk contract-VOTE

Ms. Richards presented the contract which included all the changes requested by the commissioners including HD, no increase and many channels in standard and high-definition at no additional cost to tenants.

Robert Mascali abstained as he is a current member of the Cable Advisory Board.

#### Resolution 2020-205

Steve Patton moved to approve the bulk cable contract for Rose Morin, Harborview, Tataket, Mayflower/Choate and Salt Sea as described. Michael Galasso seconded.

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

Michael Galasso said that he would like to make sure that the cable company would reference the list of channels in the contract.

Ms. Richards said that the vote would need to be restated since this was an amendment.

Michael Galasso said that he wanted to make sure that the list of channels was included. Then he could move approval.

The vote was vacated.

#### Resolution 2020-205

Michael Galasso moved to approve the bulk cable contract with Comcast beginning August 1, 2021 with modifications to paragraph 2 regarding standard channels. Steve Patton seconded.

Ms. Richards expressed concern about what would happen if Comcast rejected the inclusion of the channel lineup as an attachment to the contract as June 30<sup>th</sup> was the deadline to accept. A standard template was used and it did not appear to include the lineup as an attachment. Can this be passed if reference to a separate attachment is handwritten at the bottom of the template contract? Patricia Favulli thought that a statement could be added on the signature page as was done with a previous contract.

Ms. Richards thought that this would be possible but it seemed not likely that changes could be made to paragraph 2.

Michael Galasso said that his aim was to link the list of channels with the contract.

Patricia Favulli suggested calling the list of channels and calling it Addendum A on the signature page.

#### Resolution 2020-205

Michael Galasso moved to approve the bulk cable contract with Comcast, for Rose Morin, Harborview, Tataket, Mayflower/Choate and Salt Sea, beginning August 1, 2021 and authorizing the Executive Director to execute the contract including the list of channels in the contract.

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

-Candidate search for Fiscal Officer

Ms. Richards said that 18 resumes were received. 5-6 will be interviewed with the help of Fenton Ewald.

Next meeting agenda items-due by Tuesday, July 13, 2021

Resolution 2020-206

At 5:30 p.m. Steve Patton moved to adjourn. Robert Mascali seconded.

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

**MOTION CARRIED**

Relevant Documents

Draft Minutes of Special Session of 5/27/21

GC E-bid List for Tatakot Apartments #120, Low Bid – Top Neck Design, Pocasset

Harborview Piping Contract – Current PCO Log and change orders 13, 14, 16, 17

2021 Emergency Safety & Security Grant Submission for Rose Morin

Previous and proposed Comcast Contracts for Rose Morin, Tatakot, Harborview, Mayflower/Choate and Salt Sea public housing units

Draft Vehicle Policy

HAP Accounting Cash Payment/Receipt Register and Landlord Payment History Report

Financials through April 30, 2020 – Fenton, Ewald & Associates

Public housing inactive balance summary 6/4/21 for FY 6/30/21

Fraud recovery inactive balance summary 6/4/21 for FY 6/30/21