

FALMOUTH HOUSING AUTHORITY – COMMISSIONER BOARD MEETING MINUTES

Wednesday, June 29, 2022 at 4:30 p.m.

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The Falmouth Housing Authority conducted a General Session Commissioners Board Meeting on Wednesday, June 29, 2022. The general session began at 4:30 p.m. The meetings were held via a virtual meeting pursuant to Massachusetts Governor Charles D. Baker's Order Suspending Certain Provisions of the Open Meeting Law dated March 12, 2020. The public was invited to join the general session meeting by going to:

Link: <https://us02web.zoom.us/j/81189918401>

Meeting ID: 811 8991 8401

Audio Access: 1-646-558-8656

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OPEN SESSION

MEMBERS PRESENT: Patricia Favulli
Michael Galasso
Kathleen Haynes
Robert Mascali (*exited meeting at 5:31 p.m.*)
Stephen Patton

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

OTHERS PRESENT: Laura Bancroft
Noelle Annonen, Falmouth Enterprise
Ron Bonney
Tanesha Wright, Esq
William Dynan
Lawrence O'Brien

OPEN SESSION

At 4:30 p.m. Patricia Favulli called the meeting to order.

Minutes

-General Session of 5/31/22 – VOTE

Resolution 2022-102

Steve Patton moved to approve the general session minutes of 5/31/22 as presented. Kathleen Haynes seconded.

A roll call vote was taken:

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

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

-Special Session of 4/25/22 – VOTE TABLED

-Executive Sessions of 12/18/21 – VOTE

Resolution 2022-103

Kathleen Haynes moved to approve the executive session minutes of 12/18/21 as presented. Steve Patton seconded.

A roll call vote was taken:

Patricia Favulli - aye
Michael Galasso-abstained (had not read minutes)
Kathleen Haynes - aye
Robert Mascali - abstained
Steve Patton-aye

3 Ayes (Favulli, Haynes, Patton) 2-Abstentions (Galasso, Mascali) 0-Nays MOTION CARRIED

-Executive Session of 1/25/22- VOTE

Resolution 2022-104

Kathleen Haynes moved to approve the executive session of 1/25/22 as presented. Steve Patton seconded.

A roll call vote was taken:

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

3 Ayes (Favulli, Haynes, Patton) 2-Abstentions (Galasso, Mascali) 0-Nays MOTION CARRIED

Bobbi Richards noted that the executive session minutes of 12/18/21 were listed incorrectly on the agenda; they were actually the minutes of 12/14/21.

Resolution 2022-105

Steve Patton moved to approve the executive session minutes of 12/14/21 instead of the minutes of 12/18/21. Kathleen Haynes seconded.

A roll call vote was taken:

Patricia Favulli - aye

Michael Galasso-abstained (had not read minutes)

Kathleen Haynes - aye

Robert Mascali - abstained

Steve Patton-aye

3 Ayes (Favulli, Haynes, Patton) 2-Abstentions (Galasso, Mascali) 0-Nays MOTION CARRIED

Lawrence O'Brien, 211 Scranton, Easement Issue - VOTE

Lawrence O'Brien appeared with his proposal explaining that this was an easy 3-way agreement between the Town of Falmouth, the FHA, and himself. Everyone gives a little and everyone gets a little. It is best if there is no litigation.

The commissioners found some of the documents submitted by Lawrence O'Brien unclear or lacking needed details such as plan copies signed by a registered surveyor other than Lawrence O'Brien.

A discussion included the following:

- Patricia Favulli stated that the commissioners would need to talk to the state; there is no legal opinion from FHA's counsel; it was not possible to move forward without these things.
- Lawrence O'Brien stated that David Viera knows about this situation as well as Doug Brown.
- Patricia Favulli clarified that they have no legal authority in this matter.
- Robert Mascali clarified that the state is the entity that needs to be consulted in this matter.
- Michael Galasso suggested directing Bobbi Richards to send the matter to the state and seek an opinion from counsel.
- Robert Mascali noted that the state was the entity that would determine whether the process could move forward so it would make sense to clear the issue with them first.

Resolution 2022-106

Robert Mascali moved to authorize Bobbi Richards to send the matter to the state.

The discussion continued:

- Michael Galasso emphasized that the FHA should get some benefit if it authorizes this proposal.

- Lawrence O'Brien said that there would be benefit: there would be no litigation if the proposal was granted. He said that he hadn't realized until recently that the Town of Falmouth and the FHA were separate entities.
- Kathleen Haynes noted that she did not like being told she would be sued.

Michael Galasso seconded the motion.

A roll call vote was taken:

Patricia Favulli – aye

Michael Galasso-aye

Kathleen Haynes - aye

Robert Mascali - aye

Steve Patton-aye

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

William Dynan, Precinct 5, said that the matter was voted a year and a half ago at Town Meeting. He was concerned about safety.

Patricia Favulli noted that the commissioners were concerned with safety as well, particularly for the tenants at Salt Sea.

Public Comments

None.

Monthly meetings (in person)

Meetings at Harborview with a Zoom option were discussed. The Executive Order for remote meetings may be extended.

Commissioners retreat, Saturday, 9/10/22 - Time/Location needed

The Hermann Room at the Falmouth Library or the community room at Harborview Apartments were considered. It was noted that an on-site location could increase tenant patriation and the consensus was to hold the retreat in the community room. Topics suggestions should be emailed to Bobbi Richards.

Maintenance Department update

- Public Housing Notice 2017-03 Emergency Pull Cords – VOTE TABLED

-38 Marshall Dr, 705-Vacant – DHCD #096086

Bobbi Richards explained that the DHCD expects the work to cost well over \$100,000. Patricia Favulli reminded that the FHA was involved but the state controlled the process, standards, and guidelines. Michael Galasso expressed concern that the process was burdensome and needed to be changed. Bobbi Richards thought that changing the process was likely a legislative issue. State representatives could be contacted.

-Portfolio vacancy review

Bobbi Richards' review included: the 705s are all under waivers; there are renovations needed at Madeline with the previous tenants having been there over 20 years; 130 Edgewater is awaiting approval and it is thought it would take over \$200,000 to renovate; bathroom installations are underway at Choate and Salt Sea; exterior painting is proposed for Salt Sea, through ARPA funding, and estimated at \$204,000; there are 3 vacancies at Salt Sea; units undergo mold review and remediation if required before unit turn commences as insulation is an issue in most, if not all, Salt Sea units, between the exterior wall and the bathrooms. Problems with delivery of appliances has caused delays at Tatakak; Harborview kitchen rehabs have been delayed by cabinet availability and delivery issues.

-Staff update

Jackie Sorenson has moved from Receptionist to Tenant Selection Coordinator.

A part time, 18-hour maintenance/janitorial position has been created.

Heidi has been hired as a Maintenance Administrator.

9 or 10 resumes have been received for the Maintenance Director. 5 were selected and contacted and 2 of those replied.

Report of the Fiscal Officer

-Payment of May bills and HAP payments – VOTE

Resolution 2022-107

Steve Patton moved to approve the payment of May bills and HAP payments as presented.

Kathleen Haynes seconded.

A roll call vote was taken:

Patricia Favulli – aye

Michael Galasso-aye

Kathleen Haynes - aye

Steve Patton-aye

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

MOTION CARRIED

-Review of monthly financials, public housing aging reports

Chuck Starr reported that the FHA was grateful for the additional \$39,000 in back rent that was received from community partners on behalf of tenants this month.

Report of the Executive Director

-Utility allowances – VOTE

Resolution 2022-108

Steve Patton moved to approve the utility allowances as presented. Kathleen Haynes seconded.

A roll call vote was taken:

Patricia Favulli – aye
Michael Galasso-aye
Kathleen Haynes - aye
Steve Patton-aye

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

MOTION CARRIED

-Fair housing marketing plan – VOTE

Resolution 2022-109

Kathleen Haynes moved to approve the Fair Housing Marketing Plan for state properties as presented. Steve Patton seconded.

A roll call vote was taken:

Patricia Favulli – aye
Michael Galasso-aye
Kathleen Haynes - aye
Steve Patton-aye

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

MOTION CARRIED

-Language access plan – VOTE

Bobbi Richards explained that the housing authority needed to poll to see what languages were preferred by applicants. The plan has been updated accordingly.

Resolution 2022-110

Kathleen Haynes moved to approve the Language Access Plan as presented. Steve Patton seconded.

Patricia Favulli – aye
Michael Galasso-aye
Kathleen Haynes - aye
Steve Patton-aye

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

MOTION CARRIED

-Tenant Minority percentages for each program; federal programs have been included in the information presented for review.

-Grants

The FHA contacted multiple agencies seeking proposals for a 100% needs assessment review of all properties, including units, common areas, mechanical rooms and grounds. The two proposals received in services and programs. A revision to the proposals was requested. Once information is received, a request for grant funding will be submitted to the Town of Falmouth's Affordable Housing Fund program as FHA has reason to believe that needs assessments are an eligible expense for this funding program.

-Leased housing report

Bobbi Richards noted that there were 2 more lease ups that when the report was published on 6/27.

-Customer service

Bobbi Richards reported examples of services FHA provides, in response to Michael Galasso's inquiry about customer service. Commissioners were reminded that certain services, such as approved group use of the community rooms, have not been recommended by FHA during COVID. Prior to COVID, 300 baby bibs were sewn on 12 donated machines; bingo, though not FHA sponsored, is conducted on community rooms; partnering with various entities is undertaken; parties are held in community rooms; barbeques are held; elder services, including Meals-on-Wheels operate out of Harborview; Community Health Services operates out of Harborview; newsletters are delivered door to door to tenants; lock outs are remedied by staff oftentimes; packages mistakenly delivered to the office are delivered to tenants by staff; Bobbi Richards participates in organizations such as the Rotary on behalf of the FHA.

Patricia Favulli suggested a commissioner's spotlight in the newsletter.

Resolution 2022-111

At 5:57 p.m. Kathleen Haynes moved to adjourn. Steve Patton seconded.

A roll call vote was taken:

Patricia Favulli – aye

Michael Galasso-aye

Kathleen Haynes - aye

Steve Patton-aye

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

MOTION CARRIED

Relevant Documents

Census Data – State – Language Access Report

Census Data – State – Race & Ethnicity Report

O'Brien – Powerpoint proposal and attachments (perpetual easement, Salt Sea Lane pictures)

Falmouth Financials, April 2022

Federal and State Vacancy Report through June 28, 2022

Draft Executive Session Minutes of January 25, 2022

Draft General Session Minutes of May 31, 2022

Draft Executive Session Minutes of December 14, 2022

Fair Housing Marketing Plan

Language Access Plan

Leased Housing Summary, June 2022

HAP Check Register, May 2022

Landlord Payment History, May 2022

Public Housing Aging, May 2022

Public Housing State and Federal Race & Ethnicity Report

State Primary Language Report

Utility Allowances by Nelrod