

FALMOUTH HOUSING AUTHORITY MINUTES

Commissioners Board Annual Meeting

July 10, 2018 at 1:00 pm

Harborview Apartments – Community Room, 115 Scranton Avenue, Falmouth, MA 02540

115 Scranton Avenue, Falmouth, MA 02540

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www.falmouthhousing.org

The Falmouth Housing Authority Board of Commissioners has the right by vote to take items out of order.

MEMBERS PRESENT: Patricia Favulli, Chairperson
Sari Budrow (*left meeting at 2:28 p.m.*)
Holly Wilson
Ernest Mayberry
Patti Haney (*left meeting at 2:21 p.m.*)

STAFF PRESENT: Bobbi Richards, Executive Director
Leslie Pearce, Assistant Executive Director
Kimberly Conn, Finance Director / Public Housing Manager
Bob Arsenault, Director of Maintenance
Marie Palmer, Jenn Connors, Trisha Herlihy, Debra King,
Sheila Barrows, Catriona Purdy, Michael O'Donnell, Jason
Norton, Donna Blanchette, John Damiano, Joe Collins

OTHERS: Teresa Windrush, Deb Labadini, Joan Wales, Linda Howard, Paula
Roberts, Margaret Romiza, Philip Mendez, Paul Grunden, David
Marks, Patricia Grace, Esq.
Maureen McIver, (Independent Contractor)-Recording Secretary

The General Session of the Board of Commissioners Meeting of the Falmouth Housing Authority was convened at 1:07 p.m. Ms. Favulli called the meeting to order.

Resolution 2019-001

Ms. Haney moved to take the meeting out of order for Ms. Grace's discussion to be presented.
Mr. Mayberry seconded.

5-Ayes (Budrow, Favulli, Haney, Mayberry, Wilson) 0-Nays MOTION CARRIED

Presentation by Patricia Grace, Esq

Grievance Process for Employees:

Ms. Grace noted that the presentation will deal with state properties only. Ms. Grace reviewed grievance regulations involving tenants, employees and program participants. The Board is not usually involved with evictions; however, parties can appeal decisions to the Board regarding rent calculations and non-eviction issues. The Board needs to remain neutral to participate in appeals. For discipline of those with union contracts there is protocol: first an oral reprimand is given by an immediate supervisor with a memo placed in the employee's file, next is a written

reprimand, thirdly, a final warning with possible suspension of a day. Civil service status is achieved after 5 years of employment. The Commissioners need to stay neutral or recuse themselves since they may hear grievances on these matters.

Role of the Board of Commissioners:

The job of the Commissioners is to set policy for the Falmouth Housing Authority. Their job is not to manage the day to day operations of the housing authority. The authority of the board is by majority vote, not individual action. Policies should be consistent and fair. If policies are fair and legal, time can be saved and litigation can be avoided. It is inappropriate for the Commissioners to engage in the day to day activities of the FHA.

Regarding privacy and confidentiality:

The FHA holds much information on tenants and employees. This information needs to be protected. Access to this information is strictly limited by regulation and employees should be trained about how to use this information. The state Ethics office employs a lawyer of the day every afternoon should ethics questions arise.

The DHCD has liability insurance up to \$100,000. Those covered are protected within the scope of their duties but not if they veer out of that scope. Commissioners must honor their fiduciary duty to the FHA.

Open Meeting Law:

The AG has defined deliberation as communication of any medium including by emails. Emailing an agenda or schedule is not considered a deliberation so long as you leave your opinion out of the communication. Board members must be concerned with open meeting laws.

The housing authority staff (Palmer, Connors, Herlihy, King, Barrows, Purdy, O'Donnell, Norton, Blanchette, Damiano and Collins) left the meeting at the conclusion of Ms. Grace's presentation (1:33 p.m.).

Executive Session – Purchase of property on Esker and Alton

M.G.L. Ch. 30A, Section 21(6) – to consider the purchase, exchange, lease or value of real property if the chair declares that an open meeting may have a detrimental effect on the negotiating position of the public body.

Resolution 2019-002

Ms. Favulli recused herself. Ms. Budrow called for a roll call vote to go into Executive Session at 1:35 p.m.

5-Ayes (Budrow, Haney, Mayberry, Wilson) 0-Nays MOTION CARRIED

The general session reconvened at 1:59 p.m.

Approval of Minutes

General Session -March 27, 2018

Resolution 2019-006

Ms. Budrow moved to accept. Mr. Mayberry seconded.

4-Ayes (Budrow, Favulli, Haney, Mayberry) 1- Abstain (Wilson) MOTION CARRIED

General Session – June 12, 2018

Resolution 2019-007

Mr. Mayberry moved to accept. Ms. Haney seconded.

4-Ayes (Budrow, Haney, Mayberry, Wilson) 1-Abstain (Favulli) MOTION CARRIED

Release of Executive Session – December 19, 2017: Tabled to August 2018 meeting

Announcements

Ms. Richards announced that there will be a Commissioner training by MassNahro, hosted by the FHA at the Harborview Apartments. She will email information to Board members.

Public and Tenant Representative Comments

Joan Wales asked who the Grievance Officer is. Ms. Pearce confirmed that it is Peter Clark.

Ms. Richards added that Ms. Cindi Maule also serves as a hearing officer for the HCV program.

Reorganization of the Board

2019-008

Ms. Wilson moved to discuss the reorganization of the Board at the next meeting. Ms. Haney seconded.

5-Ayes (Budrow, Favulli, Haney, Mayberry, Wilson) 0-Nays MOTION CARRIED

Access to Board Meetings

Ms. Richards reported that the FHA received a complaint that someone was not able to access the last meeting held at Tataket because the doors were locked and there was no signage directing the public to the meeting. Signs were placed for the meeting held this day and the Authority will ensure that the doors are unlocked for public access to the meeting which will be held at Tataket in August. Signage will be placed at both locations (Harborview and Tataket) the morning of each Board meeting. Ms. Richards stated that a member of the public asked to be notified by email when the agenda is posted. Ms. Richards shared that to remember to email one member of the public each month may lead to an administrative burden and/or an unintentional oversight. Ms. Richards also shared that the Town provides a notification service to the public that is designed to share information regarding posted notices at the Town – the Authority posts its' Agenda at the Town at least 48 hours prior to the meeting date. Ms. Richards will contact the member of the public who requested notification service and ask them if they would be willing to sign up for the Town notification to ensure that there is no disruption in notification services (i.e. due to vacations, oversight, etc.) from the Authority.

Report of the Maintenance Director

- Federal Properties: Harborview, Tataket, Rose Morin:
Harborview window work is under review. Decks at Tataket and roofs at Rose Morin are also under review.
- State Properties: Choate, Salt Sea, 705's Scattered Site Houses, 689-Bayberry: Installers did a good job on the 2 septic systems that were just replaced. Inspections are ongoing on the 705s.
- The maintenance staff is shorthanded; an advertisement has been placed with multiple newspapers announcing the Maintenance/Labor Tech position.
- There were 256 work orders this month.
- Two federal turnovers were at 15 and 17 days. One state turnover was at 13 days.
- Salt Sea – Sewer connection to Town of Falmouth Little Pond: Wastewater Superintendent Amy Lowell stated that Salt Sea expansion is not eligible for connection

to town sewer. Ms. Richards will review the site plans and receive recommendations regarding whether or not additional units may be added on the site without connecting to Town sewer and its effect on the current septic system.

Report of the Financial Manager

- MMDT – Massachusetts Municipal Depository Trust - VOTE
Ms. Conn explained that the FHA has had this account for many years and now needs signatures to access funds.

Resolution 2019-009

Ms. Haney moved to authorize Ms. Richards, Ms. Pearce and Ms. Conn as signatories to transfer funds and the Board of Commissioners as signatories as the holder of the funds. Ms. Budrow seconded.

5-Ayes (Budrow, Favulli, Haney, Mayberry, Wilson) 0-Nays MOTION CARRIED

- Payment of bills and approval of HAP payments - VOTE

Resolution 2019-010

Ms. Haney moved to authorize payment of bills and HAP payments. Mr. Mayberry seconded.

5-Ayes (Budrow, Favulli, Haney, Mayberry, Wilson) 0-Nays MOTION CARRIED

- Financial statements month-end review through May 31, 2018
- Review of management fees due from FHC entities – Ms. Conn will present this information at the next meeting.

Ms. Richards asked whether or not the check signers needed additional information, beyond the approved invoices, at the time of check signing. Ms. Favulli stated that the invoices were clear and no further information was required to be provided at this time.

Report of the Assistant Director

- Waiting list updates: Eligibility has been completed.
- Section 8 tracking report: Interviews are scheduled.

Report of the Executive Director

- State waiting list (CHAMP): This is a centralized list.
- No Smoking Policy for FHA properties: Ms. Richards provided a copy of the current No Smoking Lease Addendum and asked the Board to review it for discussion at the August meeting. Our Bayberry tenant, Vinfen, has asked to be exempted from the no smoking requirement for its sub-tenants. Also, in past years the No Smoking Lease Addendum was not provided to 705 tenants. The lease addendum, however, states that it applies to all FHA properties.
- Report of Correspondence, Activities and Training Opportunities: Generators are being sought for Salt Sea and Choate. A 3% loan has been offered by EDIC. Ms. Richards is looking at how to repay a loan and will reach out for clarification to DHCD. Proposals are being sought for security patrols at Rose Morin as there has been an increase in drug activity and police visits there.
A grant application for the Mainstream Voucher program has been submitted. The value of this grant is approximately 1.4 million per year based on FHA's request of 85 vouchers and it's aim is to serve the young disabled (under 62 years of age) homeless individuals. One person has requested a transfer citing racial tensions at a federal property; racial epithets against the Executive Director are being used in the common areas of another

federal housing building. Ms. Richards is concerned regarding fair housing issues that may relate to these circumstances and will reach out to HUD for guidance on how to best resolve address the issues portfolio-wide. Ms. Richards has addressed shared the issue with the tenants that participate in the on-going tenant handbook meetings so that they are aware of the concerns and behavior. Ms. Richards is researching past and future marketing efforts (waiting list, community presentations and other outreach activities) to ensure that the composition of FHA properties accurately reflect the diversity of the Town of Falmouth. Both HUD and MCAD may offer fair housing training, which will be open to all tenants and staff.

Future agenda items – Due to FHA by August 7, 2018

Next scheduled meetings (pending discussion regarding other proposed 2018 dates) – 1:00 pm on Tuesday, August 14, 2018; Tatak Community Room*

Resolution 2019-011

At 2:21 p.m. Ms. Wilson moved to adjourn. Mr. Mayberry seconded.

3-Ayes (Favulli, Mayberry, Wilson)

0-Nays

MOTION CARRIED

Documents used or distributed to the Board in preparation for this meeting:

Executive Director's Report: Correspondence and Activities through July 9, 2010

Overview of HUD's Part 58 Environmental Review Procedures 1-Day Training Workshop

Notice of Review and Comment Period for Falmouth's Housing Authority's Agency Plans and Public Hearing Regarding Said Plans, published in the Falmouth Enterprise on June 22, 2018

Approval of Annual Contributions Contract Fiscal Year 2018 Notice from DHCD (5/31/18)

Sunnarborg, Karen - Housing and Planning Consultant E-mail (6/29/18)

Falmouth Fire and Rescue Department Letter regarding Identified Egresses at Rose Morin (6/29/18)

Lowell, Amy – Wastewater Superintendent E-mail regarding Salt Sea and Town Sewer Capacity (7/3/18)

No Smoking Lease Addendum (effective 4/1/13)

White, Susan – Director of Affordable Housing/Vinfen E-mail regarding No Smoking Lease Addendum (6/12/18)

Sample Notice to Tenants regarding Smoking (7/9/18) provided to Susan White for Consideration of Further Use with her Tenants

DCHD Champ Training Registration Form

Revised Board of Commissioners Listing (as posted at the housing authority)

Falmouth Road Race – Letter (7/5/18) regarding decline of donation for generator project

FHA Draft General Session Minutes of 6/12/18 and 3/27/18

FHA Draft Executive Session Report of December 19, 2017

FHA Report of Management Fees billed to FHC (6/7/18)

FHA Vacancy Turn over Report (July 2017 – June 2018)

FHA Section 8 Utilization Report (January 2018 – June 2018)

FHA HAP Accounting Cash Payment/Receipt Register – All Programs (June 2018)

FHA Work Order Report (June 1-30, 2018)

FHA Revolving Account – Cape Five #3133 (May 2018)

Fenton, Ewald & Associates Financial Statements as of May 31, 2018

*The location of this meeting is handicap accessible, and reasonable accommodations will be provided to persons requiring assistance. To request assistance, please contact the Executive Director, Bobbi Richards, at least two business days before the meeting, by email: brichards@falmouthhousing.org or phone: 508-548-1977.
For TTY/TDD, dial 800-545-1833, Ext. 185

FALMOUTH HOUSING AUTHORITY MINUTES
PUBLIC HEARING REGARDING 1YEAR AND 5 YEAR PLANS

August 14, 2018 at 1:00 pm
Tatakett Apartments – Community Room
138 Teaticket Highway, Falmouth, MA 02536

OPEN SESSION

MEMBERS PRESENT: Patricia Favulli, Chairperson
Sari Budrow
Ernest Mayberry

STAFF PRESENT: Bobbi Richards, Executive Director
Leslie Pearce, Assistant Executive Director
Nicholas Devonis
Bob Arsenault, Director of Maintenance

OTHERS: Maureen McIver, (Independent Contractor)-Recording Secretary

The Public Hearing regarding the Agency 1 year and 5-year plan was convened at 1:05 p.m. by Ms. Favulli.

Public Hearing Regarding Agency Plans (1-year, 5-year):

Ms. Richards explained that HUD has allocated an additional \$164,000 so the 1 year and 5-year plans needed to be revised. She reviewed the draft revisions in detail.

Comments received June 22, 2018 to August 6, 2018:

Input has been solicited over the past several months from tenants and the community in general; no additional public comment was received.

Other comments: No public comment was offered at the meeting.

Agency one-year and five-year plans – VOTE

Notice of Review and Comment Period for Falmouth Housing Authority's Agency Plans and Public Hearing Regarding Said Plans was published in the Falmouth Enterprise newspaper on June 22, 2018 and was listed on the Falmouth Housing Authority's website (www.falmouthhousing.org)

Resolution 2019-012

Ms. Budrow moved to approve. Mr. Mayberry seconded.

3-Ayes (Budrow, Favulli, Mayberry) 0-Nays MOTION CARRIED

Resolution 2019-013

Ms. Budrow moved to close the session and move to the General Session of the Commissioners Meeting. Mr. Mayberry seconded.

3-Ayes (Budrow, Favulli, Mayberry) 0-Nays MOTION CARRIED

The Falmouth Housing Authority Board of Commissioners has the right by vote to take items out of order.

FALMOUTH HOUSING AUTHORITY
COMMISSIONERS BOARD GENERAL SESSION MEETING MINUTES

August 14, 2018 at 1:30 pm*

Tatakett Apartments – Community Room
138 Teaticket Highway, Falmouth, MA 02536

OPEN SESSION

MEMBERS PRESENT: Patricia Favulli, Chairperson
Sari Budrow
Holly Wilson (*arrived at meeting at 1:34 p.m.*)
Ernest Mayberry

MEMBERS ABSENT: Patti Haney

STAFF PRESENT: Bobbi Richards, Executive Director
Leslie Pearce, Assistant Executive Director
Nicholas Devonis
Bob Arsenault, Director of Maintenance

OTHERS: Maureen McIver, (Independent Contractor)-Recording Secretary

The General Session of the Falmouth Housing Authority's Board of Commissioners was convened at 1:21 p.m., immediately following the Public Hearing of the 1-year/5-year plan. * Ms. Favulli called the meeting to order.

Approval of Minutes

Executive Session (Amended) – December 19, 2017

Resolution 2019-014

Ms. Budrow moved to approve as amended. Mr. Mayberry seconded.
3-Ayes (Budrow, Favulli, Mayberry) 0-Nays MOTION CARRIED

Release of Executive Session – December 19, 2017

Resolution 2019-015

Ms. Budrow moved to table. Mr. Mayberry seconded.
3-Ayes (Budrow, Favulli, Mayberry) 0-Nays MOTION CARRIED

General Session – July 10, 2018

Resolution 2019-016

Ms. Budrow moved to table. Mr. Mayberry seconded.
3-Ayes (Budrow, Favulli, Mayberry) 0-Nays MOTION CARRIED

Executive Session – July 10, 2018

Resolution 2019-017

Ms. Budrow moved to table. Mr. Mayberry seconded.
3-Ayes (Budrow, Favulli, Mayberry) 0-Nays MOTION CARRIED

Two new hires at FHA (Maintenance and Federal Housing)

Nicholas Devonis has accepted the position of the Federal Housing Specialist.

Jonathan Damiano has been with the Maintenance Department part time and now will work full time as a Maintenance Tech.

Recognition of 5mph driving speed on public housing properties

Ms. Richards explained that a memo was sent to staff encouraging all to observe a 5-mph speed limit to improve safety.

Public and Tenant Representative Comments:

None offered.

Report of the Maintenance Director

- Federal Properties: Harborview, Tataket, Rose Morin:

Harborview parking update:

Preliminary cost estimates to make parking at Harborview ADA compliant by reconstructing the parking lots have come in much higher than expected. A less costly solution, reconfiguring without significant reconstruction would require residents to give up assigned parking spaces which they are reluctant to do. There are presently not enough unassigned spaces because there are both commercial and residential buildings which require unassigned handicapped parking spaces. There are enough parking spaces total but not enough handicapped spaces considering that some spaces are assigned. The estimate to reconstruct is over \$200,000 and is not available in the budget. A discussion included the following:

- The Housing Authority is in violation.
- The violation must be addressed first.
- The ADA requires that handicapped spots be offered but not designated.
- Regulations require that handicapped spots be closest to the areas where required ADA accessible doors have been installed at the commercial and residential entrances.
- With access reconfigured through the Maintenance area, and relocation of administration, compliance could be achieved.
- 7 tenants could lose assigned parking spaces.
- Are there any legal issues to unassigning the parking spaces?
- There could be Fair Housing issues.
- A Board of Commissioner (Mayberry) has threatened legal action against the housing authority if assigned spaces are to be re-assigned. Ms. Budrow noted that there may be an issue with Mr. Mayberry sitting in on the discussion as he has a handicapped placard, is a tenant and had not recused himself.
- Is there anyway to raise the money needed for reconstruction?
- The Commissioners suggested seeking volunteers in the community who could donate time and materials, reexamining the construction with an eye to scaling down.
- Ms. Richards and Mr. Arsenault will conduct additional research and bring findings to the next meeting.

Generator for Rose Morin: would power lighting and electricity but not heat.

- State Properties: Choate, Salt Sea, 705's Scattered Site Houses, 689-Bayberry

DCHD #096057: VOTE(S)

(John Parker Road and Barnstable Road) –

Change Order:

Resolution 2019-018

Ms. Wilson moved to approve. Ms. Budrow seconded.

4-Ayes (Budrow, Favulli, Mayberry, Wilson) 0-Nays MOTION CARRIED

Substantial Completion:

Resolution 2019-019

Ms. Wilson moved to approve. Ms. Budrow seconded.

4-Ayes (Budrow, Favulli, Mayberry, Wilson) 0-Nays MOTION CARRIED

Final Completion:

Resolution 2019-020

Ms. Wilson moved to approve. Ms. Budrow seconded.

4-Ayes (Budrow, Favulli, Mayberry, Wilson) 0-Nays MOTION CARRIED

Payment:

Resolution 2019-021

Ms. Wilson moved to approve. Ms. Budrow seconded.

4-Ayes (Budrow, Favulli, Mayberry, Wilson) 0-Nays MOTION CARRIED

Mr. Arsenault will investigate student work/study initiatives at the Upper Cape Technical School.

Other Maintenance projects and updates: Work orders for the month totaled 246. There were 3 vacancy turnovers done at 16, 21 and 23 days. One unit, the tenant a smoker, needed everything replaced.

Report of the Financial Manager:

Ms. Richards reported for Ms. Conn who was absent.

Payment of bills and approval of HAP payments - VOTE

Resolution 2019-022

Mr. Mayberry moved to approve. Ms. Wilson seconded.

4-Ayes (Budrow, Favulli, Mayberry, Wilson) 0-Nays MOTION CARRIED

Financial statements month-end review through June 30, 2018

Resolution 2019-023

Ms. Budrow moved to approve. Ms. Wilson seconded.

4-Ayes (Budrow, Favulli, Mayberry, Wilson) 0-Nays MOTION CARRIED

It was noted that amounts were higher this month due to overtime.

Review of management fees due from FHC entities (June 2018):

Resolution 2019-024

Ms. Budrow moved to approve. Ms. Wilson seconded.

4-Ayes (Budrow, Favulli, Mayberry, Wilson) 0-Nays MOTION CARRIED

Approval of Vendor Payment – PHI Inspections - \$3,468.00 (June 2018)

Resolution 2019-025

Ms. Budrow moved to approve. Ms. Wilson seconded.

4-Ayes (Budrow, Favulli, Mayberry, Wilson) 0-Nays MOTION CARRIED

Approval of Vendor Payment – PHI Inspections - \$2,015.00 (July 2018)

Resolution 2019-026

Ms. Wilson moved to approve. Mr. Mayberry seconded.

4-Ayes (Budrow, Favulli, Mayberry, Wilson) 0-Nays MOTION CARRIED

DHCD Budget Fiscal Year-End Certifications (Certification of Compliance with Notification procedures for Federal and State Lead Paint Laws; Top 5 Compensation Form, Year End Financial Statements and Tenant Accounts Receivables Data) – VOTE

Ms. Richards passed certification forms for the commissioners to sign.

Resolution 2019-027

Ms. Budrow moved to approve. Mr. Mayberry seconded.

4-Ayes (Budrow, Favulli, Mayberry, Wilson) 0-Nays MOTION CARRIED

Report of the Assistant Director

Ms. Pearce reported a 98% utilization rate.

Waiting list updates: 50 have been qualified. Eligibility for the next group of 50 has begun.

Section 8 tracking report: 317 families presently.

2019 Utility Allowances (Effective 10/1/18) – VOTE: To be voted at a meeting later this month.

Reorganization of the Board:

Resolution 2019-028

Ms. Budrow moved that Ms. Favulli continue as chair. Ms. Wilson seconded.

4-Ayes (Budrow, Favulli, Mayberry, Wilson) 0-Nays MOTION CARRIED

Resolution 2019-029

Ms. Wilson moved that Ms. Budrow continue as vice-chair. Ms. Favulli seconded.

4-Ayes (Budrow, Favulli, Mayberry, Wilson) 0-Nays MOTION CARRIED

Resolution 2019-030

Ms. Budrow moved that Ms. Wilson continue as treasurer. Ms. Favulli seconded.

4-Ayes (Budrow, Favulli, Mayberry, Wilson) 0-Nays MOTION CARRIED

Report of the Executive Director

Draft federal tenant handbook (revised) - VOTE

Draft tenant charges (revised) - VOTE

Resolution 2019-031

Ms. Wilson moved to adopt revisions so that the handbook may be distributed. Ms. Favulli seconded.

4-Ayes (Budrow, Favulli, Mayberry, Wilson) 0-Nays MOTION CARRIED

Compensatory Time for Management Policy – VOTE

Ms. Richards explained that there had been no policy in place and this draft defers to union policy. The Board asked for the policy to include language preventing the combination of vacation and comp time for leave during any one period and Ms. Richards agreed to include the revision into the final policy.

Resolution 2019-032

Mr. Mayberry moved to approve as amended. Ms. Wilson seconded.

4-Ayes (Budrow, Favulli, Mayberry, Wilson) 0-Nays MOTION CARRIED

Designated Housing Plan (HUD) – VOTE

Ms. Richards asked that this be tabled.

Report of Correspondence, Activities and Training Opportunities:

Regarding Esker Place, the town will convene a meeting of all interested parties.

The service provider for Bayberry House has signed the FHA No Smoking Lease Addendum.

FHA will submit a request to DHCD to take a unit on White Pine Road off line to complete significant repairs after a tenant eviction.

Future agenda items – due to FHA by September 4, 2018

Draft Employee Handbook – VOTE

Air Conditioner Procedure and Policy – VOTE

Section 8 Admin Plan – VOTE

Admissions & Occupancy Plan (ACOP) - VOTE

Next scheduled meetings (pending discussion regarding other proposed 2018 dates) –

1:00 pm on Tuesday, October 9, 2018; Harborview Community Room

Resolution 2019-033

At 2:37 Ms. Wilson moved to adjourn. Ms. Budrow seconded.

Documents used or distributed to the Board in preparation for this meeting:

Executive Director's Report: Correspondence and Activities through August 14, 2018

Draft of Resident Handbook for Harborview, Rose Morin, Tataket

Compensatory Time For Management Policy

Bill for Inspection Services by PHI

CY 2018 Section 8

HAP Accounting Cash Payment/Receipt Register

Draft 5-Year Plan

Draft 1-Year Plan

Housing Notice 2018-15

FALMOUTH HOUSING AUTHORITY
COMMISSIONERS BOARD SPECIAL SESSION MEETING MINUTES

August 30, 2018 at 1:00 p.m.
Harborview Apartments – Community Room
115 Scranton Avenue, Falmouth, MA 02540

MEMBERS PRESENT: Sari Budrow, Acting Chairperson
Patti Haney
Ernest Mayberry

MEMBERS ABSENT: Patricia Favulli, Chair
Holly Wilson

STAFF PRESENT: Bobbi Richards, Executive Director

OTHERS: Robert Lovelace, Paul Grundon

The meeting was called to order at 1:04 p.m. by Ms. Budrow.

Allowances for tenant furnished utilities and other services (Utility Allowance Schedule)

A copy of the current (2017) and proposed (2018) Utility Allowance Schedule, as shown on HUD Forms 52667 were reviewed.

Resolution 2019-34

Ms. Haney moved to approved. Mr. Mayberry seconded.

3-Ayes (Budrow, Haney, Mayberry) 0-Nays MOTION CARRIED

Designated Housing Plan

A copy of the expired Designated Housing Plan (approved July 2008) and a draft copy of the revised Designated Housing Plan (August 2018) was reviewed. Changes to the plan include statistical information update (i.e. current waiting list totals for those identified as elderly, young disabled and elderly & disabled), and the inclusion of the Rose Morin property which was federalized after July 2008. The Designated Housing Plan allows for the Authority to lease federal public housing units as follows: 86.5% elderly, 13.5% disabled.

Resolution 2019-035

Ms. Haney moved to approved. Mr. Mayberry seconded.

3-Ayes (Budrow, Haney, Mayberry) 0-Nays MOTION CARRIED

FHA New and Revised Five-Year and Annual Plan(s)

This item requires a signature from the Town Manager. It may also need to be placed on the agenda for the Board of Selectmen. The vote on this issue will be tabled to the next meeting.

Adjournment

At 1:15 p.m. Ms. Haney moved to adjourn. Mr. Mayberry seconded.

3-Ayes (Budrow, Haney, Mayberry) 0-Nays MOTION CARRIED

Documents used or distributed to the Board in preparation for this meeting:

2017 Approved Section 8 Utility Allowance Schedules (Form HUD-52667)
2018 Proposed Section 8 Utility Allowance Schedules (Form HUD-52667)
2008 Approved Designated Housing Plan

FALMOUTH HOUSING AUTHORITY COMMISSIONERS
EXECUTIVE SESSION MINUTES

September 11, 2018 at 1:00 pm
Harborview Apartments – Community Room
115 Scranton Avenue, Falmouth, MA 02540

Ms. Favulli convened the meeting at 1:02 p.m.

A. Review real-estate issue regarding Lot 4, Frances Avenue - M.G.L. Ch. 30A, Section 21(6) – to consider the purchase, exchange, lease or value of real property if the chair declares that an open meeting may have a detrimental effect on the negotiating position of the public body:

Ms. Richards explained that property on Frances Avenue was being sold. The owner of the property alleges that the dumpster and parking used by Salt Sea tenants is on this Frances Avenue property.

Attorney Doug Cabral reported that he was presented with some correspondence in this matter and is waiting to hear from the seller's attorney. He thought that the parking lot and dumpster seem to encroach.

A discussion included the following:

- Options include removing the dumpster and parking or taking the property by adverse possession. The latter may be done if the property has been used for at least 20 years. Evidence is needed to make a case for this. How valuable the property is should be addressed.
- Though a 1975 GIS shows no dumpster, the town engineering department should have 1995 aerial surveys of the area.
- A ground survey has not been done and information is coming from mortgage lot line documents.
- FHA staff believes that the dumpster has been there at least 20 years.
- If 20 years can be substantiated, consider how valuable the property is.
- There is no other place to put the dumpster and at least 3 parking spaces would be lost.
- Would the original plans indicate where the lot lines are?
- Instrumentation from this time is not relied on now. 1995 aerials would be more accurate.
- Has the owner offered to grant an easement? They seem to acknowledge the dumpster has been there for more than 20 years.
- An easement by agreement should be investigated.
- An instrument survey will be needed to determine if there is encroachment.
- If the FHA decides to pursue keeping the property, Land Court or Superior Court are very expensive.
- The homeowner acknowledges the situation has been in existence for more than 20 years; is there an agreement somewhere?

Resolution 2019-035

Ms. Haney moved to authorize funding for the land survey and to allow Doug Cabral to negotiate an easement. Mr. Mayberry seconded.

5-Ayes (Budrow, Favulli, Mayberry, Wilson, Haney) 0-Nays MOTION CARRIED

B. M.G.L. Ch. 30A, Section 21(6) – Review tenant matter related to Harborview Apartments and potential litigation and/or matters related to a member of the Board of Commissioners to discuss the reputation, character, physical condition or mental health, rather than professional competence, of an individual, or to discuss the discipline or dismissal of, or complains or charges brought against, a public officer, employee, staff member of individual. The individual to be discussed in such executive session shall be notified in writing by the public body at least 48 hours prior to the proposed executive session; provided, however, that notification may be waived upon written agreement of the parties:

A question arose about whether Mr. Mayberry could participate in the discussion. Mr. Cabral explained that he could not deliberate but could answer questions.

Ms. Richards clarified that the purpose of the executive session was to notify commissioners of an issue pertaining to a commissioner.

Ms. Richards reported that she sent notices to both Mr. Mayberry and Ms. Labadini on the same day informing that there would be an executive session meeting about an allegation Ms. Labadini made about Mr. Mayberry. Ms. Richards noted that Ms. Labadini reported that she was upset that an Executive Session was called because she did not request one nor submit a written complaint regarding any new issues between her and Mr. Mayberry. Ms. Richards, however, reported that Ms. Labadini's disability advocate left several messages for Ms. Richards noting that Ms. Labadini was upset that there was still an issue and Ms. Richards had not been aware that there was still an issue because Ms. Labadini had not reported any continued issues since the last Executive Session held regarding Mr. Mayberry and Ms. Labadini. Ms. Richards said she would meet with Ms. Labadini and her advocate but only with an attorney of the FHA present. Ms. Labadini has not, to date, accepted Ms. Richards' offer to meet with a FHA attorney present. Ms. Richards discussed the matter with Ms. Labadini's advocate and the advocate stated she would ask Ms. Labadini again if she would be willing to meet with FHA and its representative. To date no further contact has been received from neither Ms. Labadini nor her advocate.

A discussion included the following:

- Doug Cabral clarified that this is not a hearing; it is notification to the Board of a matter involving a Tenant who also serves as a Commissioner.
- Ms. Richards explained further that Ms. Labadini came to the front desk to complain about Mr. Mayberry, stating that "he is everywhere that she is." She provided examples such as "When I go to check my mail, he checks his mail;" and "When I get into the elevator, he is also in the elevator." Staff (Marie Palmer and Trisha Herlihy) asked Ms. Labadini if she would be willing to place her complaint in writing. Ms. Labadini did not do so. The staff did not immediately notify Ms. Richards of the complaint based on Ms. Labadini's request to not move the matter further at this time.

- Ms. Richards has met with all staff to review matters that are identified as complaints and those that, while not identified as complaints, must be still shared with the Executive Director. Staff has been told that any report that appears to be a complaint or concern can be documented by the staff; the tenant does not have to place their concerns in writing.
- Ms. Richards remains open to meeting with Ms. Labadini, her advocate and Mr. Cabral (attorney for FHA) to discuss any ongoing concerns.
- The Board then asked Mr. Mayberry what happened.
- Mr. Mayberry reported that he had not spoken one word or comment to Ms. Labadini since the previous agreement to have no contact with her. Mr. Mayberry stated that he has not been in the vicinity of Ms. Labadini, except for when he is sitting in the lobby and she passes through the lobby to exit the building.
- The Board was concerned that the staff had taken training yet did not take the complaint of Ms. Labadini or inform the director of the complaint. The Board asked if the staff apologized to Ms. Labadini. Ms. Richards responded, “No.” But would do so personally during a meeting with Ms. Labadini.
- Ms. Richards would like to reoffer a transfer to the parties. Both Mr. Mayberry and Ms. Labadini have been offered an opportunity to transfer; both have refused to accept the offer (which would be at the housing authority’s expense).
- The Board asked Attorney Cabral what additional steps can be taken at this point as Ms. Labadini has not requested any further resolution, Mr. Mayberry insists no interactions have occurred and Ms. Labadini has not provided any other facts regarding ongoing concerns. Mr. Cabral has urged the commissioners to try to discover the facts of the matter and to monitor the situation. Mr. Mayberry stated again that he avoids Ms. Labadini.

Resolution 2019-036

Ms. Haney moved to adjourn and reconvene the regular session at 1:59 p.m. Ms. Wilson seconded.

A roll call vote was taken:

Ms. Haney-Aye

Ms. Budrow-Aye

Ms. Wilson-Aye

Ms. Favulli-Aye

Mr. Mayberry-Aye

MOTION CARRIED

FALMOUTH HOUSING AUTHORITY
Board of Commissioners General Session Minutes
September 11, 2018 at 1:00 pm
Harborview Apartments – Community Room
115 Scranton Avenue, Falmouth, MA 02540

The Falmouth Housing Authority Board of Commissioners has the right by vote to take items out of order.

MEMBERS PRESENT: Patricia Favulli, Chairperson
Sari Budrow
Ernest Mayberry
Holly Wilson
Patty Haney

STAFF PRESENT: Bobbi Richards, Executive Director
Bob Arsenault, Director of Maintenance

OTHERS: Doug Cabral
Linda Howard
Paul Grunden
Maureen McIver, (Independent Contractor)-Recording Secretary

The General Session of the Board of Commissioners Meeting of the Falmouth Housing was convened at 1:01 p.m. Ms. Favulli called the meeting to order.

Resolution 2019-034

Ms. Haney moved to go to executive session. Ms. Budrow seconded.

A roll call vote was taken:

Ms. Haney-Aye

Ms. Budrow-Aye

Ms. Wilson-Aye

Ms. Favulli-Aye

Mr. Mayberry-Nay

MOTION CARRIED

a.

Review real-estate issue regarding Lot 4, Frances Avenue

M.G.L. Ch. 30A, Section 21(6) – to consider the purchase, exchange, lease or value of real property if the chair declares that an open meeting may have a detrimental effect on the negotiating position of the public body.

b.

M.G.L. Ch. 30A, Section 21(6) –

Review tenant matter related to Harborview Apartments and potential litigation and/or matters related to a member of the Board of Commissioners to discuss the reputation, character, physical condition or mental health, rather than professional competence, of an individual, or to discuss the discipline or dismissal of, or complains or charges brought against, a public officer, employee, staff member of individual. The individual to be discussed in such executive session shall be notified in writing by the public body at least 48 hours prior to the proposed executive session; provided, however, that notification may be waived upon written agreement of the parties.

The General Session of the Board of Commissioners Meeting of the Falmouth Housing was reconvened at 2:00 p.m. Ms. Favulli called the meeting to order.

Resolution 2019-037

Ms. Haney moved to go to take the report of the executive director out of order. Ms. Wilson seconded.

5-Ayes (Budrow, Favulli, Mayberry, Wilson, Haney) 0-Nays MOTION CARRIED

Report of the Executive Director

Ms. Richards reported that 2 HUD grants were received, one for \$88,638 and another for \$210,000.

Ms. Richards requested a vote on the FMRs.

Resolution 2019-038

Ms. Wilson moved to approve. Ms. Haney seconded.

5-Ayes (Budrow, Favulli, Mayberry, Wilson, Haney) 0-Nays MOTION CARRIED

Ms. Richards reported that the security patrol at Rose Morin may soon be reduced.

Mr. Cabral reported that that town is waiting on a decision from DHCD about Esker Place (Ms. Favulli recused herself for this report).

Report of Correspondence, Activities and Training Opportunities:

- Ms. Richards asked the board to consider releasing the FHA from a conflicting deed agreement as an instrument cannot be negotiated. The FHA can assume this.
- A White Pine Road unit has been left in disrepair. It has been taken off line to fix.
- The craft fair booth was visited by many interested in housing, especially for their older parents. A vendor has offered to donate 8 carts to the FHA for tenants to use.
- A tenant left a pan on the stove causing a fire; the tenant has refused to meet with Ms. Richards. The Fire Department found violations when responding to the fire. Eviction notices may be given but only after notices are posted.

Approval of Minutes

Public Hearing Session -August 14, 2018:

Resolution 2019-039

Ms. Haney moved to approve. Mr. Mayberry seconded.

5-Ayes (Budrow, Favulli, Mayberry, Wilson, Haney) 0-Nays MOTION CARRIED

General Session – August 14, 2018:

Tabled

Public and Tenant Representative Comments:

Linda Howard requested information which Ms. Richards agreed to email to her.

Report of the Maintenance Director

Other Maintenance projects and updates:

Mr. Arsenault reported that water projects will take up much time this fall.

The department is almost fully staffed now.

Reports review:

Mr. Arsenault reported that there are 3 new scenarios for the Harborview parking lot with an emphasis on a scaled down project and less costly interventions. Upon review, the board favored plan B.

Resolution 2019-040

Ms. Haney moved to authorize Mr. Arsenault to pursue Plan B as the board's preference. Mr. Mayberry seconded.

5-Ayes (Budrow, Favulli, Mayberry, Wilson, Haney) 0-Nays MOTION CARRIED

Work Orders: 275 this month.

Report of the Financial Manager

Payment of bills and approval of HAP payments – VOTE:

Tabled.

Approval of Payment to PHI Inspections - VOTE

Resolution 2019-041

Ms. Haney moved to approve. Ms. Budrow seconded.

5-Ayes (Budrow, Favulli, Mayberry, Wilson, Haney) 0-Nays MOTION CARRIED

Report of the Assistant Director

Waiting list updates: In Ms. Pearce's absence Ms. Richards reported that the waiting list is being updated.

Request to discontinue monitoring the Longshank development – VOTE

Resolution 2019-042

Ms. Haney moved to discontinue. Ms. Wilson seconded.

5-Ayes (Budrow, Favulli, Mayberry, Wilson, Haney) 0-Nays MOTION CARRIED

Future agenda items – due to FHA by October 2, 2018

Annual Performance Review of Executive Director:

Ms. Richards requested that a review be done. Templates will be gathered for this.

Public Housing Admissions & Occupancy Plan (ACOP) - VOTE

Next scheduled meetings (pending discussion regarding other proposed 2018 dates) –

1:00 pm on Tuesday, October 9, 2018 at Tatakot Community Room

Resolution 2019-043

Ms. Haney moved to adjourn. Ms. Budrow seconded.

5-Ayes (Budrow, Favulli, Mayberry, Wilson, Haney) 0-Nays MOTION CARRIED

FALMOUTH HOUSING AUTHORITY
Board of Commissioners General Session Minutes
October 9, 2018
Tatakot Apartments – Community Room
138 Teaticket Highway, Falmouth, MA 02536

The Falmouth Housing Authority Board of Commissioners has the right by vote to take items out of order.

MEMBERS PRESENT: Patricia Favulli, Chairperson
Ernest Mayberry
Patti Haney

MEMBERS ABSENT: Sari Budrow
Holly Wilson

STAFF PRESENT: Bobbi Richards, Executive Director
Bob Arsenault, Director of Maintenance

OTHERS PRESENT: Linda Howard, John Mendoza, Sandra Emery, Dorothy Smith
Elizabeth Kane, Mary Jane Costa
Maureen McIver (Independent Contractor) – Recording Secretary

The General Session of the Board of Commissioners Meeting of the Falmouth Housing was convened at 1:08 p.m. Ms. Favulli called the meeting to order.

Approval of Minutes

General Session – September 11, 2018:

Resolution 2019-044

Ms. Haney moved to approve. Mr. Mayberry seconded.

3-Ayes (Favulli, Mayberry, Haney) 0-Nays MOTION CARRIED

Executive Session – September 11, 2018:

Resolution 2019-045

Ms. Haney moved to approve. Mr. Mayberry seconded.

3-Ayes (Favulli, Mayberry, Haney) 0-Nays MOTION CARRIED

Note: The minutes were approved as drafted; they were not approved to be released.

General Session – August 14, 2018:

Tabled; no quorum.

Announcements

- FHA partnership with Town of Falmouth Affirmative Action Committee for a movie night – Harborview Community Room, November 2018: Ms. Richards reported that this is planned for November 15 at 6:30 or 7 but this is yet to be finalized.
- Annual state ethics requirement: Ms. Richards reported that she will send notice of any scheduled training. It is possible that the training provided by Patricia Grace would cover the requirement.

Public and Tenant Representative Comments

The following comments were made:

- Ms. Kane asked the Board to comment on the status of the walkways at Tatakot, noting that the walkways are lifting and/or has holes and divots in various areas and are dangerous.

- Ms. Kane asked the Authority to review the generator. It is making a loud pitched sound at various times during the week.
- Ms. Costa asked for clarification on the transfer policy. She indicated that her aunt was not provided sufficient time to move during a recently approved transfer. She also asked whether or not staff were allowed to assist and many seniors do not have other resources to help them move their belongings from one unit to another.
- Ms. Costa stated that some of the units at the Tatakot property have mold.

Ms. Favulli noted that Mr. Arsenault will be dealing with the walkways. Other issues will be investigated and reported on at the next meeting.

Report of the Maintenance Director

Federal Properties: Harborview, Tatakot, Rose Morin:

Harborview parking update:

The updated estimate for the parking lot came in at \$96,4000. 6 additional handicapped parking spots would be added. There would be some disruption during construction. There will need to be planned coordination and meetings with users of the area including the fire department and Meals-on-Wheels. Public parking across the street and next door at the Windfall Market may be available during construction.

Mr. Arsenault will be working on the bid for the Rose Morin roof project.

State Properties: Choate, Salt Sea, 705's Scattered Site Houses, 689-Bayberry

Mr. Arsenault reported that there are many projects in the works but none are out to bid as yet including the parking lot and lights at Salt Sea.

There have been more emergency repairs this month which is typical as the heat is being turned on after being off all summer.

Vacancy Turnover:

Ms. Richards reported that the state allows 30-45 days and the federal turnover limit is 21 days. This month she approved 2 internal transfers and explained that the decision to transfer someone internally is based upon their written requests, and whether or not the most recent move in was a person from the waiting list. She explained that ideally a move in from the outside (waiting list) and then a transfer inside (existing tenant) is preferable so that the housing authority is meeting the needs of both the applicants and the tenants.

Report of the Financial Manager

Payment of bills and approval of HAP payments - VOTE

Resolution 2019-046

Mr. Mayberry moved to approve. Ms. Haney Ms. Haney seconded.

3-Ayes (Favulli, Mayberry, Haney) 0-Nays MOTION CARRIED

The financial statements month-end review for July 31, 2018 and August 31, 2018 were reviewed. There were no questions regarding the statements.

The review of management fees due from FHC entities for June 2018 were tabled.

Approval of Vendor Payment – PHI Inspections:

Resolution 2019-047

Ms. Haney moved to approve. Mr. Mayberry seconded.

3-Ayes (Favulli, Mayberry, Haney) 0-Nays MOTION CARRIED

Report of the Assistant Director

Tabled.

Report of the Executive Director

- Lot 4, Frances Avenue update:
The property owners disagree that the FHA is entitled to the property. They have offered a one year revocable license and intend to develop the property after that.
Mr. Arsenault explained that the dumpster and parking could be moved without losing any parking spaces though there would be some costs involved. The Board thought that this could be an opportunity to address parking in general. The Board agreed that the land in question was not the property of the FHA. Ms. Richards will communicate through counsel to the property owners that all items will be moved within 45 days. The Authority may be able to utilize grass areas on the Salt Sea property to temporarily relocate the dumpster.
- 2017 Mainstream Voucher Program update:
A large number of people were waiting at the office when it opened the first day applications were accepted for this program. There are now 115 people on the list for 19 available vouchers.
- Net metering contract – VOTE
Constellation, has been selected through the PowerOptions program, as the Authority’s new electricity supplier. PowerOptions conducts procurement on behalf of the Authority and other housing authorities and nonprofits. FHA has been a member of PowerOptions since 2011. They recommend Constellation both based on the lowest cost and best options provided in their contract. Constellation provided more competitive pricing than our last supplier, Direct Energy, based on our usage capacity (which has increased since 2015). Ms. Richards asked the Board to agree to a 3-year contract allowing for more certainty with the cost per kilowatt hour over this time.

Resolution 2019-048

Ms. Haney moved to approve. Mr. Mayberry seconded.

3-Ayes (Favulli, Mayberry, Haney) 0-Nays MOTION CARRIED

- Cable television contract – VOTE: Tabled.
- HCV Rent Repayment Agreement (revision) – VOTE:
Ms. Richards explained that the proposed change was only to Section 8. The existing policy is restrictive and the revision would allow for more flexibility by extending the time for repayment from one to three years and would be based on the amount owed. This allows the housing authority to retain a participant and work with them to repay a debt owed.

Resolution 2019-049

Ms. Haney moved to approve. Mr. Mayberry seconded.

3-Ayes (Favulli, Mayberry, Haney) 0-Nays MOTION CARRIED

- HCV Rent Reasonable policy revision – VOTE
Ms. Richards explained that the Section 8 Model Admin Plan was under revision and the entire plan would be presented to the Board at a later date. The vote requested will pertain only to the rent reasonableness portion of the new plan. Rent reasonableness was an area that yielded a finding (Finding 2017-003) during the Audit Review for Fiscal Year Ended June 30, 2017.

Resolution 2019-050

Ms. Haney moved to approve. Mr. Mayberry seconded.

3-Ayes (Favulli, Mayberry, Haney) 0-Nays MOTION CARRIED

- HUD 2019 Fair Market Rents, FHA Payment Standards – VOTE

The housing authority can adopt payment standards for each bedroom size between 90% and 110% of the existing fair market rates. Ms. Richards explained that this is an amendment to a previous vote to correct the efficiency rate (from \$956 to \$979).

Resolution 2019-051

Ms. Haney moved to approve. Mr. Mayberry seconded.

3-Ayes (Favulli, Mayberry, Haney) 0-Nays MOTION CARRIED

Report of Correspondence, Activities and Training Opportunities

- Security Patrols continue at roam at both the Rose Morin and Tatakot property.
- Regarding 2 Esker Place: the state is considering whether rehabilitating the property is within the purview of a housing authority. It is the opinion of DHCD that the purchase of the home, if the unit is not exclusively deed restricted as an affordable unit, is not within the charter for the Falmouth Housing Authority. The Falmouth Housing Authority initially requested to purchase the home without the restriction so that the Authority may elect to rent the unit as either an affordable or market rate unit in an effort to more quickly recapture funds that will be borrowed to improve the property and make it habitable.
- Ms. Richards provided examples of forms that the Board may consider to use as it provides an evaluation of Ms. Richards' performance since September 1, 2018.
- DHCD has declined the Authority's request to install solar energy through a funded program it offers because the previous tenant did not legally fill the oil tank. As a result of the tenant's behavior, there is no history of usage documentation, which is a requirement for the program. Separately, Ms. Richards has requested that DHCD approve her request to take this unit offline so that major repairs may be performed. A DHCD Fish Number for repairs was requested.
- Tenants have indicated they are interested in more interaction with the staff. Ms. Richards has requested that Ms. Palmer, through her ROSS program, scheduled every staff member to attend a coffee hour where general Q&A may be held.
- The lobby has been painted; 2 additional offices were added.
- The annual independent audit will likely be performed in December. Ms. Richards and Ms. Pearce continue to employ a 100% internal recertification review for the HCV program to decrease the possibility of rent calculation errors. This commitment slows down the recertification process but both are committed to improving the Section 8 department's issues with adherence to its Admin plan and established procedures.

Future agenda items – due to FHA by November 6, 2018

Next scheduled meeting: 1:00 pm on Tuesday, November 13, 2018,
Harborview Community Room

The Falmouth Housing Authority Board of Commissioners has the right by vote to take items out of order.

Resolution 2019-052

Ms. Haney moved to adjourn at 2:00 p.m. Mr. Mayberry seconded.

3-Ayes (Favulli, Mayberry, Haney) 0-Nays MOTION CARRIED

Relevant Documents

- Draft Minutes of:
 - General Session 9/11/18
 - Executive Session 9/11/18
 - General Session 8/14/18
- HAP Payments
- Work Order Report, 9/1-30/18
- Nahro Newsletter, October 2018
- Fenton, Ewald & Associates - Financial statements for 7/31, 8/31
- Harborview Parking update, Plan B and Project Overview
- Bill for Inspection Services by PHI
- Net metering contract
- PowerOptions, “About Us,” print from poweroptions.org
- “Attend a conflict of interest seminar at the Ethics Commission,” print from Mass.gov website (10/4/18)
- Executive Director’s Report of Correspondence and Activities
- Draft Falmouth Housing Authority Rent Reasonableness Policy(ies)
- Draft Falmouth Housing Authority Repayment Policy

FALMOUTH HOUSING AUTHORITY
Board of Commissioners General Meeting
November 13, 2018 at 1:00 pm
Harborview Apartments – Community Room
115 Scranton Avenue, Falmouth, MA 02540

The Falmouth Housing Authority Board of Commissioners has the right by vote to take items out of order.

MEMBERS PRESENT: Patricia Favulli, Chairperson
Ernest Mayberry
Patti Haney
Holly Wilson
Sari Budrow

STAFF PRESENT: Bobbi Richards, Executive Director
Leslie Pearce, Assistant Director
Kimberly Conn, Finance Director
Bob Arsenaault, Director of Maintenance

OTHERS:
Steve Cote
Debra Labadini
Paul Grunion
Maureen McIver, (Independent Contractor)-Recording Secretary

The General Session of the Board of Commissioners Meeting of the Falmouth Housing was convened at 1:04 p.m. Ms. Favulli called the meeting to order.

Executive Session:

Review real-estate issue regarding Clippership Properties
M.G.L. Ch. 30A, Section 21(6) – to consider the purchase, exchange, lease or value of real property if the chair declares that an open meeting may have a detrimental effect on the negotiating position of the public body:

Resolution 2019-053

Ms. Haney moved to cancel. Mr. Mayberry seconded.

5-Ayes (Favulli, Mayberry, Haney, Wilson, Budrow) 0-Nays MOTION CARRIED

Fiscal year 2019 Budget Review:

Accountant Steve Cote explained that even though it is several months into the fiscal year the state has just released guidelines for this budget in October. He noted that there are several budgets within the Housing Authority with different programs having different funding sources. Mr. Cote reviewed various aspects of the budget which included the following:

- The state has allowed an increase in the 4001 program which can provide the Housing Authority with more subsidy.
- Regarding salaries, the percentage of time an employee spent on different programs was examined in detail.
- Reserves were allocated in some programs which the state allows up to 40 %.
- On page 4 of the budget, regarding the 689s, there are adequate reserves.
- For Harborview and Tatakot there was a reallocation of salaries. There was \$1.4 million in expenses and a loss before the subsidy.
- There was a small loss at Rose Morin, the first in a few years.
- Regarding Massachusetts Rental Voucher there was a \$2,000 loss. This is reasonable as there are just salaries and insurance to maintain.
- The 319 vouchers will provide approximately \$377,000 in income this year.
- What the HUD funds for next year is unknown.
- DIAL is one place that is fully funded.
- SNAP income and expenses are about equal.
- Benefits make up a substantial number, about half a million dollars, with retirement and health comprising about 95% of this.

Ms. Conn advised that 5 separate votes would be needed on the budget.

Resolution 2019-054

Ms. Haney moved to approve the agency wide budget. Ms. Budrow seconded.
5-Ayes (Favulli, Mayberry, Haney, Wilson, Budrow) 0-Nays MOTION CARRIED

Resolution 2019-055

Ms. Haney moved to approve the 4001 budget. Ms. Budrow seconded.
5-Ayes (Favulli, Mayberry, Haney, Wilson, Budrow) 0-Nays MOTION CARRIED

Resolution 2019-056

Ms. Haney moved to approve the MRVP budget. Ms. Budrow seconded.
5-Ayes (Favulli, Mayberry, Haney, Wilson, Budrow) 0-Nays MOTION CARRIED

Resolution 2019-057

Ms. Haney moved to approve the 689 budget. Ms. Budrow seconded.
5-Ayes (Favulli, Mayberry, Haney, Wilson, Budrow) 0-Nays MOTION CARRIED

Resolution 2019-058

Ms. Haney moved to approve the Executive Director's Salary Schedule. Ms. Budrow seconded.
5-Ayes (Favulli, Mayberry, Haney, Wilson, Budrow) 0-Nays MOTION CARRIED

Approval of Minutes

General Session – August 14, 2018

Resolution 2019-059

Mr. Mayberry moved to approve. Ms. Wilson seconded.
5-Ayes (Favulli, Mayberry, Haney, Wilson, Budrow) 0-Nays MOTION CARRIED
General Session – October 9, 2018

Resolution 2019-060

Mr. Mayberry moved to approve. Ms. Haney seconded.

4-Ayes (Favulli, Mayberry, Haney, Wilson,) 0-Nays Ms. Budrow abstained. MOTION CARRIED

Public and Tenant Representative Comments:

Ms. Labadini commented that she has been unable to obtain the Executive Session minutes of 12/19/18. The staff will look into this.

Announcements - FHA education efforts regarding public housing and housing

choice vouchers (publications, videos):

Ms. Richards reported that the handbooks have been presented to all commissioners. The handbooks were the result of tenant work sessions and will be presented to each tenant as their leases are renewed.

Report of the Maintenance Director

- Federal Properties:

Harborview-Parking lot plans are underway; communication with the fire department and other entities will be especially important during this process.

Tatakot- Capital Fund Projects approved for Tatakot walkways

Rose Morin-Roof bids will go out in January.

- State Properties:

Salt Sea-Dumpster has been moved. Parking lot and lighting will be done in the spring.

705's Scattered Site Houses-4 roofs are out to bid; Mr. Arsenault is working to get completed before the winter. One septic job is out for bid.

- Other Maintenance projects and updates:

Ms. Richards reported that the owners of the house adjacent to Salt Sea want the Housing Authority to restore the property to the condition it was in 20 years ago. Ms. Richards declined since it is unknown what the condition was then.

The White Pines property has been cleaned up on the outside with the grass having been trimmed. The property has been secured.

- Reports review

Vacancy Turnover (September & October, 2018): There have been many. 8 are open at this time. Turnovers can take more than the 21 days allowed by HUD when someone passes away. HUD charges vacancy fees when unit is vacant over 21 days.

Work Orders: 252

Report of the Financial Manager

Payment of bills and approval of HAP payments – VOTE:

Resolution 2019-061

Ms. Haney moved to approve. Ms. Wilson seconded.

5-Ayes (Favulli, Mayberry, Haney, Wilson, Budrow) 0-Nays MOTION CARRIED

Approval of Payment to PHI Inspections – VOTE

Resolution 2019-062

Ms. Wilson moved to approve. Ms. Budrow seconded.

5-Ayes (Favulli, Mayberry, Haney, Wilson, Budrow) 0-Nays MOTION CARRIED

Federal Public Housing – Flat Rents – VOTE

Resolution 2019-063

Ms. Haney moved to approve. Ms. Budrow seconded.

5-Ayes (Favulli, Mayberry, Haney, Wilson, Budrow) 0-Nays MOTION CARRIED

Financial statements month-end review through September 30, 2018:

Ms. Conn noted that there was nothing significant.

Review of management fees due from FHC entities – June 2018:

Tabled

Report of the Assistant Director

Ms. Pearce reported that work has been done on program compliance and hearings have been held. The utilization rate is now 98.787%. Outreach is being done to landlords.

Report of the Executive Director

- Annual Holiday Party – Quicks Hole Tavern & Taqueria, Friday, December 7, 2018 at 2:00 p.m.:

Resolution 2019-064

Ms. Budrow moved to allocate \$600.00 for the holiday party. Ms. Wilson seconded.

5-Ayes (Favulli, Mayberry, Haney, Wilson, Budrow) 0-Nays MOTION CARRIED

- Landlord Evening of Appreciation – Thursday, January 10, 2018 at 6:00 p.m.:

Ms. Richards explained that this was an education party to explain changes to the administrative plan. This will be an opportunity for landlords to speak with their peers. It will be held in the library; donations for refreshments are being sought.

- Transfer policy and process at FHA:

Ms. Richards reviewed that the Housing Authority needs to consider applicants inside the system and outside; both those with housing already and those on the waiting list. Decisions are dependent on the situation. HUD prioritizes those on the waiting list. Medical transfers are another consideration. Service dogs and assistance animals are not pets and are not charged fees. Assistance animals are permitted with medical documentation for someone with a disability. HUD considers them as a guest and they must observe appropriate guest like behavior. The transfer process includes placing a request with a reason for the request. There is no charge for a medical transfer but there is if the transfer is due to a want.

- Update on Esker Place: None.

- Revised Falmouth CFA 5001, Amendment 5 – VOTE:

Resolution 2019-065

Ms. Haney moved to accept the revisions. Ms. Budrow seconded.

5-Ayes (Favulli, Mayberry, Haney, Wilson, Budrow) 0-Nays MOTION CARRIED

- Executive Director Evaluation: Commissioners will choose two favored evaluation instruments and email to Ms. Richards. A final decision about which instrument will be made in December.
- Report of Correspondence, Activities and Training Opportunities: None this month as Ms. Richards has been working on quality control and waiting list issues including going back to 2013 to see if anyone had been skipped and still needs housing. The 21 day turnovers are not happening at this time. Past audits have faulted simple mistakes and now staff is working more carefully with additional check adjustments which means more work and a slower process.

Future agenda items:

due to FHA by December 4, 2018

Public Housing Admissions & Occupancy Plan (ACOP) - VOTE

Next scheduled meetings (pending discussion regarding other proposed 2018 dates) –
1:00 pm on Tuesday, December 11, 2018 at the Tatakot Community Room
The Falmouth Housing Authority Board of Commissioners has the right by vote
to take items out of order.

Resolution 2019-066

At 2:05 Ms. Haney moved to adjourn. Ms. Budrow seconded.

5-Ayes (Favulli, Mayberry, Haney, Wilson, Budrow) 0-Nays MOTION CARRIED

Relevant Documents

Fiscal year 2019 Budget

Minutes 8/14/18

Minutes 10/9/18

FALMOUTH HOUSING AUTHORITY MINUTES
Board of Commissioners General Session Minutes
December 11, 2018 at 1:00 pm
Tatakett Apartments – Community Room
138 Teaticket Hwy, E. Falmouth, MA 02536

The Falmouth Housing Authority Board of Commissioners has the right by vote to take items out of order.

MEMBERS PRESENT: Patricia Favulli, Chairperson
Ernest Mayberry
Patti Haney
Holly Wilson
Sari Budrow

MEMBERS ABSENT: None

STAFF PRESENT: Bobbi Richards, Executive Director
Leslie Pearce, Assistant Director
Kimberly Conn, Finance Director
Bob Arsenault, Director of Maintenance

OTHERS:
Linda Howard
Pat Johnson
Shirley Lewis
Maureen McIver, (Independent Contractor)-Recording Secretary

The General Session of the Board of Commissioners Meeting of the Falmouth Housing was convened at 1:00 p.m. Ms. Favulli called the meeting to order.

Approval of Minutes

General Session – November 13, 2018: Tabled.

Release of Executive Session Minutes of December 19, 2017:

Resolution 2019-067

Ms. Budrow moved to release. Mr. Mayberry seconded.

5-Ayes (Favulli, Mayberry, Haney, Wilson, Budrow) 0-Nays MOTION CARRIED

Release of Executive Session Minutes of September 11, 2018: Tabled

Public and Tenant Representative Comments: None offered

Report of the Maintenance Director:

- Federal Properties: Harborview, Tataket, Rose Morin: Mr. Arsenault reported on the fire panel problem at Tataket which occurred over the weekend causing disruption in communication with the Fire Department. He said that Robo calls to inform tenants of the problem worked very well. Options for repairing or replacing the panel are being examined.
- Harborview parking lot project: The process is moving along. The survey has been completed and existing conditions and property preparation will be done next.
- Rose Morin roof project: Mr. Arsenault explained that the 10 roofs would be done one after another. Bids would be sought this Winter with work to be done in the Spring.
- Generator at Rose Morin: Illness at the electrician's office has delayed the report on pricing (portable unit versus permanent installation).
- State Properties: Choate, Salt Sea, 705's Scattered Site Houses, 689-Bayberry
 - Contractor Bid for Roofing – 705s – VOTE: Mr. Arsenault requested that this be tabled
 - Septic Bid – 705s: Due 12/20.
 - Generators at 667s: It may be possible to tap into the gas line for this.
 - Salt Sea parking and lighting project: The state is finalizing the bid. Spring construction is expected.
 - 8 White Pine: A force account has been approved by the state.
- Reports review

Vacancy Turnovers: There are 4 underway.

Work Orders: There were 239 in November.

Report of the Financial Manager

Payment of bills and approval of HAP payments – VOTE

Resolution 2019-068

Ms. Haney moved to approve. Mr. Mayberry seconded.

5-Ayes (Favulli, Mayberry, Haney, Wilson, Budrow) 0-Nays MOTION CARRIED

Approval of Payment to PHI Inspections – VOTE

Resolution 2019-069

Ms. Wilson moved to approve. Ms. Haney seconded.

5-Ayes (Favulli, Mayberry, Haney, Wilson, Budrow) 0-Nays MOTION CARRIED

Review of management fees due from FHC entities – October 2018: Ms. Conn noted cable increase notifications were sent to tenants. The amount of increase is \$1.00 per month.

Report of the Assistant Director

Waiting list updates: There has been 98% or better for vouchers.

Section 8 tracking report: Of 319 available, 316 are utilized.

Report of the Executive Director

- Esker Place – Update: FHA has provided a response to questions posed by DHCD and is waiting for a reply.
- HUD Implementation of Minimum Heating Standards in Public Housing Properties – VOTE: Ms. Richards explained that the federal standard was not as stringent as the state standard which the FHA uses. HUD requires that temperatures not be below 55 and Massachusetts requires not below 64.

Resolution 2019-070

Ms. Haney moved to accept HUD’s Minimum Heating Standards in Public Housing Properties.

Ms. Wilson seconded.

5-Ayes (Favulli, Mayberry, Haney, Wilson, Budrow) 0-Nays MOTION CARRIED

- Executive Director Evaluation: Upon review of the sample evaluation documents, the Commissioners found none that were applicable due to the constraints of their role. A discussion included the following:
 - Goals and a mission statement should be developed and an evaluation based on that.
 - What are the Director’s goals?
 - Training for the staff has been a good thing and should be a goal.
 - The Board should have standard operating procedures and goals.
 - Are the Commissioners recommending that the Executive Director develop a vision and goals and that would form the basis of an evaluation?
 - What would the Commissioners like to see accomplished? Community initiatives? Grants? The Executive Director sought guidance.
 - The Commissioners suggested continued staff training, budgeting and grant goals, community work, public relations to inform the public about what FHA is accomplishing, and in general quantifiable things that pertain to the running of the housing authority, all informed by what the Executive Director sees as being needed.
- Public Housing Admissions& Occupancy Plan (ACOP): This is still in process; the goal is to have it completed by the end of December.
- Report of Correspondence, Activities and Training Opportunities:

Ms. Richards’s report included the following:

- The PMR from DHCD yielded one corrective finding regarding the excessive balance due from an 705 eviction.
- Tenants at federal properties have been sent letters reminding of non-smoking regulations. The letter was drafted by our counsel, Douglas Cabral of Collins & Cabral, P.C.
- The police have increased their rates for patrols done at Rose Morin and Tataket.
- There were 221 applicants for 19 Mainstream vouchers before the waiting list was closed. 4 families have utilized the vouchers so far.

Future agenda items: due to FHA by January 2, 2018

Next scheduled meeting (pending discussion regarding other proposed 2018 dates) – 1:00 pm on Tuesday, January 8, 2018 at the Harborview Community Room

Resolution 2019-070

At 1:50 Ms. Haney moved to adjourn. Mr. Mayberry seconded.

5-Ayes (Favulli, Mayberry, Haney, Wilson, Budrow) 0-Nays MOTION CARRIED

Relevant Documents

- Agenda for 12/11/18
- Minutes for 11/13/18, 12/19/17, 9/11/18
- Executive Director's Report 10/10/18-12/10/18
- NanMcKay Owners Handbook
- October 2018 Falmouth Housing Corporation Billing
- DCHD Public Housing Notice No. 2018-21 "Massachusetts State-aided Housing Programs Property, Boiler & machinery and Crime Insurance Policy Period – 11/17/18 to 11/17/19
- DHCD Public Housing Notice No. 2018-22 "Notice of Funding Availability (NOFA) for Comprehensive Sustainability Initiative (CSI)
- HUD Notice PIH 2018-19 "Housing Opportunity through Modernization Act of 2016 (HOTMA) – Implementation of Heating Standards in Public Housing Properties
- Email (9/27/18) from Paul McFarland/DHCD re: Falmouth Housing Authority – 2 Esker Place, Falmouth, MA
- Fenton, Ewald & Associates – Financials through October 31, 2018
- FHA Work Order Report – November 2018
- DHCD PMR Report
- Revised listing for FHA Board of Commissioners
- PHI Inspections November 2018 Bill
- Letter drafted to Tenants, 12/4/18, by Collins & Cabral, P.C. regarding No Smoking
- CY 2018 Section 8 Utilization Report
- FHA Newsletter, December 2018
- Executive Director Evaluation Samples (5)

FALMOUTH HOUSING AUTHORITY MINUTES

Board of Commissioners Special Session Meeting

December 21, 2018 at 1:00 pm

Harborview Apartments – Community Room, 115 Scranton Avenue, Falmouth, MA 02540

Tel: (508) 548-1977 Fax: (508) 457-7573 TDD (800) 545-1833, Ext. 185

www.falmouthhousing.org

The Falmouth Housing Authority Board of Commissioners has the right by vote to take items out of order.

MEMBERS PRESENT: Patricia Favulli, Chairperson
Holly Wilson
Ernest Mayberry

MEMBERS ABSENT: Sari Budrow
Patti Haney

STAFF PRESENT: Bobbi Richards, Executive Director
Leslie Pearce, Assistant Executive Director

OTHERS: Paul Grunden

The General Session of the Board of Commissioners Meeting of the Falmouth Housing Authority was convened at 1:00 p.m. Ms. Favulli called the meeting to order.

Resolution 2019-071

Ms. Wilson moved to approve the Section 8 Model Administrative Plan – Chapter 8: Housing Quality Standards and Rent Reasonableness Determinations, including the implementation of the NLT (non-life threatening) provision and adoption of additional life-threatening conditions as defined by HUD (Department of Housing and Urban Development) for all federal programs that require HQS (housing quality standard) inspections. Mr. Mayberry seconded.

3-Ayes (Favulli, Mayberry, Wilson) 0-Nays MOTION CARRIED

Next scheduled meetings (pending discussion regarding other proposed 2018 dates) – 1:00 pm on Tuesday, January 8 ,2019 at 1:00 pm; Harborview Community Room

Resolution 2019-072

At 1:11 p.m. Mr. Mayberry moved to adjourn. Ms. Wilson seconded.

3-Ayes (Favulli, Mayberry, Wilson) 0-Nays MOTION CARRIED

Documents used or distributed to the Board in preparation for this meeting:

Section 8 Model Administrative Plan, Chapter 8: Housing Quality Standards and Rent Reasonableness Determinations [24 CFR 982 Subpart I and 24 CFR 982.507]

HUD Notice PIH 2017-20(HA) “Housing Opportunity Through Modernization Act of 2016 (HOTMA) – Housing Quality Standards (HQS) Implementation Guide

FALMOUTH HOUSING AUTHORITY
Board of Commissioners General Session Minutes
January 8, 2019 at 1:00 pm
Harborview Apartments– Community Room
115 Scranton Avenue, Falmouth, MA 02540

MEMBERS PRESENT:

Ernest Mayberry
Patti Haney
Holly Wilson
Sari Budrow

MEMBERS ABSENT:

Patricia Favulli

STAFF PRESENT:

Bobbi Richards, Executive Director
Leslie Pearce, Assistant Director
Kimberly Conn, Finance Director
Bob Arsenault, Director of Maintenance

OTHERS:

Paul Grundon
Debora Labadini
Maureen McIver, (Independent Contractor)-Recording Secretary

The General Session of the Board of Commissioners Meeting of the Falmouth Housing was convened at 1:02 p.m. Ms. Budrow called the meeting to order.

Approval of Minutes

General Session of 8/30/18: Tabled to make correction.

Executive Session of 9/11/18 (approve for release)

Resolution 2019-073

Ms. Haney moved to release. Ms. Wilson seconded.

3-Ayes (Haney, Wilson, Budrow) Mr. Mayberry abstained. 0-Nays MOTION CARRIED

General Session of 11/13/18: Tabled

General Session – 12/11/18

Resolution 2019-074

Ms. Haney moved to approve with correction. Ms. Wilson seconded.

4-Ayes (Haney, Wilson, Budrow, Mayberry) 0-Nays MOTION CARRIED

General Session – 12/21/18: Tabled.

Announcements

- FHA Landlord & Community Partners Appreciation Meeting, January 10, 2019 at 6:00 p.m. at the Falmouth Library:

Ms. Richards added that the inspection company will be giving a presentation.

- HUD Closure – Due to the lapse in Congressional Appropriations for FY2019, the U.S. Department of Housing & Urban Development (HUD) is closed until further notice. FHA has landlord rents funded through February, 2019.

Public and Tenant Representative Comments

- Ms. Labadini noted that she is still seeking release of 12/17 executive session minutes. Mis Richards said that a copy would be available after the meeting in the FHA office.
- Ms. Labadini noted that 2 times in November and once in December water was significantly discolored.

Report of the Maintenance Director

Mr. Arsenault noted that there have been several breaks in water mains and this could be the cause of discoloration. The FHA cannot control domestic water.

He further noted that there is a lot going on with various properties including ongoing work with surveyors and engineers.

- Federal Properties: Harborview, Tataket, Rose Morin: : Mr. Arsenault reported that roofs will be done in the spring at Rose Morin.
- Asphalt Roof Replacement Bids-VOTE: 4 of the 705s need roof replacement. JSS Universal offered a bid of \$42,000 for the 4.

Resolution 2019-075

Ms. Haney moved to approve. Ms. Wilson seconded.

4-Ayes (Haney, Wilson, Budrow, Mayberry) 0-Nays MOTION CARRIED

- State Properties: Choate, Salt Sea, 705's Scattered Site Houses, 689-Bayberry: Bids are being sought for Salt Sea.
- Septic Bid for 705 property-VOTE: Mr. Arsenault explained that at \$19,995, PMK was the low bid for this failed system.

Resolution 2019-076

Ms. Haney moved to approve. Ms. Wilson seconded.

4-Ayes (Haney, Wilson, Budrow, Mayberry) 0-Nays MOTION CARRIED

- Falmouth 2020 Capital Improvement Plan – VOTE: Ms. Richards explained that part of this has already been voted on.

Resolution 2019-077

Ms. Haney moved to approve. Ms. Wilson seconded.

4-Ayes (Haney, Wilson, Budrow, Mayberry) 0-Nays MOTION CARRIED

Reports review

- Vacancy Turnover: Several units are ready and past the 21 days but have not been rented because of continuing work resolving fairness issues with the public housing list. The list is about 90% done.
- Work Orders: There were 230 for the month which is about average.

Report of the Financial Manager

- Payment of bills and approval of HAP payments – VOTE

Resolution 2019-078

Ms. Wilson moved to approve. Ms. Haney seconded.

4-Ayes (Haney, Wilson, Budrow, Mayberry) 0-Nays MOTION CARRIED

- Approval of Payment to PHI Inspections – VOTE

Resolution 2019-079

Ms. Haney moved to approve. Mr. Mayberry seconded.

4-Ayes (Haney, Wilson, Budrow, Mayberry) 0-Nays MOTION CARRIED

- Financial statements month-end review through November 30, 2018: Tabled.
- Fenton, Ewald & Associates, P.C. Federal Contract for Accounting Services

7/1/18 – 6/30/19 – VOTE:

Fenton, Ewald & Associates, P.C. State Contract for Accounting Services 7/1/18

– 6/30/19 - VOTE

It was noted that there was a discrepancy between the fiscal year and the calendar year. Ms. Conn explained that although the contract is effective July 1st, because of the delay in DHCD approving funding, their contract is annually delayed.

7/1/18 – 6/30/19 - VOTE

Resolution 2019-080 and 2019-81

Ms. Haney moved to approve both federal and state contracts. Ms. Wilson seconded.

4-Ayes (Haney, Wilson, Budrow, Mayberry) 0-Nays MOTION CARRIED

Report of the Assistant Director

- Waiting list updates: Work is ongoing.
- Section 8 tracking report: Very near the 319 target for lease ups.

Report of the Executive Director

- Two homes for sale in Falmouth: A landlord who has one house for rent through the FHA is considering sale of this and another property. Ms. Richards will check with the Board of Health to see how many bedrooms there are.
- Union Contract: These expire in June. Ms. Haney explained that historically the chair has sat in on negotiations with the ED. This topic will be on next month's agenda.
- Meeting date change proposed (3rd Tuesday of each month): Ms. Richards explained that the staff is often pressed for time when assembling material for the second Tuesday. A change to the third would relieve some stress.

Resolution 2019-082

Ms. Haney moved to approve the change. Mr. Mayberry seconded.

4-Ayes (Haney, Wilson, Budrow, Mayberry) 0-Nays MOTION CARRIED

- Executive Director Evaluation: Ms. Richards requested to table.
- Report of Correspondence, Activities and Training Opportunities: Included brief discussion of RAD conversion possibility.

Future agenda items – due to FHA by February 5, 2019
Public Housing Admissions & Occupancy Plan (ACOP) - VOTE

Next scheduled meetings (pending discussion regarding other proposed 2019 dates) –
1:00 pm on Tuesday, February 19, 2019 at the Tatakot Community Room
The Falmouth Housing Authority Board of Commissioners has the right by vote
to take items out of order.

Resolution 2019-083

Ms. Wilson moved to adjourn at 2:00. Mr. Mayberry seconded.
4-Ayes (Haney, Wilson, Budrow, Mayberry) 0-Nays MOTION CARRIED

Relevant Documents

GC E-Bid: List of bids received 01/04/19 re: DHCD #096055: Asphalt Roof Replacement

GC E-Bid: List of bids received 12/20/18 re: DHCD #096066: Sewage Disposal System

FHA HAP Accounting Cash Payment/Receipt Register – November

FHA HAP Accounting Cash Payment/Receipt Register – December

Bill for Inspection Services by PHI – December, 2018

Request for Proposals – Housing Quality Standards (HQS) Inspection Services

Contract for Fenton, Ewald & Associates, P.C. for July 1, 2018 – June 30, 2019

FHC Invoice for November 2018

DHCD Addendum #1 to PHN 2018-22

DHCD PHN 2018-24

Letter to Chairperson Favulli from DHCD regard Award of Formula Funding December 21,
2018

Falmouth 2020 Capital Improvement Plan Board Report

Letter of Support issued to the Falmouth Housing Trust, January 7, 2019

Draft Model ACOP (NanMcKay version)

FALMOUTH HOUSING AUTHORITY
Board of Commissioners General Session Minutes
February 19, 2019 1:00 pm
Tatakett Apartments– Community Room
138 Teaticket Highway, Falmouth, MA 02536

MEMBERS PRESENT:

Patricia Favulli
Patti Haney (*arrived at 1:10 p.m.*)
Holly Wilson
Sari Budrow

MEMBERS ABSENT: Ernest Mayberry

STAFF PRESENT:

Bobbi Richards, Executive Director
Leslie Pearce, Assistant Director
Kimberly Conn, Finance Director
Bob Arsenault, Director of Maintenance
Marie Palmer

OTHERS:

Pat Johnson
Laura Bancroft
Robert Davis
Maureen McIver, (Independent Contractor)-Recording Secretary

The General Session of the Board of Commissioners Meeting of the Falmouth Housing was convened at 1:00 p.m. Ms. Favulli called the meeting to order.

While waiting for Ms. Haney to arrive, the commissioners discussed taking agenda items out of order.

Resolution 2019-084

Ms. Budrow moved to take Old Business out of order. Ms. Wilson seconded.
3-Ayes (Wilson, Budrow, Favulli) 0-Nays MOTION CARRIED

Old Business

General Session Minutes of 08/30/18: Tabled. No quorum.

General Session Minutes of 11/13/18:

Resolution 2019-085

Ms. Wilson moved to accept as written. Ms. Budrow seconded.
3-Ayes (Wilson, Budrow, Favulli) 0-Nays MOTION CARRIED

General Session Minutes of 12/21/18: Tabled. No quorum.

General Session Minutes of 01/08/19: Tabled. No quorum.

Resolution 2019-086

Ms. Budrow moved to take New Business out of order. Ms. Wilson seconded.
3-Ayes (Wilson, Budrow, Favulli) 0-Nays MOTION CARRIED

New Business

- Announcements:

Harborview use of space: Ms. Richards reported that the FHA is partnering with the community health center to provide a health clinic. Services would be limited to housing authority participants. The area should be ready within 3 weeks.

FCTV PSA Day, March 5, 2019: Ms. Richards reported that a third PSA will be produced. The first focused on tenant testimonials, the second focused on FHA staff. The third will likely focus on what income is.

- HUD closure update: As of Friday, the threat to funds has been resolved. Had it not, funding would have been provided through April.
- Public and Tenant Representative Comments: Robert Davis noted a parking lot light that goes out often. He noted that this was a safety hazard. He also noted that there was a car in the parking lot with a flat tire that had been there for some time.

Resolution 2019-087

Ms. Budrow moved to take Report of the Maintenance Director out of order. Ms. Wilson seconded.

3-Ayes (Wilson, Budrow, Favulli) 0-Nays MOTION CARRIED

Report of the Maintenance Director

- Federal Properties: Harborview, Tataket, Rose Morin:

Harborview Parking Lot Plan Revision: Mr. Arsenault reported that there have been changes made in the plans. The slope has been changed and there is now a continuous walkway so that people do not have to walk behind cars. Previous plans were out of compliance with ADA regulations.

Resolution 2019-088

Ms. Wilson moved to approve the updated plans as presented. Ms. Budrow seconded. Ms. Haney, having just arrived at the meeting at 1:10 p.m., abstained.

3-Ayes (Wilson, Budrow, Favulli) 0-Nays 1-Abstention MOTION CARRIED

- State Properties: Choate, Salt Sea, 705's Scattered Site Houses, 689-Bayberry:

Certificate of Substantial Completion – P.K.M. Contractors: 14 Ashton Ave – VOTE:

Resolution 2019-089

Ms. Haney moved to approve. Ms. Wilson seconded.

4-Ayes (Wilson, Budrow, Favulli, Haney) 0-Nays MOTION CARRIED

Approval of Payment - P.K.M. Contractor: 14 Ashton Ave – VOTE:

Resolution 2019-90

Ms. Haney moved to approve. Ms. Wilson seconded.

A question arose about the high cost of the septic system (approximately \$20,000). Mr. Arsenault explained that as it was mandated that state guidelines be followed, this was a reasonable cost.

4-Ayes (Wilson, Budrow, Favulli, Haney) 0-Nays MOTION CARRIED

Other Maintenance projects and updates:

Ms. Richards reported that an applicant was pulled from the waiting list and assigned a 4 bedroom property on Maravista. The applicant has 3 very young children and has requested a fence. Ms. Richards has asked the state to determine if this unusual request is reasonable. In the interim the property is on hold and cannot be offered to anyone else.

White Pine Road is now on line.

Reports review:

Vacancy Turnover: Mr. Arsenault reported that a unit previously occupied by a heavy smoker has required extensive rehabilitation.

Ms. Richards reported that the waiting list was put on hold as the list was reviewed to ensure that people are housed in the right order. 9 units are presently not leased but are expected to be within the next 30 days. The waiting list contains about 1,200 applicants.

Work Orders: Mr. Arsenault reported that all the ceiling detectors failed at once.

Resolution 2019-91

Ms. Budrow moved to take Executive Session – M.G.L. Ch. 20A, Section 21(6) – to consider the purchase, exchange, lease or value of real property if the chair declares that an open meeting may have a detrimental effect on the negotiating position of the public body out of order. Ms. Wilson seconded.

Ms. Favulli recused herself and left the room.

3-Ayes (Wilson, Budrow, Haney) 0-Nays MOTION CARRIED

Resolution 2019-92

A roll call vote on whether to move to executive session was taken at 1:26 p.m.:

Ms. Wilson-Aye

Ms. Budrow-Aye

Ms. Haney-Aye

MOTION CARRIED

At 1:52p.m. Ms. Favulli reconvened the meeting.

Report of the Financial Manager:

Payment of bills and approval of HAP payments – VOTE:

Resolution 2019-094

Ms. Haney moved to approve. Ms. Budrow seconded.

4-Ayes (Wilson, Budrow, Favulli, Haney) 0-Nays MOTION CARRIED

Approval of Payment to PHI Inspections – VOTE

Resolution 2019-095

Ms. Haney moved to approve. Ms. Wilson seconded.

4-Ayes (Wilson, Budrow, Favulli, Haney) 0-Nays MOTION CARRIED

Financial statements month-end review through November 30, 2018: Reviewed

Financial statements month-end review through December 31, 2018: Reviewed

Financial statements month-end review through January 31, 2019: Reviewed

Review of management fees due from FHC entities - December 2018: Reviewed

Review of management fees due from FHC entities – January 2019: Reviewed

Report of the Assistant Director

Waiting list updates: 8 applicants are presently searching.

Section 8 tracking report: Utilization rate is just above 98% but is teetering. Ms. Pearce reported that she is working to identify potential landlords.

Report of the Executive Director

- Annual and Five-Year Plan: Ms. Richards said that the updated 5-year plan would be available on 2/25. This update would be the staff's work this week.
- State Agreed Upon Procedures (AUP): The accountant made a mistake which was corrected. A favorable review for the FHA ensued.
- Union Contract: Ms. Favulli and Ms. Haney agreed to sit in on negotiations.

Resolution 2019-096

Ms. Budrow moved that Ms. Favulli and Ms. Haney serve as contract negotiators. Ms. Wilson seconded.

4-Ayes (Wilson, Budrow, Favulli, Haney) 0-Nays MOTION CARRIED

- Contract Approval for HQS Inspection Company: Ms. Richards requested to table.
- Executive Director Evaluation:

Ms. Richards outlined 3 areas for review: Challenges, Accomplishments, and Goals. Challenges included training, compliance issues, program concerns and community perceptions.

Accomplishments included grants, new hires, tenant engagement, community partnerships, community outreach, training. Goals included improving program integrity, expanding marketing of housing program information and lease-up opportunities, increase FHA's net operating income.

Resolution 2019-097

Ms. Wilson moved to accept the Executive Director Review and place in the file. Ms. Haney seconded.

4-Ayes (Wilson, Budrow, Favulli, Haney) 0-Nays MOTION CARRIED

- Report of Correspondence, Activities and Training Opportunities:

Marie Palmer reported that the Tatakot and Harborview sewing groups have made 100 bibs for babies born at Falmouth Hospital. Cape Abilities runs a cooking instruction program at Tatakot. Tenants are recipients of their efforts. Backpacks are being distributed to tenants with emergency preparedness items. Ms. Palmer coordinates staff/tenant coffee socials.

General Session Minutes of 11/13/18

Resolution 2019-098

Ms. Wilson moved to accept the minutes as written. Ms. Budrow seconded.
4-Ayes (Wilson, Budrow, Favulli, Haney) 0-Nays MOTION CARRIED

General Session Minutes of 1/8/19

Resolution 2019-099

Ms. Haney moved to accept. Ms. Budrow seconded. Ms. Favulli abstained.
3-Ayes (Wilson, Budrow, Haney) 0-Nays i-Abstention MOTION CARRIED

Future agenda items – due to FHA by March 12, 2019: Public Housing Admissions & Occupancy Plan (ACOP)

Next scheduled meetings– 1:00 pm on Tuesday, March 19, 2019 at the Harborview Community Room

Resolution 2019-100

At 2:37 p.m. Ms. Budrow moved to adjourn. Ms. Wilson seconded.
4-Ayes (Wilson, Budrow, Favulli, Haney) 0-Nays MOTION CARRIED

Relevant Documents

General Session Minutes of 8/30/18

General Session Minutes of 11/13/18

General Session Minutes of 12/21/18

General Session Minutes of 1/8/19

Executive Director Review 09/2017 – 01/2019

DCHD Public Housing Notice 2019-03

FHA HAP Accounting Cash Payment/Receipt Register – January 2019

Town of Falmouth Department of Public Works, Letter dated 2/7/19 re: Main Street/Route 28 Water Main Project Property at 138 Teaticket Hwy

FHA Vacancy Turnover Report – July 2018 to June 2019

Work Order Report – January 1-31, 2019

Certificate of Substantial Completion – P.K.M. Contractors, Inc., 2/12/19

Bill for Inspection Services by PHI, \$2706.00, 2/6/19

CY 2019 Section 8 Utilization Report

Falmouth Housing Corporation Billing, December 2018 - \$16,202.43

Falmouth Housing Corporation Billing, January 2019 - \$17,341.36

FHA Financials (Fenton, Ewald & Associates, P.C.) through 11/30/18

FHA Financials (Fenton, Ewald & Associates, P.C.) through 12/31/2018

FHA Financials (Fenton, Ewald & Associates, P.C.) through 1/31/19

Notice of Public Review and Hearing Five-Year and Annual Plan

Email notice from HUD, 2/1/19, re: Housing Choice Voucher and Public Housing funding in light of latest Continuing Resolution

FHA Newsletter, February 2019

DCHD Website: Agreed Upon Procedures (AUP) Program

Harborview Sidewalk drawing by Coastal Engineering, Co.

FHA Website: Front page print announcing government shut down and updates

FALMOUTH HOUSING AUTHORITY MINUTES
Board of Commissioners Special Session Meeting
Monday, March 4, 2019 at 4:00 p.m.
Harborview Apartments – Community Room
115 Scranton Avenue, Falmouth, MA 02540

The Falmouth Housing Authority Board of Commissioners has the right by vote to take items out of order.

MEMBERS PRESENT: Patricia Favulli, Chairperson
Patti Haney
Holly Wilson
Sari Budrow

MEMBERS ABSENT: Ernest Mayberry

STAFF PRESENT: Bobbi Richards, Executive Director

OTHERS:

The special session of the Board of Commissioners Meeting of the Falmouth Housing was convened at 1:00 p.m. Ms. Favulli called the meeting to order.

Approval of Minutes

General Session – August 30, 2018 Tabled.

General Session – December 21, 2018 – Tabled.

~~General Session – January 8, 2019 – Tabled.~~ *Approved 2/19/19*

Report of the Executive Director

- a. Contract Approval for HQS Inspection Company

Resolution 2019-100

Ms. Budrow moved to approve PHI Inspections for a three-year contract for the HCV program(s). Ms. Wilson seconded.

4 Ayes (Favulli, Budrow, Wilson, Haney) 0 Nays MOTION CARRIED

- b. Alternate funding streams for the housing authority

Ms. Richards discussed diverse ways to increase housing authority funding streams such as: RAD conversion of the federal public housing portfolio, purchase of single-family homes for affordable rentals based on HUD's approved payment standards; and establishing new monitoring agreements with newly approved local developers/developments, as well as raising the annual monitoring fee for existing monitoring activities. Falmouth Housing Authority appears to charge a monitoring fee that is less than the state average. The current fee is \$100 per unit. Other housing authorities, such as Barnstable Housing Authority, begins their pricing at \$200. Some authorities charge in excess of \$250 per unit. Ms. Budrow requested that a further

discussion at a future meeting be held regarding all monitoring activities that the housing authority either conducts and/or has been determined to be responsible for conducting. Private landlord agreements were also discussed. Ms. Favulli reminded the Director that any activities must support that we are an entity that must act as a non-profit with a focus on affordable housing, so any private income-generating activities must support that understanding and framework.

Adjournment:

The special session of the Board of Commissioners Meeting of the Falmouth Housing Authority was adjourned at 4:27 p.m.

Ms. Wilson moved to adjourn. Ms. Budrow seconded.

4-Ayes (Favulli, Budrow, Wilson, Haney) 0 Nays

MOTION CARRIED

FALMOUTH HOUSING AUTHORITY COMMISSIONERS
Board of Commissioners General Session Minutes
March 19, 2019 1:00 pm
Harborview Apartments - 115 Scranton Ave, Falmouth, MA 02540

MEMBERS PRESENT:

Patricia Favulli
Patti Haney
Holly Wilson

MEMBERS ABSENT:

Sari Budrow
Ernest Mayberry

STAFF PRESENT:

Bobbi Richards, Executive Director
Leslie Pearce, Assistant Director
Sheila Barrows Gibbs
Bob Arsenaunt, Director of Maintenance
Nicholas Devonis

OTHERS:

Deb Labadini
Linda Howard
Laura Bancroft
Paul Grundon
Maureen McIver, (Independent Contractor)-Recording Secretary

The General Session of the Board of Commissioners Meeting of the Falmouth Housing was convened at 1:11 p.m. Ms. Favulli called the meeting to order.

Old Business

General Session Minutes of 08/30/18: Tabled. No quorum.

General Session Minutes of 12/21/18: Tabled. No quorum.

~~General Session Minutes of 01/08/19: Tabled. No quorum. (Approved 2.19.19)~~

General Session Minutes of 2/19/19:

Resolution 2019-101

Ms. Haney moved to approve the General Session Minutes of 2/19/19. Ms. Wilson seconded.
3-Ayes (Wilson, Favulli, Haney) 0-Nays MOTION CARRIED

Executive Session Minutes of 2/19/19: Tabled

New Business

• Announcements:

-Falmouth Housing Authority new staff: Analisa Fox and Nicholas Devonis introduces themselves.

-Harborview use of space: Anonymous complaints alleged that the Meals on Wheels program was being displaced and people would be left without food. This was determined to be untrue and the clinic and Meals on Wheels program will coexist.

-Rescheduled FCTV PSA filming: FCTV will reschedule the filming as the FHA staff was occupied updating the waiting list.

-Consideration RAD conversion for federal public housing: HUD has been encouraging housing authorities to be more self sufficient as it looks to reduce funding.

-Comment period for annual and five-year plan; hearing 3/26/19: There have been no comments submitted in writing but a verbal comment was left.

- Public and Tenant Representative Comments: Linda Howard requested that RAD discussions include tenants.

Report of the Maintenance Director

- Mr. Arsenault reported that plans for the walkways at Harborview will soon be finalized. A mold review was ordered for a unit at Harborview after receiving complaints. The third-party vendor found no evidence of mold or moisture.
- Rose Morin roofs are ready to go out to bid.
- Ventilation was added to the roof of a 705 as an inadequate job had been done previously when insulation was added. Sheathing on the backside of the house was replaced as well.
- DHCD approval is needed for the Salt Sea parking lot replacement.
- Four 705s are being hooked up to the sewer. Bids are due on 4/4.
- Donna Blanchette is retiring after 30 years of service to FHA. Her years of service will be celebrated by both the Falmouth Housing Corporation and the staff of the Authority.

Approval of Payment for retainage to PKM Contractors-\$999.75 for septic system installed at 14 Ashton-VOTE:

Resolution 2019-102

Ms. Haney moved to approve. Ms. Wilson seconded.

3-Ayes (Wilson, Favulli, Haney) 0-Nays MOTION CARRIED

Vacancy turnover: Mr. Arsenault reported that the staff is working hard to turn over units. There have been an unusual number of tenants that passed away and, for federal properties, the government provides a 21-day turnover process. 21 days from the date of death to the date that new person moves in.

Work orders: 190

Report of the Financial Manager

- Payment of bills and approval of HAP payments-VOTE:

Resolution 2019-103

Ms. Wilson moved to approve. Ms. Haney seconded.

3-Ayes (Wilson, Favulli, Haney) 0-Nays MOTION CARRIED

- Approval of payment to PHI Inspections-VOTE: The bill was not received.
- Financial statements month-end review through February 28, 2019:

Resolution 2019-104

Ms. Wilson moved to approve. Ms. Haney seconded.

3-Ayes (Wilson, Favulli, Haney) 0-Nays MOTION CARRIED

- Review of management fees due from FHC entities-February 2019: Reviewed.

Report of the Assistant Director

- Waiting list updates: Ms. Pearce reported on several programs: DIAL is leased up to 75 and up to 80 could be leased; CRHI has 12 leases each in the HIV area and Developmentally Disabled areas and 11 are leased up in each; DMHRS program is leased to capacity of 3; 11 Of 19 leases are filled in the Mainstreaming Program
- Section 8 tracking report: 309 of 319 are leased up. 75 names will be pulled from the centralized waiting list with the hope that 25 will be deemed eligible.

Ms. Pearce reported that she and Ms. Richards have been meeting with landlords once a month over a cup of coffee to offer a person to deal with when they interact with the FHA.

The commissioners noted that the HA can do a voucher-based project; CPC funding could be used to resolve a discrepancy between the voucher and the landlord's asking price if the lease is long term.

Report of the Executive Director

- Annual and Five-Year Plan comments to date: No written comments have been received. One verbal comment was received.
- Federal public housing Admissions & Continued Occupancy Plan (ACOP)-VOTE: Tabled.
- Report of Correspondence, Activities and Training Opportunities:
 - On site meetings have been held at Harborview, Rose Morin and Tatakak regarding tenant handbooks and weapons policies. The policies have been attached to lease agreements and must be signed as a condition of continued occupancy.
 - An anonymous complaint alleging a unit at Harborview had mold was investigated by a third party and found to be not true.
 - Many residents continue to smoke both tobacco and marijuana in spite of repeated requests and reminders of the no smoking policy. Tenants will receive notices of the housing authority's intent to evict based on their refusal to comply.

Future agenda items – due to FHA by April 9, 2019: Smoking policy, RAD

Next scheduled meetings– 1:00 pm on Tuesday, April 16, 2019 at the Tatakak Apartments Community Room

Resolution 2019-105

Ms. Wilson moved to adjourn at 2:11 p.m. Ms. Favulli seconded.

3-Ayes (Wilson, Favulli, Haney) 0-Nays MOTION CARRIED

The Falmouth Housing Authority Board of Commissioners has the right by vote to take items out of order.

Relevant Documents

General Session Minutes of 8/30/18

General Session Minutes of 11/13/18

General Session Minutes of 12/21/18

General Session Minutes of 1/8/19

Executive Director Report: Correspondence and Activities

FALMOUTH HOUSING AUTHORITY COMMISSIONERS
BOARD MEETING MINUTES

April 11, 2019 4:30 p.m.

Harborview Apartments – Community Room 115 Scranton Avenue, Falmouth, MA 02540

MEMBERS PRESENT:

Patricia Favulli
Sari Budrow
Holly Wilson

MEMBERS ABSENT:

Patti Haney

STAFF PRESENT:

Bobbi Richards, Executive Director
Kim Conn
Bob Arsenaault, Director of Maintenance

OTHERS:

Teresa Windrush
Ann Egan
Laura Bancroft
Tom
Paul Grundon
Dave Mark
Maureen McIver, (Independent Contractor)-Recording Secretary

The Falmouth Housing Authority Board of Commissioners has the right by vote to take items out of order.

The General Session of the Board of Commissioners Meeting of the Falmouth Housing was convened at 4:34 p.m. Ms. Favulli called the meeting to order.

Old Business

Ms. Favulli asked if there were any corrections for the minutes. There were none.

The following minutes were voted upon. Chairperson Favulli read the following statement aloud before each vote: “The minutes have been read and distributed to each you. Are there any corrections? Hearing none (see below), Chairperson Favulli stated, “If there are no future (*amended to read “further”*) corrections, the minutes are approved as read/distributed and/or corrected.”

General Session Minutes of 08/30/18:

Resolution 2019-105

Ms. Wilson moved to accept. Ms. Budrow seconded.

3-Ayes (Wilson, Favulli, Budrow) 0-Nays MOTION CARRIED

General Session Minutes of 12/21/18:

Resolution 2019-106

Ms. Wilson moved to accept. Ms. Budrow seconded.

3-Ayes (Wilson, Favulli, Budrow) 0-Nays MOTION CARRIED

General Session Minutes of 01/08/19:

Resolution 2019-107

Ms. Wilson moved to accept. Ms. Budrow seconded.

3-Ayes (Wilson, Favulli, Budrow) 0-Nays MOTION CARRIED

Executive Session Minutes of 2/19/19:

Tabled

Executive Session – March 4, 2109:

Tabled.

General Session – March 19, 2019

Resolution 2019-108

Ms. Wilson moved to accept. Ms. Favulli seconded.

3-Ayes (Wilson, Favulli, Budrow) 0-Nays MOTION CARRIED

New Business

Announcements:

- Resignation of State Appointee Ernest Mayberry: Ms. Favulli reported that Mr. Mayberry has resigned.
- Administration office safety training, Hyannis - Friday 4/12/19: The office will be closed on the day of the training; maintenance will be on duty.
- Public and Tenant Representative Comments: None offered.

Report of the Maintenance Director

- Federal Properties: Harborview, Tatakot, Rose Morin: Mr. Arsenault reported that the Meals on Wheels redesign is going very well. There is now a wait as the manufacturer designs card key access. It is likely that the whole facility will be ready in a month.
- State Properties: Choate, Salt Sea, 705's Scattered Site Houses, 689-Bayberry:
- JJS Universal 705s Roof DHCD #096055– Change Order – VOTE: Mr. Arsenault reported that he had contacted the contractor about the need for FHA to receive paperwork by a certain date in order for the contractor to be authorized to be paid. Since this did not happen, no vote was taken on this or the 2 other agenda items regarding JJS Universal as follows:
 - JJS Universal 705s Roof DHCD #096055 – Substantial Completion – VOTE

- JJS Universal 705s Roof DHCD #096055– Final Payment – VOTE
- Award Contract for Town Hookups DHCD #096060 – VOTE:

Resolution 2019-109

Ms. Budrow moved to approve \$22,500 to John Grassi for the hookups. Ms. Wilson seconded.

- 3-Ayes (Wilson, Favulli, Budrow) 0-Nays MOTION CARRIED
- Reports review:

Vacancy Turnover: Ms. Richards noted the difficulties in meeting HUD's 21 day turnover deadline because maintenance is short staffed with 2 positions vacant and there have been 6 deaths since January in Harborview alone.

Work Orders (March 1-31, 2019): 206

Report of the Financial Manager

- Payment of bills and approval of HAP payments – VOTE:

Resolution 2019-10

Ms. Wilson moved to approve. Ms. Budrow seconded.

- 3-Ayes (Wilson, Favulli, Budrow) 0-Nays MOTION CARRIED
- Financial statements month-end review for March 31, 2019: Ms. Conn reported there was nothing out of the ordinary except that the quarterly health insurance was not included.
- Review of management fees due from FHC entities: Reviewed.
- Approval of Vendor Payment – Shred It – VOTE:

Ms. Richards explained that Shred It purchased a former vendor and procurement for a new vendor must take place. Based upon the value of the annual contract, four (4) estimates have been sought. Until a new vendor is put into place, a vote on payment at each monthly meeting must take place.

Resolution 2019-11

Ms. Budrow moved to approve. Ms. Wilson seconded.

3-Ayes (Wilson, Favulli, Budrow) 0-Nays MOTION CARRIED

- Approval of Vendor Payment – PHI Inspections – VOTE

Resolution 2019-12

Ms. Budrow moved to approve \$2,588. Ms. Wilson seconded.

3-Ayes (Wilson, Favulli, Budrow) 0-Nays MOTION CARRIED

Report of the Assistant Director

Ms. Pearce compiled a list of leased units for each program.

Waiting list updates:

Section 8 tracking report:

Report of the Executive Director

- One Year & 5 Year Annual Plan – VOTE:

Ms. Richards explained that a public hearing was held on 3/25. 5 people attended. At the meeting concern was expressed about the brick patio/walkway at Tatakot and therefore another meeting was held to discuss the HUD Capital Fund process. One person attended. Ms. Richards asked that the board approve the annual and five-year plan as revised during the public hearing on 3/25/19. Ms. Budrow requested that, moving forward, all draft revisions be dated.

Resolution 2019-13

Ms. Budrow moved to approve. Ms. Wilson seconded.

3-Ayes (Wilson, Favulli, Budrow) 0-Nays MOTION CARRIED

- Independent Audit FY 2018 – Roy & Associates – TABLED

- Union Contract: The first meeting will be on 4/24 at 3:45.

Executive Director Report of Correspondence, Activities and Training Opportunities:

- Mark Bogosian of Longfellow Design is purchasing Clipper Ship. The Executive Director met with Mr. Bogosian to share information regarding the HCV/Section 8 program and the voucher process.
- Ms. Richards requested that the Board of Commissioners set aside time at a future meeting to discuss the Town list of monitoring agreements assigned to FHA.
- The FHA has been awarded an additional project-based voucher agreement-the Cape Cod Apartments on Locust Street. \$300.00 per unit will be paid for the administrative work associated with the conversion; administrative fees will be paid on a monthly basis after HUD issues its final approval.

Future agenda items – due to FHA by May 14, 2019.

Next scheduled meeting: 4:30 pm - Thursday, May 23, 2019 at Tatakot Community Room

Resolution 2019-14

Ms. Budrow moved to adjourn. Ms. Wilson seconded.

3-Ayes (Wilson, Favulli, Budrow) 0-Nays MOTION CARRIED

Relevant Documents

General Session Minutes of 8/30/18

General Session Minutes of 12/21/18

General Session Minutes of 1/8/19

Executive Session Minutes of 2/19/19

Executive Session Minutes of 3/4/19

General Session Minutes of 3/19/19

Program Leased Housing Numbers

FALMOUTH HOUSING AUTHORITY
Board of Commissioners General Session Minutes
May 29, 2019 at 4:30 p.m.

Tatakett Apartments – Community Room 138 Teaticket Highway, Teaticket, MA 02536

MEMBERS PRESENT:

Patricia Favulli
Sari Budrow
Holly Wilson
Stephen Patton

MEMBERS ABSENT

None

STAFF PRESENT:

Bobbi Richards, Executive Director
Robert Arsenault
Kim Conn
Leslie Pearce

OTHERS:

Doug Cabral, Esq.

Call to Order

At 4:30 p.m. Patricia Favulli called the meeting to order. She noted that some items would be taken out of order because of staff schedules.

Report of the Maintenance Director

Mr. Arsenault requested votes on the following:

JJS Universal 705s Roof, DHCD #096055-Change Order-VOTE
Resolution 2019-115

Ms. Budrow moved to approve the Change Order payment for JJS Universal, 705s Roof Project, DHCD #096055 in the amount of \$832.00. Mr. Patton seconded.

4-Ayes (Patton, Wilson, Favulli, Budrow) 0-Nays MOTION CARRIED

JJS Universal 705s Roof, DHCD #096055-Substantial Completion -VOTE
Resolution 2019-116

Ms. Budrow moved to approve the Substantial Completion of DHCD Project #096055 for 705s Roofs with vendor, JJS Universal. Mr. Patton seconded.

4-Ayes (Patton, Wilson, Favulli, Budrow) 0-Nays MOTION CARRIED

JJS Universal 705s Roof, DHCD #096055-Final Payment-VOTE
Resolution 2019-117

Ms. Budrow moved to approve the Final Payment for JJS Universal, 705s Project, DHCD #096055 in the amount of \$42,832 with a retainage of 5% (\$2,141.60). Mr. Patton seconded.
4-Ayes (Patton, Wilson, Favulli, Budrow) 0-Nays MOTION CARRIED

Grade Septic for Town tie-in, DHCD #096060 – VOTE
Gracie Enterprise was the low bidder, Mr. Arsenault reported.

Resolution 2019-118

Mr. Patton moved to approve Gracie Enterprises as the low bidder in the amount of \$125,000.00 for the Grade Septic Project for Town tie-in, DHCD #096060. Ms. Budrow seconded.
4-Ayes (Patton, Wilson, Favulli, Budrow) 0-Nays MOTION CARRIED

Award Contract -Rose Morin Roof Replacement– VOTE

Resolution 2019-119

Ms. Budrow moved to approve. Ms. Wilson seconded.
4-Ayes (Patton, Wilson, Favulli, Budrow) 0-Nays MOTION CARRIED

Vacancy Turnover

Work Orders (April 1-28, 2019)

Mr. Arsenault noted that the technicians are doing direct input of work orders now. Total for the period was 287.

Public and Tenant Representative Comments

None offered.

Approval of Minutes

Executive Session – February 19, 2019

Ms. Favulli recused herself from the vote.

Resolution 2019-120

Ms. Budrow moved to approve the executive minutes of February 19, 2019 but not to release them. Ms. Wilson seconded.

3-Ayes (Patton, Wilson, Budrow) 0-Nays MOTION CARRIED

Executive Session – March 4, 2019

Tabled

General Session – April 11, 2019

Resolution 2019-121

Ms. Budrow moved to approve with the general session minutes of April 11, 2019 as amended. Ms. Wilson seconded.

4-Ayes (Patton, Wilson, Budrow, Favulli) 0-Nays MOTION CARRIED

Announcements

The Community Health Center will host a Health Fair and cookout on July 3rd to celebrate the new clinic at Harborview.

Report of the Financial Manager

Payment of bills and approval of HAP payments – VOTE

Resolution 2019-122

Ms. Budrow moved to approve the payment of bills and approval of HAP payments. Mr. Patton seconded.

4-Ayes (Patton, Wilson, Budrow, Favulli) 0-Nays MOTION CARRIED

Financial statements month-end review for April 30 2019 were reviewed.

Review of management fees due from FHC entities were reviewed.

Approval of Vendor Payment – Shred It – VOTE TABLED

FY 6/30/19 Accounts Receivable Write Off – VOTE

Ms. Conn presented the Public Housing Inactive Balance Summary, which indicated that the fiscal year end inactive balance is \$11,497.36. Of this amount, Ms. Conn recommends that we continue to seek payment on \$58.00, leaving the recommended write off amount as \$11,439.36. The largest amount, \$9,046 is for a 705 unit that required extended period of time for the eviction to be finalized. The housing authority retains the right to seek payment of debt after the write off.

Resolution 2019-123

Ms. Wilson moved to approve the FY 6/30/19 Accounts Receivable Write Off for the Falmouth Housing Authority in the amount of \$11,439.36. Ms. Budrow seconded.

4-Ayes (Patton, Wilson, Budrow, Favulli) 0-Nays MOTION CARRIED

Independent Audit FY 2018 – Roy & Associates – VOTE

Resolution 2019-124

Ms. Budrow moved to approve the Independent Audit FY 2018 performed by Roy & Associates. Ms. Wilson seconded.

3-Ayes (Wilson, Budrow, Favulli) 0-Nays Mr. Patton abstained. MOTION CARRIED

Report of the Assistant Director

Ms. Pearce reported that the reporting format has been updated.

Waiting list updates

Section 8 tracking report

Amendment to HCV Centralized Waiting List Admin Plan – VOTE

No vote taken.

Amendment to PBV Centralized Waiting List Admin Plan - VOTE

No vote taken.

Doug Cabral arrived at about 5:00 p.m.

Resolution 2019-125

Ms. Budrow moved to move to executive session. Ms. Wilson seconded.

A roll call vote was taken:

Holly Wilson-aye

Sari Budrow-aye

Stephen Patton - aye

Patricia Favulli-aye

MOTION CARRIED

The Commissioners returned to regular session at approximately 6:00 p.m.

Report of the Executive Director

- Smoking is still a problem in federal properties. Some housing authorities have been using a product called Fresh Sensor which detects smoke from tobacco and marijuana and also alarms if the unit is removed.
- Cape Cod Apts. – Tenant Protection Vouchers to Project-Based Vouchers (71): Rents will be increased under the agreement to meet a HUD-agreed upon payment standard which reflects 110% above the current payment standards for the area. CCA has both studios and 1-bedroom units. FHA will collect approximately \$63,000 per month from the apartments.
- As a result of changes to an agreement with the Harwich Ecumenical Council they ceased payments. HUD determined that without payment, there is no contract. Lawyers for each side are now trying to clarify the future of the relationship between FHA and HECH.

Federal Public Housing Admissions & Continued Occupancy Plan (ACOP)

Ms. Richards reviewed the amended ACOP plan, which was previously distributed to the Commissioners, placed at the common area community rooms at each federal housing location and placed in the lobby area of the main office.

Resolution 2019-130

Ms. Wilson moved to approve the federal public housing Admissions and Continued Occupancy Plan (ACOP) as revised. Ms. Budrow seconded.

4-Ayes (Patton, Wilson, Budrow, Favulli) 0-Nays MOTION CARRIED

Waiting List for Federal Public Housing

Based upon the number of applicants (over 600) and the availability of federal public housing units (stock is 222 units, with turnovers of approximately 15 per year), Ms. Richards recommends that the federal public housing waiting list be closed until such time that the reasonable waiting period is three years or less. Currently the wait can exceed three years, with some applicants waiting over five years for an offer of housing on this waiting list.

Resolution 2019-131

Mr. Patton moved to approve the closure of the federal public housing waiting list on July 31, 2019. Ms. Wilson seconded.

4-Ayes (Patton, Wilson, Budrow, Favulli) 0-Nays MOTION CARRIED

Centralized Waiting List

The Falmouth Housing Authority participates in the centralized waiting list for its HCV program. MassNahro has amended the centralized waiting list plan to reflect administrative and technical responsibilities that have shifted to the GoSection8, which is MassNahro's new software vendor. Examples of the new technology include the ability to apply via cell phone and to concurrently apply to both HCVP and PBV waiting lists. The amendment also clarifies program administration issues such as how to determine who remains in the application when an applicant family breaks up, and under what specific circumstances a family is removed from all participating waiting lists and when a family removed only from a certain public housing authority's list.

Resolution 2019-132

Ms. Wilson moved to approve the amended MassNahro centralized waiting list plan, which the Falmouth Housing Authority subscribes to for its HCV-related waiting lists, effective July 1, 2019. Mr. Patton seconded.

4-Ayes (Patton, Wilson, Budrow, Favulli) 0-Nays MOTION CARRIED

705 State Properties – Trampoline & Pool Policy

Resolution 2019-133

Ms. Wilson moved to approve as revised. Mr. Patton seconded.

4-Ayes (Patton, Wilson, Budrow, Favulli) 0-Nays MOTION CARRIED

Resolution 2019-134

Ms. Wilson moved to adjourn. Mr. Patton seconded.

4-Ayes (Patton, Wilson, Budrow, Favulli) 0-Nays MOTION CARRIED

Documents used during the Meeting:

General Session Draft Minutes of April 11, 2019

Executive Session Draft Minutes of February 19, 2019

Change Order No.1 for Fish No. 096055

Certificate of Substantial Completion for Fish No. 096055

Application and Certificate for Payment for Fish No. 096055

Certificate of Final Completion for Fish No. 096055

Vacancy/Turnover Report for July 2-18 – June 2019

List of Buds received for Rose Morin Roofing Replacement No. 830617

May 2019 Falmouth Housing Authority Newsletter

DHCD Public Housing Notice No. 2019-13

DHCD MRV Notice No. 2019-01

May 1, 2019 Report on HCV Programs by the Assistant Director

James Souza Memorial Donations Ledger

Revised Board of Commissioners Listing for Falmouth Housing Authority

Public Housing Inactive Balance Summary FYE 06/30/19

Work Order Report April 1-30, 2019

Financial Report from Fenton, Ewald & Associates through April 30, 2019

Notice regarding Change of Meeting Date for Board of Commissioners Meeting

MassNahro Notice regarding Amendment to Centralized Waiting List(s)

FALMOUTH HOUSING AUTHORITY
Board of Commissioners General Session Meeting Minutes
Wednesday, June 26, 2019 at 4:30 p.m.
Harborview Apartments – Community Room
115 Scranton Avenue, Falmouth, MA 02540

MEMBERS PRESENT:

Patricia Favulli
Sari Budrow
Holly Wilson
Stephen Patton

MEMBERS ABSENT: None

STAFF PRESENT: Bobbi Richards, Executive Director
Jason Norton, Maintenance Tech/Laborer

OTHERS: Linda Howard
Barbara Zmuda
Paul Grundon
Dave Marks
Maureen McIver, (Independent Contractor)-Recording Secretary

Call to Order

At 4:30 Patricia Favulli called the meeting to order and informed that it would be recorded.

Approval of Minutes

Special Session – March 4, 2019

Resolution 2019-135

Ms. Budrow moved to approve with the correction that it was a Special Session and not an Executive Session. Ms. Wilson seconded.

3-Ayes (Wilson, Favulli, Budrow) 0-Nays 1-Abstain (Patton, was not a Commissioner on 3/4/19)

MOTION CARRIED

General Session – May 29, 2019

Tabled

Executive Session – May 29, 2019

Tabled

New Business

Announcements: Resignation of Robert Arsenault & Farewell Celebration

Ms. Richards reported that Friday would be Mr. Arsenault's last day with the FHA. He has been offered position with the State and the FHA supports and celebrates him. A dinner is planned for tomorrow night.

Public and Tenant Representative Comments

Wadsworth, F wrote to FHA requesting to be on the agenda regarding a Section 8 concern. Mr. Wadsworth did not attend the meeting.

Ms. B. Zmuda requested that a set schedule for Board Meetings be considered as the 4:30 p.m. time frame is an interruption to other planned tenant activities. Commissioner Favulli stated that the matter was to be discussed later in the meeting.

Report of the Maintenance Director

Ms. Richards and Jayson gave the report.

- Federal Properties: Harborview, Tataket, Rose Morin
Emergency alarm system repair at Tataket apartments should be done within a week.
Floodlights are being repaired at Tataket.
A company has been hired, after three quotes were obtained, to do an Environmental Review and a RAD review.
The roof replacement project has commenced; two roofs at Rose Morin have been finished.

- State Properties: Choate, Salt Sea, 705's Scattered Site Houses, 689-Bayberry
Septic systems have been done at some 705s.
The annual meeting was held at Bayberry. FHA has agreed to repair and/or replace the flooring in the office. Smoking continues to be an issue; staff has agreed to remove a makeshift smoking area.

- Reports review
Vacancy Turnovers:
Longer turnover rates are due to greater diligence to review of the waiting list.
Work Orders (May 1-31, 2019):
The format of the work orders has been changed so that it is easier to use and broken down by site, including the separate maintenance agreement sites for FHC. 338 work orders for the month were completed.

Report of the Financial Manager

Review of vendor payment – Shred It – VOTE

Resolution 2019-136

Mr. Patton moved to approve two payments of \$184.48 each. Ms. Budrow seconded.
4-Ayes (Wilson, Favulli, Budrow, Patton) 0-Nays MOTION CARRIED

Payment of bills and approval of HAP payments – VOTE

Resolution 2019-137

Mr. Patton moved to approve. Ms. Wilson seconded.

4-Ayes (Wilson, Favulli, Budrow, Patton) 0-Nays MOTION CARRIED

Financial statements month-end review through May 31, 2019 were reviewed. Commissioner Patton requested that an overview discussion of how to read the reports be provided. Ms. Richards agreed to discuss hosting a meeting for Commissioners with the Fee Accountant Agency to provide an overview session.

Management fees due from FHC entities were reviewed. Ms. Favulli questioned the labor costs included in the billing as they appeared to be high. Ms. Richards agreed to discuss the labor costs with the financial manager and provide additional information at the next meeting.

Report of the Assistant Director

Narrative report was submitted. The narrative monthly report will replace the Units Leased report. A pull has been conducted for the DIAL program as we are under-leased. The other lists are being reviewed based on the recent annual update mailing.

Report of the Executive Director a. Executive Director

- Comp Time: Ms. Richards expressed concern about the conflict between the need to use comp time within a certain time and the need to be in the office at those certain times. Commissioners were in agreement that the Director should have some leeway in determining how comp time was used and recommended that the Director not be subject to the standard Management policy regarding expiration of comp time at the end of the fiscal year. This policy should apply to management and staff only.

Resolution 2019-138

Ms. Budrow moved to approve changes to the Management Comp to amend the following two sections as follows: “Management staff, excluding the Executive Director, are prohibited from carrying over comp time,” and “The Board of Commissioners approve the Executive Director to accrue compensatory time, which will be limited to a maximum of eighty (80) hours during the fiscal year. This time may be carried over to the next fiscal year without penalty.” Ms. Wilson seconded.

4-Ayes (Wilson, Favulli, Budrow, Patton) 0-Nays MOTION CARRIED

- HUD Rental Assistance Demonstration (RAD)

FHA Environmental/RAD Review: Commissioners have a RAD packet for review. Use of this program would mean loss of guaranteed funding though there are a number of benefits.

- July Webinar: Commissioners were urged to register for the free webinar.
- Report of Correspondence, Activities and Training Opportunities:

The Community Health Center will hold a cookout for the opening of the clinic at Harborview on July 3.

Future agenda items – due to FHA by Tuesday, July 9, 2019

- a. Board of Commissioners Monthly Board Meeting Dates/Times

Next scheduled meeting (pending discussion regarding other possible dates/times) – 1:00 p.m. on Tuesday, July 16, 2019 at the Tatakiet Apartments.

Commissioners reviewed their schedules and determined that future meetings should be scheduled for 1:00pm on the third Tuesdays of each month moving forward.

Resolution 2019-139

Ms. Wilson moved to adjourn at 5:16 p.m. Ms. Budrow seconded.

4-Ayes (Wilson, Favulli, Budrow, Patton) 0-Nays MOTION CARRIED

The Falmouth Housing Authority Board of Commissioners has the right by vote to take items out of order.

Documents Used During Meeting

Special Session Minutes of 3/4/19

Housing Assistance Payment Registers, May 2019

HUD Asset Repositioning Overview (The Matrix)

HUD Introduction for Repositioning for PHAs

MassNahro Free RAD Webinar

Units Under Lease Report, June 2019

CHCCC Press Release regarding Harborview Clinic

Executive Director's Correspondence May 30, 2019 – June 25, 2019

Shred It Invoices May 30, 2019 & May 31, 2019

DHCD Competition Round Blast

Management Comp Policy