

FALMOUTH HOUSING AUTHORITY - COMMISSIONERS REGULAR BOARD MEETING DRAFT MINUTES

Wednesday, September 25, 2024  
115 Scranton Avenue, Falmouth, MA 02540  
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The Falmouth Housing Authority conducted a General Session Commissioners Board Meeting on Wednesday, September 25, 2024. The session began at 4:30 p.m. The Board did its best to adhere to posted time frames, but times may have varied. The meeting(s) was held via a virtual meeting pursuant to Massachusetts Governor Charles D. Baker's Order Suspending Certain Provisions of the Open Meeting Law dated March 12, 2020; extended to 2025. The public were invited to join in the general session meeting by going to:

Link: <https://us02web.zoom.us/j/82007171079>

Audio Access: 1-646-558-8656

Meeting ID: 820 0717 1079

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MEMBERS PRESENT: Stephen Patton  
Patricia Favulli  
Kathleen Haynes  
Jack Richardson

MEMBERS ABSENT: Michael Galasso

STAFF PRESENT: Bobbi Richards, Executive Director  
Benjamin Anako, Fiscal Officer  
Kevin Donovan, Maintenance Supervisor  
Emma Montville, Maintenance Administrative Assistant

OTHERS PRESENT: Laura Bancroft; Maureen McIver, Recording Secretary

OPEN SESSION

At 4:30 p.m. Stephen Patton called the meeting to order.

**Public Comments**

None.

**Items requiring discussion and vote:**

-Minutes of General Session of July 17, 2024 – vote

Resolution 2025-029

Kathleen Haynes moved to approve the minutes of General Session of July 17, 2024. Patricia Favulli seconded.

A roll call vote was taken:

Stephen Patton -aye

Patricia Favulli-aye

Kathleen Haynes-aye

Jack Richardson-aye

4 Ayes (Patton, Favulli, Haynes, Richardson)

0-Nays

MOTION CARRIED

-Minutes of Special Session of September 11, 2024 – vote

Resolution 2025-030

Kathleen Haynes moved to approve the minutes of Special Session of September 11, 2024. Jack Richardson seconded.

A roll call vote was taken:

A roll call vote was taken:

Stephen Patton -aye

Patricia Favulli-abstain

Kathleen Haynes-aye

Jack Richardson-aye

3 Ayes (Patton, Favulli, Haynes, Richardson)      0-Nays      1-Abstention (Favulli)      MOTION CARRIED

-Minutes of Public Hearing of August 28, 2024– vote

Resolution 2025-031

Kathleen Haynes moved to approve the minutes of Public Hearing of August 28, 2024. Patricia Favulli seconded.

A roll call vote was taken:

Stephen Patton -aye

Patricia Favulli-aye

Kathleen Haynes-aye

Jack Richardson-aye

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

-Minutes of General Session of August 28, 2024 – vote

Resolution 2025-032

Kathleen Haynes moved to approve the minutes of General Session of August 28, 2024. Jack Richardson seconded.

A roll call vote was taken:

Stephen Patton -aye

Patricia Favulli-abstain

Kathleen Haynes-aye

Jack Richardson-aye

3 Ayes (Patton, Favulli, Haynes, Richardson)      0-Nays      1-Abstention (Favulli)      MOTION CARRIED

-HCV/Mainstream Policy on use of Admin Fees to assist with security deposits –vote

Bobbi Richards is seeking a vote on the implementation of a security deposit program for the Mainstream Section 8 voucher program, which serves families with a disabled member. Bobbi Richards has recommended that Mainstream admin fees be set aside to assist with creating a security deposit fund program. Clients receive the benefit of exceeding the fair market rents, based on their disabled status, by up to 119%. The security deposits will help to accommodate the increased challenges faced by these families during their housing search.

The proposed security deposit voucher program would allow recipients to repay the funds over through an established repayment program. Additionally, the program would utilize these funds to assist landlords in cases of damages beyond normal wear and tear. In such situations, clients would be required to participate in skill-building training to improve their tenancy skills, ensuring better outcomes in the program. Patricia Favulli suggested that this program be designed to further strengthen participants housing stability over time by helping to foster responsible tenancy practices.

Resolution 2025-033

Kathleen Haynes moved to approve the use of administrative fees associated with the federal Mainstream voucher program to develop a security deposit and damages payment program. Jack Richardson seconded.

A roll call vote was taken:

Stephen Patton -aye

Patricia Favulli-aye

Kathleen Haynes-aye

Jack Richardson-aye

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

-Report of the Fiscal Department

1. Payment of HAP and bills – vote

Resolution 2025-034

Patricia Favulli moved to approve bills and HAP payments. Kathleen Haynes seconded.

Steve Patton inquired about the \$1,349,936 in payments to one local landlord/business. Bobbi Richards shared that it is important for the housing authority to diversify its portfolio of landlords that benefit from the project-based program, as many of the payments referenced by Steve Patton demonstrate how most of the landlord payments for various programs are received by one primary entity in Falmouth. The housing authority has a responsibility to encourage large and small volume landlords to participate in subsidy housing programs.

A roll call vote was taken:

Stephen Patton -aye

Patricia Favulli-aye

Kathleen Haynes-aye

Jack Richardson-aye

4 Ayes (Patton, Favulli, Haynes, Richardson)

0-Nays

MOTION CARRIED

2. Review of public aging reports

-Report of the Maintenance Department

(review of portfolio and projects)

Kevin Donovan reported that there were several turnovers underway. The staff have been getting turnovers completed in due time, however they have been short a staff member since last year. Rose Morin is in the process of a kitchen and bathroom flooring replacement as well as a replacement of the refrigerators and stoves. Tatakert walkways look and function great - the soffit is in as well as the gutter system for drainage; the schedule has been updated to reflect completion by the end of December.

Emma Montville reported that robo calls were sent to Tatakert residents and positive feedback was received regarding the speed, appearance, and drainage work on the project.

-Report of the Assistant Director

1. Utility Allowance study – vote

Bobbi Richards reported that the allowance study recommended an increase of about 2%. With the board's approval, she will approve it and send the report to the commissioners.

2. Report of Leased and Public Housing

-Report of the Executive Director – vote

(small contracts approved – Cavossa, Graci; special grant (\$165,400) contract awarded for smoke detector replacements for federal sites to Cape Cod Alarm, administrative and portfolio updates, grant to be submitted and ROSS grant local partners, staff trainings, Commissioner trainings, RFPs out to bid)

The Executive Director highlighted several items from the Report:

Representatives were very helpful to the FHA with the assessment grant that was awarded; follow up acknowledgement ideas were discussed. After 2 engineers from the State looked at the Salt Sea shingles, the State's opinion is that some shingles may need replacing but not all. Graci is the low bidder for the septic pumping services at the the public housing sites, including the 705 portfolio – 21 of 25 houses are on septic; Cavossa is the low bidder for the trash disposal services at the five sites. FHA received a special grant of \$250k to change smoke detectors in federal sites, including office. Bid came in at \$165,400 for Cape Cod Alarm and was approved by the director. A change order was approved for the Tatakert Walkways.

March 3, 2025 is Leslie Pearce's last day; the plan is to have two assistant directors serve for a short period so that some of Leslie Pearce's 39 years of knowledge and experience can be passed on. The FHA will do an expansive search for a replacement utilizing the services of Nelrod. This is the company that performed our recent salary studies and

excels in the development of job descriptions, salary studies, rent reasonable studies, and trainings related to the management of section 8/housing choice voucher programs.

Many grants are in the process of being written and/or finalized.

Resolution 2025-035

Kathleen Haynes moved to approve the Report of the Executive Director. Patricia Favulli seconded.

A roll call vote was taken:

A roll call vote was taken:

Stephen Patton -aye

Patricia Favulli-aye

Kathleen Haynes-aye

Jack Richardson-aye

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

-Agenda items for next meeting – Richardson - website

-Adjournment

Resolution 2025-036

At 5:02 p.m. Kathleen Haynes moved to adjourn. Steve Patton seconded.

A roll call vote was taken:

A roll call vote was taken:

Stephen Patton -aye

Patricia Favulli-aye

Kathleen Haynes-aye

Jack Richardson-aye

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

Relevant Documents

Minutes of General Session of July 17, 2024

Special Session of September 11, 2024

Public Hearing of August 28, 2024

General Session of August 28, 2024

Executive Director's Correspondence & Activities for September 24, 2024

096097 – Bath Fan/Exterior Vents Electrical Panel Replacement – ARPS Targeted Award for \$220k

Draft policy HCV/Mainstream use of administrative fees to assist with security deposits

HAP reports and public housing aging reports for August 2024

Utility allowance study for 2025, effective 10/1/24

Leased Housing Repot for September 2024