

FALMOUTH HOUSING AUTHORITY - COMMISSIONERS GENERAL SESSION
BOARD MEETING MINUTES

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The Falmouth Housing Authority conducted a General Session Commissioners Board Meeting(s) on Wednesday, March 27, 2024. The general 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 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:

Location: www.zoom.com Meeting ID: 403 303 9685
Audio Access: 1-646-558-8656 Meeting ID: 403 303 9685

MEMBERS PRESENT: Stephen Patton, Chair
Patricia Favulli
Michael Galasso
Kathleen Haynes

STAFF PRESENT: Bobbi Richards, Executive Director
Leslie Pearce, Assistance Director
Charles Starr, Fiscal Officer
Bobbi Richards, Executive Director

OTHERS PRESENT: Laura Bancroft, Maureen McIver - Recording Secretary, Gina Torielli – Belonging to Each Other, Karen Gardner – Community Health, George (last name unknown)

OPEN SESSION

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

-Recognition, Announcements and Public Comments

Michael Galasso asked about the date for the candidate interview for the vacant seat on the Board, the activities of the Redevelopment Committee, and the proportion of administrative items on the agenda in relation to the Board's goal of renovation and improvement of properties.

Items requiring discussion and vote:

-Community Health Clinic – Karen Gardner, President

Karen Gardner reported that the clinic at Harborview was close to opening after several years of efforts. There will be two proper exam rooms staffed by a nurse practitioner. The town has signed off on all the needed paperwork and the next step is licensing by the Massachusetts DPH. The clinic could open in 30-45 days. Bobbi Richards reminded the Board that that use of the clinic is limited to participants of housing authority programs.

Minutes of General Session of February 12, 2024 – vote

Resolution 2024-112

Patricia Favulli moved to approve the General Session minutes of February 12, 2024.

Kathleen Haynes seconded.

A roll call vote was taken:

Steve Patton -aye

Patricia Favulli-aye

Michael Galasso-aye

Kathleen Haynes-aye

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

MOTION CARRIED

Minutes of Executive Session of February 12, 2024 – vote

Resolution 2024-113

Patricia Favulli moved to approve and hold the Executive Session minutes of February 12, 2024.

Kathleen Haynes seconded.

A roll call vote was taken:

Steve Patton -aye

Patricia Favulli-aye

Michael Galasso-aye

Kathleen Haynes-aye

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

MOTION CARRIED

Minutes of General Session of January 22, 2024 - vote

Resolution 2024-114

Patricia Favulli moved to approve the General Session minutes of January 22, 2024.

Kathleen Haynes seconded.

A roll call vote was taken:

Steve Patton -aye

Patricia Favulli-aye

Michael Galasso-aye

Kathleen Haynes-aye

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

MOTION CARRIED

-Gerald Flynn House – Gina Torielli, BTEO

Gina Torielli of Belonging to Each Other (BTEO), reported on the Gerald Flynn House purchase which the group had made two weeks ago. The previous owner was the Falmouth Housing Trust. The residents of the Single Room Occupancy (SRO) dwelling were residing at the Gerald Flynn under a special program of FHA. Gina Torielli explained that BTEO would be offering services to the residents and helping them transition to stable housing in about a year as the program will move away from the SRO model. FHA is working with BTEO and HUD to finalize the final year of the contractual relationship. Residents remaining in the SRO program at the end of the final contract will be issued emergency HCV/Section 8 vouchers. BTEO has been working with the homeless population for the 8 years it has been in existence and has been cultivating relationships with entities that can help in efforts to provide stable housing. There are over 80 volunteers and sources of funding to help with the many needs.

-EOHLC CFA Amendment #10 for \$362,592 - vote

Bobbi Richards explained that this was the 10th amendment. Funds are to be used for the renovation of 705s. Steve Patton reminded that these funds were EOHLC administered. Bobbi Richards asked that the Board vote to accept the funds from the EOHLC.

Resolution 2024-115

Patricia Favulli moved to accept the additional funding of \$362,592 from the EOHLC. Kathleen Haynes seconded.

A roll call vote was taken:

Steve Patton -aye

Patricia Favulli-aye

Michael Galasso-aye

Kathleen Haynes-aye

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

MOTION CARRIED

-HAP payments – vote

Chuck Starr noted that there were \$648,264 in HAP payments. An additional \$900 in debt had been recovered this month.

Resolution 2024-116

Patricia Favulli moved to approve the HAP payments as presented. Kathleen Haynes seconded.

A roll call vote was taken:

Steve Patton -aye

Patricia Favulli-aye

Michael Galasso-abstained

Kathleen Haynes-aye

3 Ayes (Patton, Favulli, Haynes) 0-Nays 1-abstention (Galasso) MOTION CARRIED

Monthly bills – vote

Resolution 2024-117

Patricia Favulli moved to approve the monthly bills as presented. Kathleen Haynes seconded.

A roll call vote was taken:

Steve Patton -aye

Patricia Favulli-aye

Michael Galasso-aye

Kathleen Haynes-aye

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

MOTION CARRIED

-Executive Director review of portfolio-staff trainings, administrative property reviews, Wi-Fi initiative, small contract awards – vote

Bobbi Richards reported that the FHA now has two (2) fully electric trucks and is working on a plan to install electric vehicle (EV) charging stations at various sites. Funds from the closeout of the 2020 and 2021 budgets were used; three vehicles previously approved by the Board for disposal were also conducted. Audit of federal portfolio conducted by Marcum; state audit underway. Finding for federal audit related to grant from Town for needs assessment. FHA opened separate account and provided bank statements to fee accountants; was not reflected on monthly reconciliation reports from fee accountant.

Resolution 2024-118

Kathleen Haynes moved to accept the Executive Director's Report. Patricia Favulli seconded.

A roll call vote was taken:

Steve Patton -aye

Patricia Favulli-aye

Michael Galasso-aye

Kathleen Haynes-aye

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

MOTION CARRIED

-Harborview ventilation plan – vote

Bobbi Richards reviewed: Many years ago, staff disconnected the ventilation system in Harborview for unknown reasons. The Town has required that there be a fresh air ventilation system at Harborview. Many parts are now missing. George Comatas – Norian/Siriani Engineering was consulted and three options for ventilation were previously presented to the Board for consideration. Bobbi Richards asked that the Board vote to indicate which option it favored so that the funding and procurement process can get underway.

The board was presented the study of the issue by Norian/Siriani; George Comatas reviewed the three options and the focus turned to options 2 and 3. Option 2 involved wall mounted units in each apartment. The disadvantages are that this involves 80 pieces of equipment and 80 units to maintain. Option 3 is more centralized but more expensive. Each option will be disruptive to tenants with workers in the units for several days. Both option 2 and 3 satisfy town requirements. Option 2 has rough cost estimates of \$800,000. Option 3 would cost at least \$1m or more.

Resolution 2024-119

Kathleen Haynes moved that option 3 be considered as the best option for the ventilation project at Harborview and directed the Executive Director to seek funding for the project. Steve Patton seconded.

A roll call vote was taken:

Steve Patton -aye

Patricia Favulli-aye

Michael Galasso-aye

Kathleen Haynes-aye

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

MOTION CARRIED

-Monthly board meeting date change – vote

The Board agreed that the monthly meeting would be held on the third Wednesday of each month.

Resolution 2024-120

Patricia Favulli moved the change of the day of the monthly meeting to the third Wednesday at 4:30 p.m. Kathleen Haynes seconded.

A roll call vote was taken:

Steve Patton -aye

Patricia Favulli-aye

Michael Galasso-aye

Kathleen Haynes-aye

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

MOTION CARRIED

-Automatic Signatures for payments of bills- vote

A concern was raised about checks and balances if signatures are made automatically. It was noted that the bills are reviewed monthly and this will not change; the only change is that checks will not be signed by hand; the review process will be the same; the process of using auto-signatures is common for housing authorities based on the volume and frequency of payments issued. Vendors would get checks sooner without waiting for Commissioners to come in and sign checks. This process has been used on an emergency basis; the request was for the process to be a regular activity.

Resolution 2024-121

Patricia Favulli moved to recommend automatic signatures to sign the checks as a regular process. Kathleen Haynes seconded.

A roll call vote was taken:

Steve Patton -aye

Patricia Favulli-aye

Michael Galasso-aye

Kathleen Haynes-aye

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

MOTION CARRIED

-Smokefree Workplace policy – vote

Resolution 2024-122

Patricia Favulli moved to approve the smokefree workplace policy. Steve Patton seconded.

A roll call vote was taken:

Steve Patton -aye

Patricia Favulli-aye

Michael Galasso-aye

Kathleen Haynes-aye

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

MOTION CARRIED

-Marijuana-free workplace policy – vote

Bobbi Richards noted that the administrative office is located on federal property where marijuana use is illegal.

Resolution 2024-123

Patricia Favulli moved to approve the marijuana-free workplace policy. Kathleen Haynes seconded.

A roll call vote was taken:

Steve Patton -aye

Patricia Favulli-aye

Michael Galasso-aye

Kathleen Haynes-aye

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

MOTION CARRIED

-Key policy – vote

Resolution 2024-124

Patricia Favulli moved to approve the proposed key policy. Steve Patton seconded.

A roll call vote was taken:

Steve Patton -aye

Patricia Favulli-aye

Michael Galasso-aye

Kathleen Haynes-aye

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

MOTION CARRIED

-Assistant Director – review of leased housing report, vacancies, and voucher program.
Leslie Pearce reported a large pull of names from the waiting list.

-Financials and public aging reports: Reviewed.

-Commissioners Training – required training (EOHLC) compliance & other trainings:
Bobbi Richards urged commissioners to log in to check the status regarding the training.
Steve Patton said that he will request a report on training status for next month.

Next: Future Agendas vs Commissioner Comments, CPC Representative

Adjournment

Resolution 2024-125

At 5:53 p.m. Patricia Favulli moved to adjourn. Kathleen Haynes seconded.

A roll call vote was taken:

Steve Patton -aye

Patricia Favulli-aye

Michael Galasso-aye

Kathleen Haynes-aye

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

MOTION CARRIED

Relevant Documents

Draft Minutes of General Session 2/12/24,

Draft Minutes of Executive Session 2/12/24

Harborview Ventilation Study – Norian/Siriani

Executive Director’s Report of Correspondence and Activities

EOHLC CFA Amendment 10

Financials from Fenton Ewald

Monthly HAP Report and Public Aging Report

Monthly Bills Report

Draft Policies regarding Marijuana-free Workplace, Smokefree Workplace, Master Keys

Occupancy Report for March 2024

Leased Housing Report for March 2024

Marcum Federal Audit