

FALMOUTH HOUSING AUTHORITY COMMISSIONER BOARD MEETING
MINUTES OF SPECIAL SESSION MEETING

6/29/20 at 4:30 p.m.

115 Scranton Avenue, Falmouth, MA 02540

MEMBERS PRESENT: Sari Budrow
Linda Howard
Robert Mascali
Stephen Patton

MEMBERS ABSENT: Patricia Favulli

STAFF PRESENT: Bobbi Richards, Executive Director

OTHERS: Linda Clark, Eric Turkington

At 4:32 p.m. Ms. Budrow called the meeting to order. The meeting was held virtually via ZOOM.com.

Ms. Budrow asked the Falmouth Housing Corporation representatives if they received an extension from HUD regarding the Bridgeport project-based contract set to expire on 6/30/20.

Mr. Mascali stated that the Board would consider additional information; not only the letter requested from HUD; for the granting of an extension. Mr. Patton and Ms. Howard agreed.

Mr. Turkington indicated that a letter from HUD was received; quotes taken from the letter were put into a Memorandum that was mailed to the Board on June 22, 2020. Mr. Turkington also stated that there were two other project-based contracts that extended beyond 15 years.

Ms. Budrow shared that the quotes provided in the June 22, 2020 letter were not indicative of an extension granted by the HUD.

A discussion followed regarding whether or not additional time can be given to allow the Falmouth Housing Corporation to obtain additional documentation for the Board to reconsider its vote to end the project based contracts, as voted in October 2019.

Resolution 2020-81

Mr. Mascali motioned to approve that the Bridgeport Project-based contract be extended to October 31,- 2020. Mr. Patton seconded.

4-Ayes (Budrow, Howard, Mascali, Patton)

MOTION CARRIED

Resolution 2020-89*

At 5:11 p.m. Mr. Patton moved to adjourn. Ms. Howard seconded.

3-Ayes (Howard, Mascali, Patton) 0-Nays

MOTION CARRIED

Relevant Documents

Letter to Board of Commissioners from Falmouth Housing Corporation, 6/22/20

**Resolution re-numbered*

FALMOUTH HOUSING AUTHORITY COMMISSIONER BOARD MEETING
MINUTES OF GENERAL SESSION OF MEETING

6/16/20 at 4:30 p.m.

115 Scranton Avenue, Falmouth, MA 02540

MEMBERS PRESENT: Sari Budrow (*left meeting at 5:50 p.m.*)
Linda Howard
Robert Mascali
Stephen Patton

MEMBERS ABSENT: Patricia Favulli

STAFF PRESENT: Bobbi Richards, Executive Director
Leslie Pearce, Assistant Director
Kimberly Conn, Fiscal Officer

OTHERS: Laura Bancroft, Linda Clark, Eric Turkington (logged in as Nancy Taylor), Douglas Cabral, Carrie Gentile, 2-telephone numbers (participants not identified)

At 4:32 p.m. Ms. Budrow called the meeting to order. The meeting was held via ZOOM.com. The meeting was recorded.

Special Session Minutes of 6/4/20

Resolution

Mr. Patton motioned to accept the minutes of the Special Session of 6/4/20. Mr. Mascali seconded. Ms. Budrow and Ms. Howard stated they were not in attendance at the 6/4/20 session. Matter is tabled.

MATTER TABLED

Public and Tenant Representative comments

Laura Bancroft participated in the call and stated that she had no comments. No others on the provided comments.

Falmouth Housing Corporation's request for FHA to reconsider the previous vote to authorize the non-renewal of the Bridgeport Project-based Voucher Program contract with the Falmouth Housing Corporation.

A lengthy discussion ensued, including the following:

- Eric Turkington, representative for Falmouth Housing Corporation (FHC), said that the non-renewal of the project-based voucher program would have enormous economic consequences for FHC without producing any benefits for FHA. The FHC stands to lose \$168,000 per year if the project-based voucher programs are not renewed. As the town's second largest supplier of affordable housing, this would be a loss for both FHC and the town.
- Attorney for FHA, Douglas Cabral, offered background: The examination of project-based voucher programs has been driven by HUD. One project-based voucher program came under scrutiny and this has caused an examination of the others. HUD recommended that

FHA check documents regarding the original procurement of these programs, but documents could not be found. HUD requires strict documentation on procurement of contracts and if this cannot be shown, then they need to go to public bidding processes. There was some communication with HUD indicating that contracts may be terminated. HUD indicated it had no objection if Ms. Richards allowed contracts to go through their natural life span and lapse when they come due.

- Tenants at Bridgeport will transfer to Section 8 with no change for them regarding their rents.
- It is optional for the Housing Authority to participate in project based voucher programs.
- HUD insists on good record keeping.
- Concern was expressed with the contention that the tenants' situation 'may' remain the same. Is it ensured that they are protected?
- Per the Falmouth Housing Corporation, payments for project-based voucher programs are more than those from Section 8 due to their separate finance agreements under the HOME program. This difference would cause the estimated \$168,000 loss for FHC. Linda Clark of FHC gave an example of a studio unit at Bridgeport for which the FHC receives \$1,084 but under Section the agency would receive \$801 because it would have to comply with home limits. Additionally, the Section 8 is a mobile voucher and could be taken anywhere in the United States. A project-based voucher is attached to the unit and would remain in Falmouth.
- Per Ms. Richards, the same payment standard used for the project-based units are used for section 8 vouchers. Separate finance agreements between the housing corporation and its mortgage lenders may require different types of funding changes –that is different than indicating that the housing authority is paying less. They are not.
- Douglas Cabral emphasized that HUD's position is that the project based voucher situation is invalid and cannot be renewed since there is no proper documentation. Based on its own concerns regarding the historical management of the project-based vouchers in question, FHA is letting the contracts lapse.
- Eric Turkington said that HUD had told him that the contract was not invalid. He read an email he had received just that afternoon and will send to FHA.
- The next contract to become due is on Main Street where there are 8 project-based voucher program units.
- Another consideration is that 15 year contracts are not renewable.
- The FHA has 7 project based voucher program contracts with FHC and one with another entity.
- From a legal perspective, the concern is proper procurement of original contracts.
- What is the board being asked to do? Revisit the vote on October 2019? Work with FHC regarding the other contracts?
- If the board does nothing, the Bridgeport contract will expire at the end of the month.
- Linda Clark suggested that FHC inquire of HUD if the contract could be extended for one year until things could be sorted out. She noted that the tenants were homeless or at risk of being homeless.

The board decided that an emergency meeting could be held if Ms. Clark brings word of new developments. It was decided that no vote was needed.

Historical review of concerns related to the FHA Project-based program

This matter covered above.

Meeting schedule (date/time) – VOTE

Mr. Mascali requested that a date and time for the regular sessions be discussed. The Board agreed to not change the meeting day – it will remain on the 3rd Tuesday of each month. The Board agreed to change to change the time of the meeting from 4:00 p.m. to 4:30 p.m.

Resolution 2020-77

Mr. Patton moved that meetings be held on the third Tuesdays of each month at 4:30 p.m. Ms. Howard seconded.

4-Ayes (Budrow, Howard, Mascali, Patton) 0-Nays MOTION CARRIED

Report of the Fiscal Officer

Payment of bills and approval of HAP payments – VOTE

Resolution 2020-78

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

4-Ayes (Budrow, Howard, Mascali, Patton) 0-Nays MOTION CARRIED

Financial Statements for May 2020

Reviewed. No questions or comments received.

Outstanding rents

Ms. Richards shared that the housing authority has a number of tenants that not paid their rents. It is believed to be related to COVID-19. Mr. Patton asked for additional information regarding outstanding rents. Ms. Richards shared that there is an eviction stay from the State of Massachusetts so no tenancies can be threatened since April 2nd unless it is a health or safety reason. Mr. Mascali asked if there was rental non-payment relief from the state or federal governments for landlords. Ms. Richards shared that tenants may obtain assistance from charitable organizations but that no funding has been set aside for landlords. Ms. Richards shared that there is concern that once the eviction stay is lifted; the Courts may require repayment agreements for all outstanding rents and rent collections may extend debts into the next year. The matter will be placed on the next month's agenda for further discussion specific to the properties.

Report of Assistant Director

Monthly leased housing reports

Ms. Richards inquired if there were any questions regarding the leased housing summary distributed. No questions or comments received.

Housing Choice Voucher Admin Plan

Ms. Richards shared that the changes to the administrative plan should be online on Friday, June 19, 2020. The plan will be open for a 30-day comment period once posted.

Report of the Executive Director

COVID-19 update

Ms. Richards shared that housing authorities continue to meet with state and federal agencies regularly. DHCD has shared that housing authorities are not yet ready to open their doors to the

public; Boards can elect to continue to meet online after the reopening period. A plan for meeting in person is being drafted.

Reorganization of the Board of Commissioners

The matter was tabled

Union contract

The matter was tabled

Vehicle Purchase

Ms. Richards requested to amend a previous vote. The original vote was to purchase two vehicles, with cost to not to exceed \$40k. The amendment is to approve the purchase of a vehicle or vehicles with cost to not exceed \$40k.

Resolution 2020-79

Mr. Patton motioned to approve an amendment to Resolution No. 2019-220 to allow for the purchase of vehicle(s), cost not to exceed \$40k. Ms. Howard seconded.

4-Ayes (Budrow, Howard Mascali, Patton) 0-Nays MOTION CARRIED

Maintenance Department review of all properties

- Update on properties (unit damages/insurance claims/other)

Ms. Richard shared that there are piping issues at both Harborview and Tataketa. The matters are being reviewed. Two tenants were displaced at Harborview, one tenant was displaced at Tataketa. All tenants were either house with family or friends or in a local hotel. Insurance is involved. All units will require damage repairs.

Resolution 2020-80

At 5:56 p.m. Mr. Patton moved to adjourn. Ms. Howard seconded.

3-Ayes (Howard, Mascali, Patton) 0-Nays MOTION CARRIED

Relevant Documents

Amendment to Resolution No. 2019-220 regarding vehicle purchase

DHCD Office Safety – Reopening and fighting COVID-19

HAP Accounting ledger January 2018 – December 2019 regarding project-based payments

HAP Accounting ledger January 2020 – June 2020 regarding project-based payments

Leased housing summary report – June 2020

MassNahro virtual conference notice

Notice regarding discussion of board meeting schedule

Reorganization of Board – reference minutes of 9/17/19

Special Session draft minutes of 6/4/20

FALMOUTH HOUSING AUTHORITY COMMISSIONER BOARD MEETING
MINUTES OF SPECIAL SESSION OF MEETING

6/4/20 at 4:30 p.m.

115 Scranton Avenue, Falmouth, MA 02540

MEMBERS PRESENT: Patricia Favulli
Sari Budrow (*left meeting at 4:39 p.m.*)
Robert Mascali
Stephen Patton

MEMBERS ABSENT: Linda Howard

STAFF PRESENT: Bobbi Richards, Executive Director
Kimberly Conn, Fiscal Officer

OTHERS: Laura Bancroft

At 4:00 p.m. Ms. Favulli called the meeting to order. The meeting was held via ZOOM.com.

General Session Minutes of 4/21/20

Resolution 2020-69

Mr. Mascali motioned to accept the minutes of the General Session of 4/21.20. Mr. Patton seconded.

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

Special Session of 4/24/20 – VOTE

Resolution 2020-70

Mr. Patton motioned to accept the minutes of the Special Session of 4/24/20. Mr. Mascali seconded.

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

General Session of 5/28/20 – VOTE

Resolution 2020-71

Mr. Patton motioned to accept the minutes of the General Session of 5/28/20. Mr. Mascali seconded.

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

Public and Tenant Representative comments

Laura Bancroft participated in the call and stated that she had no comments.

Certificate of Substantial Completion as of May 6, 2020 per the architects submission – Salt Sea Ln – VOTE

Resolution 2020-72

Mr. Patton moved to approve the certificate of substantial completion as of May 6, 20202 per the architect's submission for Salt Sea Lane. Ms. Budrow seconded.

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

Certificate of Final Completion in the amount of \$11,974.92, Salt Sea Ln, pending DHCD's final approval – VOTE

Resolution 2020-73

Mr. Patton motioned to accept the certificate of final completion in the amount of \$11,974.92 for Salt Sea Lane. Ms. Budrow seconded.

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

MOTION CARRIED

Award Contract for the Admin Building roof replacement project based on RFP – VOTE

Ms. Richards shared that the low bidder for the project was JJS Universal Construction Company in the amount of \$31,970.00.

Resolution 2020-74

Ms. Budrow moved to approve the admin building roof replacement project contract award to JJS Universal, in the amount of \$31,970.00., pending successful references. Mr. Patton seconded.

4-Ayes (Favulli, Budrow, Mascali, Patton)

0-Nays

MOTION CARRIED

Payment April HAP payments – VOTE

Resolution 2020-75

Ms. Conn requested that a vote be taken for the payment HAP payments as Ms. Favulli recused at the last session and there was not a quorum to take the vote on this matter. Mr. Patton moved to approve the HAP payments. Mr. Mascali seconded.

3-Ayes (Budrow, Mascali, Patton) 0-Nays

1-Abstain (Favulli)

MOTION CARRIED

Report of the Executive Director

Ms. Richards shared that, per a recent DHCD COVID-19 phone call, there was no change to the reopening directive for housing authorities. The housing authorities will remain physically closed to the public, but will continue to work under staggered in-office hours and teleworking.

Maintenance will continue to perform outdoor tasks, unit turn overs, and emergency work orders.

Maintenance will also continue to call the tenant in advance of work to be performed, explain quarantine or out-of-unit requirements and wear required PPE plus sanitize all areas of contact when entering/performing work/exiting the unit. Housing authority continues to employ the services of a third-party sanitization company to assist with regular sanitation of the federal public housing units and the 667 units. Ms. Richards shared that, during the COVID-19 calls, a question from FHA was posed as to whether or not Board would have the option to continue meetings by ZOOM when housing authorities are required to reopen the main office to allow for the general public to come inside of the building. DHCD will allow housing authority boards to further discuss reasons for not holding open meetings and/or provide layouts to describe how open meetings can take place using outdoor spaces or indoor spaces with special attention paid to ventilation and social distancing. The matter will continue to be explored on further calls. Ms. Richards reminded the Board that a maintenance staff would be retiring in June and that a recall notice had been issued to a previous employee laid off in January 2020. Ms. Richards informed the Board that the public records request had been satisfied to the best of the housing authority's ability – the request was for document approximately 20 years old to present regarding the Bridgeport project-based program and FHA's concerns regarding procurement for the PBV-designation, which affects more than one project-based program in FHA's portfolio. Ms.

Richard's shared that due to the improper action(s) of a Harborview tenant, a flood was caused on the 4th floor and units below, including common area spaces, were affected. The tenant has been temporarily re-housed; insurance is involved in the clean up and repair. There was a pipe leak in a basement-level unit at the Tatakert apartments; tenant has been temporarily re-housed and insurance is involved. Tenant may be transferred to another unit based upon the damage assessment. There was an overdose reported in a Rose Morin unit. The overdose is linked to an unauthorized occupant and the housing authority is seeking legal remedies for handling the matter under COVID through counsel as evictions are stayed by Governor Baker.

Future agenda items

Next scheduled meeting is June 16, 2020 at 4:30p.m. via Zoom. Mr. Mascali asked to be provided additional documentation as it relates to the public records inquiry. Ms. Richards stated she would email the Board with the documents that forwarded in response to the inquiry. Ms. Richards also stated that counsel, Douglas Cabral, would be invited to the next meeting to discuss the concerns regarding the enactment of the program, missing documentation, and efforts to resolve FHA's historical actions related to the PBV program. Ms. Richards also agreed to forward copies of past minutes that addressed matters related to the PBV program from the past 12 months. Ms. Favulli asked that reorganization of the Board be discussed at the next meeting. Mr. Mascali asked if the schedule of meetings could be addressed at the next meeting.

Resolution 2020-76

At 5:06 p.m. Mr. Patton moved to adjourn. Ms. Favulli seconded.

3-Ayes (Favulli, Mascali, Patton) 0-Nays

MOTION CARRIED

Relevant Documents

Low-Bid Approval from Winslow Architects, including List of Bides received by 6/3/20 at 10:00 a.m. for Admin Building Roof Replacement 838355

Successful reference check from Winslow Architects for Fall River Electrical Associates regarding the Admin Building Generator Project Bid Results (Email 6/1/20)

HAP Accounting Cash Payment/Receipt Register

Draft Minutes of General Session Meeting of April 21, 2020

Draft Minutes of General Session Meeting of April 24, 2020

Draft Minutes of General Session Meeting of May 28, 2020

Email (6/3/20) regarding signing of HAP checks

FALMOUTH HOUSING AUTHORITY COMMISSIONER BOARD MEETING
MINUTES OF GENERAL SESSION OF MEETING

May 28, 2020 at 4:00 p.m.

115 Scranton Avenue, Falmouth, MA 02540

MEMBERS PRESENT: Patricia Favulli
Robert Mascali (*left meeting at 4:38 p.m.*)
Stephen Patton

MEMBERS ABSENT: Sari Budrow
Linda Howard

STAFF PRESENT: Bobbi Richards, Executive Director
Kimberly Conn, Fiscal Officer

OTHERS: Laura Bancroft

At 4:03 p.m. Ms. Favulli called the meeting to order. The meeting was held via ZOOM.com.

Ms. Favulli called for a motion for the meeting to be taken out of order. Mr. Mascali moved to approve. Mr. Patton seconded.

Resolution 2020-57

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

Approval of Minutes

General Session of 4/21/20 – VOTE MATTER TABLED TO NEXT MEETING

Special Session of 4/24/20 – VOTE MATTER TABLED TO NEXT MEETING

Certificate of Substantial Completion as of May 6, 2020 per the architects submission – Salt Sea Ln – VOTE MATTER TABLED TO NEXT MEETING

Certificate of Final Completion in the amount of \$11,974.93, Salt Sea Ln, pending DHCD's final approval – VOTE MATTER TABLED TO NEXT MEETING

Award Contract for the Admin Building Generator Project based on RFP – VOTE

Ms. Richards shared that the low bidder for the project was Fall River Electrical Associates in the amount of \$62,818.00.

Resolution 2020-58

Mr. Mascali moved to approve the generator project contract award, pending successful references, to Fall River Electrical Associates in the amount of \$62,818.00. Mr. Patton seconded.

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

Payment of bills and approval of HAP payments – VOTE

Ms. Favulli disclosed that she is reminding the Board that her daughter receives a HAP payment

so she must abstain from the vote. Ms. Favulli asked if a check for her daughter was included in the month's HAP payment; Ms. Conn replied affirmatively. No quorum is present for the vote on the HAP payments. HAP PAYMENTS MATTER TABLED TO NEXT MEETING

Resolution 2020-59

Ms. Conn requested that a vote be taken for the payment of bills (not including the HAP payments).

Mr. Patton moved to approved the payment of bills. Mr. Mascali seconded. .

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

Award Contract of Accountant Services based on RFP - VOTE

Ms. Conn shared that the advertisement was run in the Boston Globe. One response was received. Ms. Conn also shared information about the RFP with other companies through direct email. Mr. Mascali asked if the RFP bid amount was close in price to the current price of the contractor; Ms. Conn affirmed that the pricing was close. Mr. Mascali asked if there was a deadline as to why the decision must be made today as only one bid was received. Ms. Richards shared that the end of year is 6/30/20 and it has been rumored that the current fee accountant for another Cape housing authority is retiring and the decision to advertise in the Boston Globe versus locally was made in order to have wider spread of the RFP announcement.

Resolution 2020-60

Mr. Patton moved to approve the award of contract to Fenton, Ewald & Associates for accountant services. Mr. Mascali seconded.

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

Award Contract of Auditor Services based on RFP – VOTE

Ms. Richards shared that Guyder Hurley merged with a national company, Marcum, and they responded to the bid announcement. Ms. Richards and Ms. Conn stated that current accountant that handles FHA's auditing services did not respond to the RFP. Ms. Conn also shared information about the RFP with other companies through direct email. Mr. Mascali asked if the bid price was close to last year's pricing for the existing contractor. Ms. Richards stated that the bid was approximately \$5k more than last year's price. Ms. Favulli requested that future packages for contracts include last year's pricing so that the Commissioners can see previous pricing versus bid pricing. Ms. Favulli asked if we advertised in the Mass Municipal Association and Commbuys, which is a RFP website. Ms. Conn stated that FHA has received Commbuys and did not see accounting services listed; FHA will review advertising with the Mass Municipal Association in the future.

Resolution 2020-61

Mr. Mascali moved to approve to award contract of Auditor Services based on RFP to Marcum for a two-year period. Mr. Patton seconded.

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

2020 Inactive Balance AR Write Off - VOTE

Ms. Favulli asked regarding the write off for \$7k plus. Ms. Conn explained that the tenant decided to move out voluntarily after the court processed had been initiated. Ms. Richards explained that legal consult was provided on this case and the amount exceeded small claims

limit and the case involves an issue with an incomplete work order. Mr. Conn shared that the household had unreported income also, which contributes to the high balance. The housing authority has not pursued the balance due based on this issue.

Resolution 2020-62

Mr. Mascali motioned to approve the write off in the amount of \$7,860 upon the advice of counsel. Mr. Patton seconded.

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

Resolution 2020-63

Mr. Mascali motioned to approve the write off in the amount of \$6,095 upon the advice of counsel. Mr. Patton seconded.

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

GASB 75 Actuarial Quotes – VOTE

Ms. Conn explained that she contacted numerous parties to share information regarding the bid. Two responses were received.

Resolution 2020-64

Mr. Patton motioned to approve Odyssey as the GASB OPEB Actuarial evaluation company. Mr. Mascali seconded.

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

New accounts payable action – VOTE

Receptionist(s) reimbursement for remote call services. Ms. Richards explained that, in accordance with the phone answering schedule of the two part-time receptionists employed by FHA, the phone lines are transferred daily and answered, during COVID 19) by the scheduled employee at their homes. Neither of the receptionists' have requested a reimbursement, however, Ms. Richards would like to extend a monthly reimbursement payment temporarily under COVID to reimburse them for the excessive use of their telephones.

Resolution 2020-65

Mr. Patton motioned to approve the reimbursement of \$50 per month to each receptionists' during COVID-19, based on their work schedules. Mr. Mascali seconded.

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

Constellation: Fixed Price Solution for term 12/2021-12/2023 - VOTE

The market strike price is 95.03 as of 5/28/20. The last strike price was 97.00 for FHA.

Resolution 2020-66

Mr. Patton moved to approve the market strike price at 95.03 for Constellation for the term of 12/2021 – 12/2023. Ms. Mascali seconded.

3-Ayes (Favulli, Mascali, Patton)

0-Nays

MOTION CARRIED

Revised COVID 19 Plan per Governor Baker (5/18/20) - VOTE

Ms. Richards shared that FHA completed the template that was provided by the State for COVID 19 and attached the Infectious Disease/COVID 19 policy as approved by the Board of Commissioners.

Resolution 2020-67

Mr. Patton moved to approve the revised COVID 19 Plan per Governor Baker (5/18/20) with the FHA Infectious Disease/COVID 19 plan as an attachment.

3-Ayes (Favulli, Mascali, Patton)

0-Nays

MOTION CARRIED

Public and Tenant Representative comments

Laura Bancroft participated in the call and stated that she had no comments.

Financial statements for April 2020

Commissioners commented that the reports had been reviewed. No questions or comments.

Report of the Assistant Director

Mr. Patton asked the status of the new vouchers that FHA was issued. Ms. Richards stated she would address the award of new vouchers under the Report of the Executive Director.

Report of the Executive Director

Ms. Richards shared that there is no new information report on the status of the 667 vacant units. The waivers remain in effect. FHA was surprised to learn that HUD issued 14 additional Mainstream vouchers; no application was submitted and the award was based on past performance. FHA has requested that the effective date for the new vouchers be 8/1/20 for funding purposes. On its existing mainstream vouchers, FHA is completing its waiting list build for its section 8 program. The waiting list has been advertised in the following areas: Boston, Wareham and Cape. A pull for mainstream is expected to be conducted within the next 30 days. Ms. Richards clarified the mainstream vouchers are new rental subsidies under the Mainstream program; the language about the vouchers is confusing to the public as many have thought it was the issuance of rental assistance money for those that are currently experiencing financial difficulties (i.e. late rents). Ms. Richards also confirmed that the designated housing plan was approved through HUD. The numbers of units on the final document were transposed; however the plan was approved for the next five years for elderly and young disabled for the public federal housing units. Ms. Richards provided information to the Board regarding the COVID 19 Construction Safety Standard and it has been observed, as recently as the Harborview Parking Lot project, that the construction companies are following the guidance. Mr. Patton asked if FHA is required to have a health agent designated at the housing agency; Ms. Richards stated that FHA had not been made aware of any requirements for an onsite person to be designated as such. Ms. Richards shared that a layout of the office has been shared with DHCD, as well as the staggered and telework schedule. Maintenance have been told to meet outdoors or in the garage; and are reminded often regarding the requirement use of PPE, including use of safety goggles, face masks, vinyl and nitrile gloves; they have disinfectants in their vehicles and are to sanitize on their way in and out of units and services are not be performed in a home where a person refuses to quarantine. Maintenance has been given these directives for months and the guidance

remains the same from DHCD. A retirement notice for a maintenance staff has been received; a recall of a staff laid off in January is in progress. FHA will follow the contract regarding recall and/or hiring. A unit was condemned by the health department this week; the tenant is being housed at a local hotel. A pipe issue at Tatakot has also occurred and the tenant has been housed at a local hotel. The insurance company and emergency disaster services are involved. Ms. Richards shared that a plan is being put in place regarding the hoarding issue with one tenant; legal services has been informed. The front desk reception area has been transformed and the work was done by our licensed staff/general contractor, Jason Norton, who has done a great job. Ms. Richards stated that complaints were received regarding the public housing lawns at a property; lawn cutting was not defined as essential tasks during COVID, however Ms. Richards has arranged for all of the public housing lawns to be cut by a 3rd party company within the next week. Maintenance schedules are busy but it is anticipated that they will be able to resume lawn care soon. Mr. Patton requested an update on the freedom of information request. Ms. Richards agreed to add that matter to the next meeting's agenda. Ms. Richards requested that a meeting be held the following week to address bid awards. Ms. Conn reminded the Commissioners that checks are ready to be signed. Ms. Favulli asked if there were HAP payments; Ms. Conn replied "no." Ms. Conn agreed to contact the Commissioners separately to arrange a time for check signing.

Future agenda items

Next scheduled meeting is June 4, 2020 at 4:30p.m. via Zoom.

Resolution 2020-68

At 4:43p.m. Mr. Patton moved to adjourn. Ms. Favulli seconded.

2-Ayes (Favulli, Patton) 0-Nays

MOTION CARRIED

Relevant Documents

DHCD Notice – Sector Specific Workplace Safety Standards for Construction Sites to Address COVID-19 as of May 18, 2020

FHA – Receptionist(s) reimbursement for remote call services

HAP Accounting Cash Payment/Receipt Register

Draft Minutes of General Session Meeting of April 21, 2020

Draft Minutes of General Session Meeting of April 24, 2020

GC E-bid: List of bids received 5/27/20 10:00 am Admin General Installation 838357

General Quote Results – FY2021 GASB 75 OPEB Actuarial Evaluation

Public Housing Inactive Balance May 15, 2020 for FYE 6/30/20

REPSMarketWatch Strike Price – Constellation 5/28/20

HUD Notice regarding approval of Designated Housing Plan 4/24/20

COVID-19 Control Plan

FALMOUTH HOUSING AUTHORITY COMMISSIONERS BOARD MEETING
MINUTES OF SPECIAL SESSION MEETING

April 24, 2020 at 4:00 p.m.

115 Scranton Avenue, Falmouth, MA 02540

MEMBERS PRESENT: Sari Budrow
Linda Howard
Robert Mascali
Stephen Patton (joined at 4:40 p.m.)

MEMBERS PRESENT: Patricia Favulli

STAFF PRESENT: Bobbi Richards, Executive Director

OTHERS: John Winslow, Winslow Architects

At 4:09 p.m. Ms. Howard called the meeting to order. The meeting was held via ZOOM.com.

Harborview Roof and Solar Project

John Winslow provided an overview of the roof project and solar option for the Administrative Building at Harborview. FHA has 2018 capital funds that should be used towards this project. The goal is to go out to bid by the end of April in order to have a contract signed by May 30th to use the allocated funding from HUD. Mr. Winslow shared information regarding roof replacement, solar and the possibility of a standby generator as FHA has shared that it has requested (in a future capital plan) that a generator will be possible to add to the site.

Procurement was conducted to enlist the services of a 3rd party engineering firm for the design for the proposed solar and back-up power for the administrative office. Bids were received from MacRitchie Engineering, Norian Siani Engineering and Wozny Barbar Engineering. The low bid of \$5400 was from Norian/Siani Engineering. The Board discussed the various options available as presented by Mr. Winslow.

Resolution 2020-55

Mr. Mascali moved to approve the engineering services bid for scope of work from Norian/Siani Engineering, Inc. in the amount of \$5,400. Ms. Budrow seconded.

4-Ayes (Howard, Budrow, Mascali, Patton) 0-Nays

MOTION CARRIED

Public Records Request

Ms. Richards notified the Board of Commissioners that a public records request has been received from the Falmouth Housing Corporation. FHA has retained counsel to address both the request and to request an extension due to concerns under COVID. FHA is also soliciting information from the Falmouth Enterprise and Cape Cod Times to determine if an ad was ran and if procurement was followed.

None

Resolution 2020-56

At 4:50 pm Ms. Budrow moved to adjourn. Mr. Patton seconded.

4-Ayes (Budrow, Mascali, Patton) 0-Nays MOTION CARRIED
(Ms. Howard did not voice a vote)

Relevant Documents

Email from John Winslow, 4/22/20 regarding Bid Documents

FALMOUTH HOUSING AUTHORITY COMMISSIONERS BOARD MEETING
MINUTES OF GENERAL SESSION MEETING

April 21, 2020 at 4:00 p.m.

115 Scranton Avenue, Falmouth, MA 02540

MEMBERS PRESENT: Patricia Favulli
Sari Budrow (*joined meeting at 4:18 p.m.*)
Linda Howard
Robert Mascali
Stephen Patton

STAFF PRESENT: Bobbi Richards, Executive Director
Leslie Pearce, Assistant Director
Kimberly Conn, Fiscal Officer

OTHERS: Laura Bancroft

At 4:01 p.m. Ms. Favulli called the meeting to order. The meeting was held via ZOOM.com.

Approval of Minutes

Special Session of April 7, 2020

Resolution 2020-30

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

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

MOTION CARRIED

Public and Tenant Representative Comments

There were no public comments.

Report of the Maintenance Department

Ms. Richards reported that the parking lot project is going well. A concrete slab was discovered when the rhododendron were removed; review was conducted to determine the slab to not effect the apartment building's foundation; slab was removed. Work should be done soon. Work includes more parking spaces and redesign of the admin building's walkway; landscape plans can be shared at a later date as tenant's are curious.

Report of the Executive Director

Ms. Richards requested to remove from the agenda the following item, which was voted upon at the last meeting: "Payment of bills and approval of HAP Payments (VOTE)."

Financial Statements for March – reviewed. Mr. Patton asked if there were any outstanding financials of note. Ms. Richards shared that FHA was expecting additional subsidy monies to be received within the next month due to COVID 19. Ms. Richards also shared that more monies are being spent on outside vendors, as a result of COVID 19, to reduce maintenance interactions, and the piping issue study is underway as FHA prepares to go out to bid for this Harborview

project. The legal expenditures are increased as well – FHA is preparing to submit receipts for any legal issues/reviews related to COVID 19.

Bi-monthly accounts payable processing – VOTE

Ms. Richards correction “Bi-weekly,” not “bi-monthly” accounts payable processing. Ms. Richards requested that due to teleworking schedules with COVID 19, and Commissioner schedules, may FHA change its processing from weekly to bi-weekly. FHA is not seeking to change its weekly payroll schedule. Commissioners would review all weekly payrolls that were processed at the same time that they review the bi-weekly accounts payable. Ms. Richards also requested that the Commissioners approve FHA’s ability to process payments to vendors through the ACH process, per vendor requests. Ms. Favulli commented that processing accounts payable twice per month is reasonable. Mr. Patton shared that reviewing payroll as the accounts payable is processed is acceptable because the payroll does not experience significant fluctuations from week to week. Ms. Favulli suggested that FHA consider discussing bi-weekly payroll and look at the Union Contract separately. Ms. Richards asked the Board to delay the vote on the accounts payable if the payroll must be changed to bi-weekly. As overtime is approved by the Director, Ms. Favulli commented that the current payroll schedule can stay in place for now.

The board discussed the accounts payable schedule, payroll payment schedule and approval of payroll registers, and direct deposit authorizations for requesting vendors.

Resolution 2020-31

Mr. Patton moved to: (1) approve accounts payable to reviewed paid bi-weekly; (2) requesting vendors to be paid via direct deposit/ACH and FHA to develop a payment process policy; and (3) payroll to continue to be paid weekly with the payroll registers reviewed bi-weekly as part of the new accounts payable schedule. Mr. Mascali seconded.

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

FYE 06/30/19 Independent Audit Report – VOTE

Ms. Richards reviewed the results of the audit as satisfactory. Ms. Richards expressed concern for the next year’s audit based on the challenges being presented currently by COVID 19.

Resolution 2020-32

Ms. Howard moved to approve the results of the FYE 06/30/20 Independent Audit Report by Roy & Associates. Mr. Patton seconded.

3-Ayes (Favulli, Howard, Patton) 0-Nays MOTION CARRIED
(Note: No response received from Mr. Mascali)

FYE 06/30/19 Agreed Upon Procedures – VOTE

The Commissioners presented no questions about the review.

Resolution 2020-33

Mr. Patton moved to approve the results of the FYE 06/30/19 Agreed Upon Procedures Report by Roy & Associates. Ms. Howard seconded.

3-Ayes (Favulli, Howard, Patton) 0-Nays
(Note: No response received from Mr. Mascali)

MOTION CARRIED

Constellation: Fixed Price Solution for term 12/2021 – 12/2023 - VOTE

The Board discussed the rate. Ms. Favulli asked that the matter be tabled to the next regular session Board meeting.

DHCD: Waivers for 667 units – VOTE

Ms. Pearce shared that there are three state units that are currently vacant due to tenants have passed away, maintenance have not yet turned the units and the state coordinator has been out of the office due to illness for over a month. Tenant selection may take another month and it is recommended by Ms. Pearce to take the waiver from DHCD, which allows us to delay move ins to state units under COVID 19. Ms. Favulli asked if the units would be available for rental after May 4th, Ms. Richards responded that the units to be placed under the waiver need to be reviewed to determine how long the unit turn will take. Ms. Budrow asked if this is a matter can be reviewed on a monthly basis, rather than at the 90-day mark. Ms. Richards also shared that viewing and accepting units by applicants have been challenging under COVID.

Resolution 2020-34

Ms. Budrow moved to approve the Waivers for 667 units and to review the status of these units monthly. Mr. Patton seconded.

5-Ayes (Favulli, Budrow, Howard, Mascali, Patton) 0-Nays

MOTION CARRIED

HUD: Short-term waivers (through 7/31/20 or 12/31/20) to provide FHA with essential flexibilities when normal operations are severely interrupted for public housing and housing choice voucher programs – VOTE

Ms. Richards explained that HUD is allowing housing authorities to accept waivers, that expire either July 31st or December 31st.

Ms. Richards has asked that the Board not approve the following waiver: Family income and composition: Delayed annual examinations – FHA will not delay annual reexaminations through 7/31/20. Ms. Richards explained that recertifications are being conducted monthly via mail as FHA is not meeting with tenants at this time.

- Family income and composition: Annual examination – Income verification requirement:

Resolution 2020-35 Ms. Howard moved to approve that FHA will forego third-party income verification requirements for annual reexaminations, including the use of EIV, to conduct the annual recertification through 7/31/20. Mr. Patton seconded.

4-Ayes (Favulli, Budrow, Howard, Patton) 0-Nays 1-Abstain (Mascali) MOTION CARRIED

- Family income and composition: Interim examinations

Resolution 2020-36 Mr. Patton moved to approve that FHA will forego third-party income verification requirements for interim reexaminations, including the use of EIV, to conduct the interim recertification through 7/31/20. Ms. Howard seconded.

4-Ayes (Favulli, Budrow, Howard, Patton) 0-Nays 1-Abstain (Mascali) MOTION CARRIED

- Enterprise Income Verification (EIV) monitoring

Resolution 2020-37 Ms. Howard moved to approve that FHA will not monitor required EIV reports (Deceased Tenant, Identity Verification, Immigration, IVT, Multiple Subsidy and New Hires Report) on a monthly basis through 7/31/20. Mr. Patton seconded.

4-Ayes (Favulli, Budrow, Howard, Patton) 0-Nays 1-Abstain (Mascali) MOTION CARRIED

- Waiting List: Opening and Closing: Public notice

Resolution 2020-38 Ms. Howard moved to approve that should FHA open or close a waiting list, FHA will use, in the event public notice is not able to be published in a local newspaper of general circulation and also by minority media and other suitable means, FHA will provide public notice in a voicemail message on its main or general information telephone number and through its website (www.falmouthhousing.org)(in compliance with fair housing and other civil rights requirements through 7/31/20). Mr. Patton seconded.

5-Ayes (Favulli, Budrow, Howard, Mascali, Patton) 0-Nays MOTION CARRIED

- HQS: Initial Inspection Requirements

Ms. Richards noted that most 3rd party inspection companies are not conducting inspections at this time due to COVID 19. FHA has been sending its Admin plan section that applies to inspections to owners so that they can review the approved list of life-threatening conditions. Ms. Richards reviewed the approved list of life-threatening conditions as posted on the FHA website.

Resolution 2020-39 Mr. Patton moved to approve that FHA will provide an alternative requirement to initial HCV unit inspections through 7/31/20 by relying on the owner's certification that the owner has no reasonable basis to have knowledge that life threatening conditions exist in the unit or units in question instead of conducting an initial inspection. An initial inspection will be conducted as soon as is reasonably possible but no later than July 31, 2020 (not October 31, 2020 as proposed by HUD). Mr. Mascali seconded.

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

- HQS: Project-based voucher pre-HAP contract inspections, PHA Acceptance of completed units

Mr. Patton asked about the steps FHA takes if a unit fails the inspection once it is conducted. Ms. Richards shared that in all cases where an inspection fails, the unit may be subject to non-funding if matters are not corrected and the tenant is offered the opportunity to move.

Resolution 2020-40 Ms. Budrow moved to approve that FHA will provide an alternative requirement to project-based unit inspections through 7/31/20 by relying on the owner's certification that the owner has no reasonable basis to have knowledge that life-threatening conditions exist in the unit or units in question instead of conducting an initial inspection. An initial inspection will be conducted as soon as is reasonably possibly but no later than July 31, 2020 (not October 31, 2020 as proposed by HUD). Mr. Patton seconded.

5-Ayes (Favulli, Budrow, Howard, Mascali, Patton) 0-Nays MOTION CARRIED

- HQS: Initial Inspection: Non-life threatening deficiencies (NLT) option

Resolution 2020-41 Ms. Budrow moved to approve that FHA will not withhold payment to owners if a tenant-based or project-based unit has a non-life threatening (NLT) repair and the repair is not corrected within 30 days by 7/31/20. Instead, FHA will provide an extension of up to an additional 30 days to the owner to make NLT repairs and continue to make payments to the owners during the period of that maximum 30-day extension. If the owner has not made the NLT repairs by the end of the FHA extension period, FHA will withhold payments. Mr. Patton seconded.

5-Ayes (Favulli, Budrow, Howard, Mascali, Patton) 0-Nays MOTION CARRIED

- HQS Interim Inspections

Resolution 2020-42 Ms. Budrow moved to approve that in the event FHA is contacted by a family or government official that the assisted unit does not comply with housing quality standards, FHA will not inspect the unit within 24 hours of receiving the complaint if the condition is life-threatening. FHA will provide an alternative method for owners to report the corrected life-threatening deficiency. Corrections must be completed within 24 hours of FHA's initial notification or the owner must provide documentation that the correction does not exist (i.e. text or email a photo to FHA).

In the case of a reported non-life threatening deficiency, FHA must notify the owner of the reported deficiency within 30 days and the owner must either make the repair or document that the deficiency does not exist within 30 days of the PHA notification or any approved FHA extension. FHA will not be required to conduct an on-site inspection to verify the repairs have been made but may rely on alternative verification methods (i.e. photos submitted by the owner, tenant certification, etc.). The period of availability ends on July 31, 2020. After 7/31/20, FHA must conduct the HQS inspection in accordance with the applicable time periods upon notification by a family or government official that the assisted unit does not comply with the HQS. Mr. Patton seconded.

5-Ayes (Favulli, Budrow, Howard, Mascali, Patton) 0-Nays MOTION CARRIED

- HQS Quality Control Inspections

Resolution 2020-43 Mr. Patton moved to approve that FHA will not conduct supervisory quality control inspections of a sampling of units under contract through October 31, 2020. Ms. Howard seconded.

5-Ayes (Favulli, Budrow, Howard, Mascali, Patton) 0-Nays MOTION CARRIED

- Housing Quality Standards; space and security

Resolution 2020-44 Mr. Patton moved to not approve that FHA will assist a current participant that need to add a member or members to the assisted household as a result of the COVID-19 emergency, and the additional family members would result in the unit not meeting the space and security standards. This allowance does not apply to an initial or new lease as a participant must not enter into a new lease for a unit that does not comply with the space and security standards. The waiver will be in effect for the duration of the current lease term or through April 10, 2021, whichever period of time is longer. Ms. Budrow seconded.

5-Ayes (Favulli, Budrow, Howard, Mascali, Patton) 0-Nays MOTION CARRIED

- Administrative plan

Resolution 2020-45 Ms. Budrow moved to approve that FHA may revise the administrative plan on a temporary basis without Board approval. As an alternative requirement, FHA will present the changes to its board for adoption as soon as practicable following June 30, 2020 but not later than July 31, 2020. Mr. Patton seconded.

5-Ayes (Favulli, Budrow, Howard, Mascali, Patton) 0-Nays MOTION CARRIED

- Information when a family is selected – PHA oral briefing

Resolution 2020-46 Ms. Howard moved to approved that FHA will conduct its briefing by other means such as webcast, video call, or expanded information packet and will ensure that the method of communication for the briefing effectively communicates with, and allows for equal participation of, each family member, including those with vision, hearing and other communication-related disabilities, and ensures meaningful access for persons with limited English proficiency. This action will end on 7/31/20. Mr. Patton seconded.

5-Ayes (Favulli, Budrow, Howard, Mascali, Patton) 0-Nays MOTION CARRIED

- Term of voucher

Resolution 2020-47 Ms. Budrow moved to approved that FHA will provide one or more extension(s) of the initial voucher term even though it may not have formally amended its policy in its administrative plan through 7/31/20. Ms. Howard seconded.

5-Ayes (Favulli, Budrow, Howard, Mascali, Patton) 0-Nays MOTION CARRIED

- PHA approval of assisted tenancy

Resolution 2020-48 Mr. Patton moved to approve that when HAP contract is executed – FHA will, if required, execute the HAP contract after 60-day deadline has passed and make housing assistance payments back to the beginning of the lease term. FHA and the owner must execute the HAP contract no later than 120 days from the beginning of the lease term. This action will end on 7/31/20. Ms. Howard seconded.

5-Ayes (Favulli, Budrow, Howard, Mascali, Patton) 0-Nays MOTION CARRIED

- Absence from the unit

Resolution 2020-49 Ms. Howard moved to approve that FHA will allow a family to be absent from their unit for more than 180 consecutive days to allow for continued housing assistance payments and not terminate the HAP contract due to extenuating circumstances (i.e. hospitalization, extended stays at nursing homes, caring for family members). This action will end on 12/31/20 and the HAP contract will terminate on that date if the family is still absent from the unit. Mr. Mascali seconded.

5-Ayes (Favulli, Budrow, Howard, Mascali, Patton) 0-Nays MOTION CARRIED

- When a HCV family's income increases . .

Resolution 2020-50 Mr. Patton moved to approve that when an HCV family's income increases to the extent that the housing assistance payment is reduced to \$0, FHA is required to automatically terminate HAP contracts 180 days after the last housing assistance payment to the owner. As an alternative requirement under the COVID-19 emergency, FHA, upon written notice to the family and owner, may extend the period of time following the last payment to the one that triggers the automatic termination of the HAP contract. The extension beyond the normally applicable 180 days is determined by the PHA but may not extend beyond December 31, 2020. Ms. Howard seconded.

5-Ayes (Favulli, Budrow, Howard, Mascali, Patton) 0-Nays MOTION CARRIED

- Fiscal Close Out of Capital Grant Funds

Resolution 2020-51 Mr. Patton moved to approve that FHA will submit the Actual Development Cost Certificate (ADCC) and an Actual Modernization Cost Certificate (AMCC) within six months of its original due date. Ms. Howard seconded.

5-Ayes (Favulli, Budrow, Howard, Mascali, Patton) 0-Nays MOTION CARRIED

- ACOP: Adoption of Tenant Selection Policies

Resolution 2020-52 Ms. Howard moved to approve that FHA may revise the federal public housing ACOP plan on a temporary basis without Board approval. As an alternative requirement, FHA will present the changes to its board for adoption as soon as practicable following June 30, 2020 but not later than July 31, 2020. Mr. Patton seconded.

5-Ayes (Favulli, Budrow, Howard, Mascali, Patton) 0-Nays MOTION CARRIED

- When a Public Housing Family's Income . . .

Resolution 2020-53 Ms. Howard moved to approve that when a public housing family's income exceeds the program maximum income for two years, FHA must terminate or charge an alternative rent to those families. FHA is waiving this requirement and is permitting families to remain in their units and to continue to pay the same rental amount until such time that FHA conducts the next annual income recertification that would impact the family. This action ends on 12/31/20. Mr. Patton seconded.

4-Ayes (Favulli, Budrow, Howard, Patton) 0-Nays 1-Abstain (Mascali) MOTION CARRIED
Report of the Executive Director

Report of Correspondence, Activities and Training Opportunities

Ms. Richards provided an overview of the following matters: work from home model progression (laptops, insurance, rotating schedule to work in-house and at the office, other materials and supplies); regular contacts with tenants via email, mail and telephone; accountability and staff payroll time sheets.

Ms. Favulli requested that Ms. Richards update the website to remove data indicating that we are closed. Include information regarding our revised work schedule.

Future agenda items

None

Resolution 2020-54

At 5:24pm Mr. Patton moved to adjourn. Ms. Howard seconded.

5-Ayes (Favulli, Budrow, Howard, Mascali, Patton) 0-Nays

MOTION CARRIED

Relevant Documents

General Session Minutes of 4/7/20

HUD Waiver Notice PIH Notice 2020-05

FHA Agreed Upon Procedures FY 6/30/19

FHA Independent Audit Report FY 6/30/19

Constellation Fixed Price Solution Report for 4/7/20

FHA Financial Statements for March 31, 2020

FALMOUTH HOUSING AUTHORITY COMMISSIONERS BOARD MEETING
SPECIAL SESSION MINUTES OF VIRTUAL MEETING

April 7, 2020 at 4:00 p.m.

115 Scranton Avenue, Falmouth, MA 02540

MEMBERS PRESENT: Patricia Favulli
Linda Howard
Robert Mascali
Stephen Patton

MEMBERS ABSENT: Sari Budrow

STAFF PRESENT: Bobbi Richards, Executive Director
Kimberly Conn, Fiscal Officer

OTHERS: Laura Bancroft, Paula Roberts

At 4:03 p.m. Ms. Favulli called the meeting to order. The meeting was held via ZOOM.com at <http://www.zoom.com>. Meeting URL: <https://us02web.zoom.us/j/524319507>, Meeting ID: 524 319 507 or dial 1-646-558-8656, Meeting ID: 524 319 507

Approval of Minutes

General Session of 3/31/20

Resolution 2020-24

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

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

Public and Tenant Representative Comments

Ms. Bancroft announced herself as being on the call. Ms. Roberts announced herself as being on the call. There were no public comments.

HUD 5-Year Capital Plan -VOTE

The Board reviewed the five year capital plan for years 2020– 2024 and the annual 2019 plan.

Ms. Richards stated that the vote would be to approve the annual 2019 changes and five year plan 2020-2024.

Resolution 2020-25

Mr. Mascali moved to approve the Annual Plan for 2019. Ms. Howard seconded.

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

Resolution 2020-26

Mr. Mascali moved to approve the Five Year Capital Plan 2020-2024. Ms. Howard seconded.

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

Infectious Diseases/COVID-19 Policy - VOTE

The board reviewed the policy. Mr. Mascali asked if the policy could be amended if future decisions affected the language of the policy. Ms. Richards stated that any proposed changes to

the language of the policy would be brought before the Board for a new vote. Ms. Favulli asked if the housing authority's workman's comp policy extends to people working at home. Ms. Richards confirmed that FHA's insurance provider affirmed that it would be extended to a staff member's work space. Ms. Richards also shared that the housing authority is actively working to procure necessary equipment to provide for telework options. Guidance will have to be issued from the housing authority on how to achieve an ideal work option from a home setting. Many of the housing authority's systems are cloud-based, however personal identifying information and server security are primary concerns for Ms. Richards.

Resolution 2020-27

Ms. Howard moved to approve the Infectious Diseases/COVID-19 Policy. Ms. Mascali seconded.

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

Revisions to preference for Mainstream Grant Program – VOTE

Ms. Richards explained the change to the 2019 Mainstream Grant Notice of Funding, which redefined eligible families as those having any household member that is disabled, homeless or at risk of homelessness, between the ages of 18-61. The previous NOFA from 2017 indicated that the head of household had to meet these requirements. The Falmouth Housing Authority was awarded an additional 27 vouchers under the 2019 Grant and the update to the preference is required.

Resolution 2020-28

Mr. Patton moved to approve the revision to the definition of eligible families for the Mainstream Voucher Program preference. Mr. Mascali seconded.

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

Report of the Executive Director

Ms. Richards informed the Board that a staff person indicated they may have COVID-19. The staff informed the housing authority on 4/7/20; the staff was last in the office on 3/31/20. All staff were sent home and were told that updates would be provided by phone or text. The staff member agreed to update Ms. Richards on 4/10/20 as to whether or not the staff tested positive. If the staff's results are negative, all staff will be required to return to work on 4/13/20*; if the test is positive, staff will report back to work on 4/15/20. *As agreed to in writing, staff are not to report to work if they have been knowingly exposed to the virus or are showing symptoms of the virus. Ms. Howard asked if the tenants would be notified of the office closure and how that would affect calls into the office. Ms. Richards stated that the tenants have been notified on various recent occasions that the office is closed to the public and they are to leave emergency messages per the directions on the phone system. Ms. Richards agreed to call into the office to ensure that the emergency message system connects to the answering service. Standard messages can also be left with the answering service – Ms. Richards agreed to call the office to verify the set up and inform the board accordingly as Ms. Howard expressed concern that there is no live person answering the calls. Ms. Favulli stated that the office has signs indicating that it is closed and the system in place is working. The Board of Health has agreed to keep housing authority informed of confirmed COVID-19 cases related to our buildings; info on the individual will not be released. Mr. Patton stated that care has to be taken regarding HIPAA, Ms. Favulli agreed. Ms. Howard asked if HIPAA allows for the release of the information, what is the housing authority's procedure for notifying the other tenants in the building. Ms. Richards stated that

she is in discussions with attorneys regarding the proper way to notify the tenants and how much information is allowed to be shared.

Future agenda items

Next scheduled meeting is April 21st at 4:00 p.m. via Zoom.

Resolution 2020-29

At 4:29 p.m. Mr. Mascali moved to adjourn. Ms. Howard seconded.

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

MOTION CARRIED

Relevant Documents

Draft General Session Minutes of 3/31/20

HUD Five Year Capital Plan

Infectious Diseases/COVID-19 Draft Policy

Revised language for 2019 Mainstream Voucher Program Grant preference

FALMOUTH HOUSING AUTHORITY COMMISSIONERS BOARD MEETING
GENERAL SESSION MINUTES OF VIRTUAL MEETING

March 31, 2020 at 4:00 p.m.

115 Scranton Avenue, Falmouth, MA 02540

MEMBERS PRESENT: Patricia Favulli
Linda Howard
Robert Mascali
Stephen Patton

MEMBERS ABSENT: Sari Budrow

STAFF PRESENT: Bobbi Richards, Executive Director
Leslie Pearce, Assistant Director
Kimberly Conn, Fiscal Officer

OTHERS: Laura Bancroft

At 4:00 p.m. Ms. Favulli called the meeting to order. The meeting was held via ZOOM.com at [https://us04web.zoom.us/join/9032009521585660718-1481429235.1584716024](https://us04web.zoom.us/join/903200952158566071814814292351584716024)

Approval of Minutes

General Session of 2/18/20

Resolution 2020-20

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

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

Public and Tenant Representative Comments

Ms. Bancroft announced herself as being on the call. There were no public comments.

Constellation: Fixed Price Solution for term 12/2021 – 12/2023 - VOTE

The Board discussed the rate. Mr. Patton moved to approve the matter be tabled to the April 21, 2020 meeting. Ms. Howard seconded.

4-Ayes (Favulli, Howard, Mascali, Patton) 0-Nays TABLED

Payment of bills and approval of HAP payments - VOTE

Resolution 2020-21

Mr. Patton moved to approve the payment of bills and HAP payments for February 2020. Ms. Howard seconded.

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

Resolution 2020-22

Mr. Patton moved to approve the payment of bills and HAP payments for March 2020. Ms. Howard seconded.

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

Review of financial statements for January and February 2020: Reviewed

Report of the Executive Director

Report of Correspondence, Activities and Training Opportunities

Ms. Richards provided a written overview that discussed the following matters: implementation of temporary procedural changes at the housing authority, update on staffing, construction projects plans, removal in 2018 of the housing authority as the Monitoring Agent for the Longshank (Esler Pl) development, and the Board of Commissioner's upcoming election as it relates to concerns regarding bullying and retribution.

Ms. Richards also reported that a special meeting is requested to vote on the HUD 5-year plan for 2020-2024. The document is in draft status but will be ready for vote within one week. The meeting was scheduled for the following Tuesday, April 7, 2020 at 4:00 p.m. via ZOOM.

Future agenda items

None

Resolution 2020-23

At 4:26 p.m. Mr. Mascali moved to adjourn. Mr. Patton seconded.

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

Relevant Documents

General Session Minutes of 2/18/20

Executive Director's Report

Constellation Fixed Price Solution Report for 3/31/20

HAP Accounting Cash Payment/Receipt Register for February 2020

HAP Accounting Cash Payment/Receipt Register for March 2020

FHA Financial Statements for January 31, 2020

FHA Financial Statements for February 28, 2020

Letter to Carla Feroni regarding Comprehensive Permit No. 44-90 Longshank Development

Harborview Parking Lot Plan from Winslow Architects (1/22/20)

Roy & Associates Agreed-Upon Procedures as of June 20, 2019

NAHRO Email & Attachments (3/25/20) "NAHRO's Request to Congress for Assistance and Acknowledgement for the Regional Efforts Dealing with the Coronavirus Pandemic"

FALMOUTH HOUSING AUTHORITY COMMISSIONERS BOARD MEETING
GENERAL SESSION MINUTES
February 18, 2020 at 4:00 p.m.
115 Scranton Avenue – Community Room, Falmouth, MA 02540

MEMBERS PRESENT: Robert Mascali (left at 4:38 p.m.)
Stephen Patton
Linda Howard
Patricia Favulli

MEMBERS ABSENT: Sari Budrow

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

OTHERS: Winifred Woods

At 4:00 p.m. Ms. Favulli called the meeting to order.

Resolution 2020-07

Ms. Howard moved to take items out of order. Mr. Patton seconded.
4-Ayes (Favulli, Howard, Mascali, Patton) 0-Nays MOTION CARRIED

Approval of Minutes

General Session of January 23, 2020

Resolution 2020-8

Mr. Patton moved to approve. Ms. Howard seconded.
4-Ayes (Favulli, Howard, Mascali, Patton) 0-Nays MOTION CARRIED

Announcements

Ms. Richards reported that the Harborview “Games” Corner dedication to James Souza will be on 2/27/20 at 4:30 p.m. The commissioners were welcomed to attend.

New Business

Ms. Pearce reported that a new landlord who renovates housing is moving forward towards working with the FHA after meeting with Ms. Pearce and Ms. Richards.
Five or six tenants met with FHA staff to review revised 5-year plan. The public hearing was published in the paper as required. The proposal is still within the 45-day comment period.

Public and Tenant Representative comments

Ms. Woods provided public comment. She stated it was important for the Board to see conditions at Tataketa by having regular meetings there.

Report of the Maintenance Department

Mobile Devices

Ms. Richards explained that there was a policy in place to reimburse staff that use their cell phones for FHA business. She asked that the policy be rescinded for the maintenance staff only. The maintenance staff has expressed that they do not want to be called on their personal numbers by the FHA. Other staff wish to remain with the present practice.

One device was lost or stolen. Another was broken two times. 5 new devices at about \$1,000.00 each were proposed. Work orders can be processed on the devices. IT can limit access to some sites.

Cell Phones Reimbursement for Maintenance Department – VOTE

Resolution 2020-9

Mr. Mascali moved to rescind the practice of reimbursement to the maintenance staff beginning 3/1/20. Ms. Howard seconded.

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

Mobile/Electronic Equipment Policy – VOTE

Resolution 2020-10

Mr. Patton moved to approve the policy. Ms. Howard seconded.

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

All-in-One purchase Galaxy 10 w/stylus upgrade from prior table style - VOTE

Resolution 2020-11

Mr. Mascali moved to approve the purchase as described. Mr. Patton seconded.

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

Federal Properties: Harborview, Tataket, Rose Morin

Harborview Parking Lot – Bid Acceptance - VOTE

Resolution 2020-12

Mr. Mascali moved to accept the low bid from Lawrence Lynch in the amount of \$101, 100.00. Ms. Howard seconded.

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

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

Change Order - \$4,088 – Widen access to dumpster pad (Salt Sea) - VOTE

Resolution 2020-13

Mr. Patton moved to approve the change. Ms. Howard seconded.

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

Other/Reports review

Vacancy Turnovers:

There have been many deaths and the staff are working hard to fill the many vacancies. Eligibility is a big issue with qualification taking up to three weeks.

Work Orders:

8 are outstanding from January. State inspections are underway.

Report of the Financial Manager

Payment of bills and approval of HAP payments - VOTE

Resolution 2020-14

Mr. Patton moved to approve the payments. Mr. Mascali seconded.

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

Review of management fees due from FHC entities: Reviewed

Annual Federal & State Fee Accountant Contracts-Fenton, Ewald & Associates, P.C.-VOTE

Ms. Richards explained that the FHA will need to change accounting firms since the state prefers that housing authorities do not keep accountants for more than 3 years.

Resolution 2020-15

Mr. Patton moved to renew the fee accountant contract with Fenton, Ewald & Associates to June 30, 2020 .

Ms. Howard seconded.

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

Report of the Assistant Director

Housing Choice Voucher Programs review of monthly report

Report of the Executive Director

Report of Correspondence, Activities and Training Opportunities

Maintenance Administration

Constellation: Fixed Price Solution for Term 12/2021-12/2023-VOTE

The commissioners opted to watch prices and hold off on a vote. Ms. Richards will put the item on next month's agenda.

Nepotism Policy-VOTE

Ms. Richards noted that a policy was reviewed in 2019 but never voted on. She explained that it would be difficult for management, oversight and supervision should family members be hired. This policy does not prohibit hiring of family members but places burden of proof on those being hired.

Resolution 2020-16

Mr. Patton moved to approve the policy. Ms. Howard seconded.

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

Section 8 (DIAL) application: Now available online (www.falmouthhousing.org)

Board Meeting Time Change (from 1:00 p.m. to 4:00 p.m.) – VOTE

Resolution 2020-17

Mr. Patton moved to change the meeting time from 1:00 p.m. to 4:00 p.m. Ms. Howard seconded.

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

Board Meeting: One Central Meeting Location - VOTE

The housing authority conducted another survey about tenants' preferences for the location of the monthly Board of Commissioners meetings. With the time changed from 1:00 p.m. to 4:00 p.m., the results are as follows: 8 preferred some meetings at Tataketa; 35 did not want them at Tataketa; 19 were indifferent.

Resolution 2020-18

Mr. Patton moved to change the meeting location to one central location. The central location shall be 115 Scranton Avenue, Falmouth, MA 02540. Ms. Howard seconded.

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

Future agenda items

None

Resolution 2020-19

At 4:53 p.m. Mr. Patton moved to adjourn. Ms. Howard seconded.

3-Ayes (Favulli, Howard, Patton) 0-Nays MOTION CARRIED

Relevant Documents

General Session Minutes of 1/23/20

Executive Director's Report

Falmouth Housing Authority Mobile Device Policy

Vote Request: Rescind the practice of providing a cell phone reimbursement to maintenance staff.

Draft changes to add additional projects to the Capital Fund Program – Five Year Action Plan

List of Bids received for the Harborview Apartments Accessible Parking project

Change Order Proposal #3 from WDG – Waterfield Design Group

FHA Work Order Complete/Incomplete Report 1/1/20 – 1/31/20

Falmouth Housing Corporation Invoice for January 2020

HAP Accounting Cash Payment/Receipt Register

Contract for Accounting Services (Fenton, Ewald & Associates, P.C.)

Leased Housing Report for February 1, 2020

Executive Director's Report: Correspondence & Activities, 2/18/20

Tatakot Tenant Survey Results

Resident Service Coordinator/ROSS Program Report

Draft Nepotism Policy

Constellation Fixed Price Solution Report for 2/18/20

FALMOUTH HOUSING AUTHORITY COMMISSIONERS BOARD MEETING
GENERAL SESSION MINUTES

January 23, 2020 at 1:00 p.m.

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

MEMBERS PRESENT: Sari Budrow
Linda Howard
Robert Mascali
Stephen Patton

MEMBERS ABSENT: Patricia Favulli

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

OTHERS: Laura Bancroft

At 1:05 p.m. Ms. Budrow called the meeting to order.

Approval of Minutes

General Session of December 17, 2019

Resolution 2020-01

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

4-Ayes (Budrow, Howard, Mascali, Patton) 0-Nays MOTION CARRIED

Executive Session of December 17, 2019

Resolution 2020-02

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

A question was raised about whether the minutes should be both approved and released.

Mr. Patton amended his motion to both approve and release the minutes.

4-Ayes (Budrow, Howard, Mascali, Patton) 0-Nays MOTION CARRIED

Announcements: Harborview “Games” Corner, dedication to James Souza, 2/27/20 at 4:30 p.m.

A donation was recently made to the FHA in the name of Mr. Souza. After consultation with his family, it was decided that an area for games such as backgammon would be developed.

Commissioners were invited to attend the dedication.

New Business

Public and Tenant Representative comments: None.

Report of the Maintenance Department

- Federal Properties: Harborview, Tataketa, Rose Morin

5 Year Capital Plan - Reallocation

Ms. Pearce and Ms. Richards explained that significant maintenance concerns have arisen with the federal properties. Repairs will need to be made and they requested that there be a vote to reopen the Capital Plan. An ad will be posted in the newspaper to solicit public comment. The Harborview and Tatakot buildings are approximately 30 years old. Gutters may have been poorly installed; there are issues with rain coming into the window sills of certain units. The unit ventilation filter system has deteriorated; and building plumbing (including piping and boilers) may need to be fully replaced; window visibility due to fogging over the years.

Ms. Richards explained that Harborview is scheduled to have kitchen renovations over the course of the next five years. The monies required to address the building concerns for reopening the plan would be adjusted from the kitchen renovations budget. In total, Ms. Richards plans to discuss with the public to add additional projects to the plan as follows: window and gutter replacements, unit vent/filters, grading, and boiler/pipe repairs and/or replacements. Additional renovation monies are allocated in the Rose Morin plan and those monies, depending on the emergent expense of the new projects, may be amended.

The commissioners would be voting on the addition of new categories so that there is opportunity to work on certain projects as required, rather than deplete the operations funding for emergencies, as it is limited to \$52k annually. Each project is subject to procurement.

Resolution 2020-03

Mr. Patton moved to approve the request to re-open the capital plan to include the emergency categories of windows, gutters, vents, grading and plumbing/boiler repairs and/or replacements. Mr. Mascali seconded.

A question was raised about whether the word ‘emergency’ was appropriate.

Mr. Patton amended his motion to eliminate the word emergency.

4-Ayes (Budrow, Howard, Mascali, Patton) 0-Nays MOTION CARRIED

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

-Ms. Pearce reported that 2 of the 705s are vacant and undergoing MassSave energy audits and upgrades. There are many vacancies and the staff are working on the applicant eligibility process. Many vacancies for both the federal and state properties are due to death and/or relocations to housing environments that provide a higher level of care.

-Revision to Capital Plan for State-funded properties. Ms. Richards distributed the FY2021 Capital Improvement Plan (CIP) and reviewed the funding allocations for each year. VOTE
Resolution 2020-04

Mr. Patton moved to accept the revision to the FY2021 State Capital Improvement Plan (CIP). Ms. Howard seconded.

4-Ayes (Budrow, Howard, Mascali, Patton) 0-Nays MOTION CARRIED

-62 John Parker Rd – Public Access To/Around Coonamesset River Gateway; abuts 60 John Parker Rd: Mr. Patton provided an overview of the project for general information.

-Other/Reports review

Vacancy Turnovers
Work Orders (December 2019)

Report of the Financial Manager

Payment of bills and approval of HAP payments - VOTE

Resolution 2020-05

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

4-Ayes (Budrow, Howard, Mascali, Patton) 0-Nays MOTION CARRIED

-Review of management fees due from FHC entities: Reviewed

-Signature Cards for Bank Accounts: Signed by Budrow, Howard, Mascali & Patton. Absent - Favulli

-Financial Statements for November and December 2019: Reviewed

Report of the Assistant Director

Housing Choice Voucher Programs review.

Ms. Pearce submitted a report to detail the status of each HCV program.

Report of the Executive Director

Report of Correspondence, Activities and Training Opportunities:

Ms. Richards conducted a poll of residents at Tatakot about whether they want meetings to continue to be held at Tatakot on the third Tuesday of each month at 1:00 p.m.. 32 said yes; 6 said no; 13 were indifferent. Ms. Richards recommended alternating sites either monthly, quarterly or bi-annually. The commissioners had concerns with being rushed out of the space at Tatakot due to the tenants' activities schedules, inconvenience and/or noise. As the matter was not placed on the agenda for voting, the matter will be discussed at voted at the February meeting.

Harborview has a new FOB system on the main entry doors funded by the HUD Emergency Safety Grant Award.

State units (667s, 705s, and Bayberry) were inspected by a third party company. The staff will spend the months of January – March completing repairs. Emergency repairs were conducted at within 48 hours of discovery.

The separate Mainstream list is being combined with the Section 8 waiting list at HUD's request. Preference will be given to Mainstream applicants for the issuance of the Mainstream vouchers. The new award is for 27 vouchers; there are 3 remaining vouchers on the previous award.

Future agenda items: Meeting locations for 2020

Next meeting scheduled for February 18, 2020

Resolution 2020-06

At 1:53 p.m. Mr. Patton moved to adjourn. Ms. Howard seconded.

4-Ayes (Budrow, Howard, Mascali, Patton) 0-Nays MOTION CARRIED

Relevant Documents

Minutes of 12/17/19 Regular and Executive Sessions

Assistant Director's Report

Executive Director's Report: Correspondence and Activities

Notification to Abutters Under the Massachusetts Wetlands Protection Act

DHCD Notice: Administrative Fee Increase Effective 2/1/20

DHCD Public Housing Notice – 2019-30: Release of Updated Top 5 Compensation Form

Work Order Report (December)

Vacancy Turnover Report

Management Fees Invoice (1/7/20)

Bank signature cards (distributed during meeting for signature)

Financial Statements for November and December 2019

HAP Accounting Cash Payment/Receipt Register

Notice of Complaint filed by MassNahro on behalf of Local Housing Authorities v. DHCD regarding Executive Director compensation and oversight

Falmouth Capital Improvement Plan FY21

FALMOUTH HOUSING AUTHORITY COMMISSIONERS BOARD MEETING
General Session Minutes of December 17, 2019 at 1:00 p.m.
Harborview Apartments – Community Room 115 Scranton Avenue, Falmouth, MA 02540

MEMBERS PRESENT:

Patricia Favulli
Robert Mascali
Stephen Patton
Linda Howard
Sari Budrow

STAFF PRESENT:

Bobbi Richards, Executive Director
Kim Conn, Fiscal Officer

OTHERS:

Deb Labadini
Laura Bancroft
Teresa Ewald
Steve Cody

At 1:18 Ms. Favulli called the meeting to order.

Executive Session, pursuant to M.G.L. 30A, Sect. 21(a)(1) 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 complaints or charges brought against, a public officer, employee, staff member or 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 public body shall hold an open session if the individual involved requests that the session be open. If an executive session is held, such individual shall have the following rights: i. to be present at such executive session during deliberations which involve that individual, ii. to have counsel or a representative of his own choosing present and attending for the purpose of advising the individual and not for the purpose of active participation in the executive session iii. to speak on his own behalf, and iv. to cause an independent record to be created of said executive session by audio-recording or transcription, at the individual's expense. The rights of an individual set forth in this paragraph are in addition to the rights that he may have from any other source, including, but not limited to, rights under any laws or collective bargaining

agreements and the exercise or non-exercise of the individual rights under this section shall not be construed as a waiver of any rights of the individual.

Resolution 2019-208

At 1:19 p.m. Ms. Budrow moved to go to Executive Session. Mr. Patton seconded.

A roll call vote was taken:

Mr. Patton: Aye

Ms. Budrow: Aye

Mr. Mascali: Aye

Ms. Favulli: Aye

Ms. Howard: Aye

MOTION CARRIED

At 1:31 p.m. the General Session reconvened.

Resolution 2019-210

Ms. Budrow moved to take items out of order taking Finance/Budget next. Ms. Howard seconded.

5-Ayes (Patton, Favulli, Howard, Mascali, Budrow) 0-Nays MOTION CARRIED

Report of the Financial Manager

- Payment of bills and approval of HAP payments - VOTE

Resolution 2019-211

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

4-Ayes (Patton, Howard, Mascali, Budrow) 0-Nays Favulli abstained. MOTION CARRIED

- Review of management fees due from FHC entities: Reviewed.
- Financial Statements/Year End review: Ms. Conn reported that there are no numbers yet.
- FY2020 Budget presented by Fenton, Ewald & Assoc. - VOTE

Teresa Ewald explained that there were several versions of this budget prior to this draft. She said that she would first review the source of funding for each program, then detail line items such as salaries, and finally, summarize, with a focus on how to sustain and remain in good financial shape. Her report included the following:

- The Federal Budget has 2 major sources of funding: rents from residents and operating subsidies from HUD.
- Three HUD components are non-utilities, utilities and rental income.
- HUD uses formulas for funding which is never funded in full.
- Regarding State funding, DHCD gave a 10% capital payment increase.
- Two other components are \$5,000.00 for technical development and \$200.00 per unit for exceptional expenses. Both are one-time sources of funding.
- Vouchers provide 2 income sources: HUD payments to landlords and administrative fees for each unit. It is important to keep the units leased up.
- HUD pays about \$127 per unit. For this budget 79% funding was projected.
- Assumptions are similarly made for project funding for various programs.
- Salaries are a large component. Changes for this budget included no funding for a state maintenance director, increased hours for a state certification clerk, addition of a maintenance clerk.

- The review of the budget examined how salaries are allocated.
- A look at operating costs revealed a surplus of about \$16,000 prior to non-routine costs.
- Considering salaries and administrative expenses, it is possible there will be extra funds in this budget.
- Regarding operating reserves over the past 10 years, there have been no major losses.
- Non-routine spending is based on reserves available and would not be spent if funds were not available.

Resolution 2019-212

Mr. Patton moved to approve the 400001 aspect of the budget. Ms. Budrow seconded.

5-Ayes (Patton, Howard, Mascali, Budrow, Favulli) 0-Nays MOTION CARRIED

Resolution 2019-213

Mr. Patton moved to approve the 689 aspect of the budget. Ms. Budrow seconded.

5-Ayes (Patton, Howard, Mascali, Budrow, Favulli) 0-Nays MOTION CARRIED

Resolution 2019-214

Mr. Patton moved to approve the MRVP aspect of the budget. Ms. Budrow seconded.

5-Ayes (Patton, Howard, Mascali, Budrow, Favulli) 0-Nays MOTION CARRIED

Resolution 2019-215

Mr. Patton moved to approve the overall 2020 budget. Ms. Budrow seconded.

5-Ayes (Patton, Howard, Mascali, Budrow, Favulli) 0-Nays MOTION CARRIED

Approval of Minutes

General Session Minutes of November 19, 2019

Resolution 2019-216

Mr. Patton moved to approve the General Session Minutes of November 19, 2019. Ms. Howard seconded.

4-Ayes (Mascali, Patton, Favulli, Howard) 0-Nays Budrow abstained. MOTION CARRIED

Executive Session – 11/19/19

Resolution 2019-217

Mr. Patton moved to approve the Executive Session Minutes of November 19, 2019. Ms. Howard seconded.

4-Ayes (Mascali, Patton, Favulli, Howard) 0-Nays Budrow abstained. MOTION CARRIED

Announcements

None

New Business

Public and Tenant Representative comments: None.

Report of the Maintenance Department

Federal Properties: Harborview, Tataket, Rose Morin

Ms. Richards reported that the Maintenance Department has completed, through third party services, the mold removal, repair and remediation of the Harborview Clinic. Work is almost finished with only a drop ceiling left to install.

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

Ms. Richards reported that a proposed ramp at Salt Sea received approval from DHCD but the ramp was then funded by a local veteran's group. Another tenant at Salt Sea needed a ramp and the funding for the original ramp is proposed to be used for this ramp.

Amendment #6 to CFA Workplan 5001 - \$171,792 – VOTE

Resolution 2019-218

Mr. Patton moved to approve the amendment to CFA Workplan 5001 in the amount of \$171,792.

Ms. Howard seconded.

5-Ayes (Mascali, Patton, Favulli, Howard, Budrow) 0-Nays MOTION CARRIED

Fire Alarm System Upgrade – Bayberry

Ms. Richards reported that a vendor has been procured; the replacement part is on order. The vendor is Ralph J. Perry Fire Equipment.

Disposition of Vehicles (3) – VOTE

Ms. Richards reported that a white truck and a red van have not been moved since she began work as director 2 and a half years ago. The black truck was sent for review and the repairs needed exceed the fair market value of the vehicle. Ms. Richards requests that the three vehicles be disposed of.

Resolution 2019-219

Mr. Patton moved to approve disposition of three vehicles (small white truck, black truck and red van). Ms. Howard seconded.

5-Ayes (Mascali, Patton, Favulli, Howard, Budrow) 0-Nays MOTION CARRIED

Purchase of Vehicles (2) - VOTE

Resolution 2019-220

Mr. Patton moved to approve purchase of two (2) vehicles with purchase prices not to exceed \$20,000 each. Ms. Howard seconded.

5-Ayes (Mascali, Patton, Favulli, Howard, Budrow) 0-Nays MOTION CARRIED

Other/Reports review

Vacancy Turnover: Tabled

Work Orders (November 1-30, 2019): Ms. Richards reported 300 for November, all routine.

There are 22 non-emergency work orders outstanding.

Report of the Assistant Director

Section 8 Programs review

Report of the Executive Director

Initial HQS Inspection Policy, Revision – VOTE

Resolution 2019-221

Ms. Budrow moved to approve the change in language. Mr. Patton seconded.

5-Ayes (Mascali, Patton, Favulli, Howard, Budrow) 0-Nays MOTION CARRIED

PBV Chapter 17, Revisions - VOTE

Resolution 2019-222

Mr. Patton moved to approve the changes as described. Ms. Budrow seconded.

5-Ayes (Mascali, Patton, Favulli, Howard, Budrow) 0-Nays MOTION CARRIED

Report of Correspondence, Activities and Training Opportunities:

- FHA received a score of ‘Standard Performer’ on the SEMAP review. FHA is working with HUD to correct the way it collects reasonable rents for localities outside Falmouth and is appealing the decision regarding scoring. The goal is to always be recognized as a “High Performer”.
- A discovery was made that the project-based contract for Fairwinds expired in 2011. Once expired there is no process for renewal. In this case Section 8 vouchers were issued and tenants housed in place. The landlord has requested a meeting with HUD, FHA and their other funding agency to review other programs that the affected agency, Fairwinds, may be interested in.
- FHA has also discovered that project-based contracts with FHC have procurement concerns. It appears that the contracts were issued directly, without going through required procurement procedures (advertisements in local paper, bid reviews, etc.). The contracts cannot be renewed without going through proper procurement. Proper procurement guarantees that the project-based opportunity is provided to an expanded number of developers. FHA may also elect to not pursue offering the project-based contracts and can elect to issue Section 8 vouchers to replace project-based units so that tenants remain housed in place and are offered subsidy opportunities which will also allow them to move. The goal is to provide a different subsidy opportunity so that they have the option to remain housed in place. The project-based contracts have proven difficult to manage and it has been determined that a former staff member removed important paperwork regarding contracts and tenant agreements from FHA upon their departure.

Future agenda items – due to FHA by January 14, 2020

Next scheduled meeting: 1:00pm - Tuesday, January 21, 2020 at Tataketa Apartments – Community Room, 138 Teaticket Hwy, Teaticket, MA 02536

A question arose about holding the meetings at Harborview except for a quarterly meeting at Tataketa.

Resolution 2019-223

Ms. Howard moved to hold the next meeting at Harborview. Ms. Budrow seconded.

5-Ayes (Mascali, Patton, Favulli, Howard, Budrow) 0-Nays MOTION CARRIED

Resolution 2019-224

At 3:03 Ms. Budrow moved to adjourn. Mr. Patton seconded.

5-Ayes (Mascali, Patton, Favulli, Howard, Budrow) 0-Nays MOTION CARRIED

The Falmouth Housing Authority Board of Commissioners has the right by vote to take items out of order. If you require a reasonable accommodation to attend this meeting, please contact our office at (508) 548-1977

Relevant Documents

Fiscal year 2020 Budget

Work Orders

Executive Director's Report

FALMOUTH HOUSING AUTHORITY COMMISSIONERS BOARD MEETING
Draft Executive Session Minutes of December 17, 2019 at 1:00 p.m.
Harborview Apartments – Community Room, 115 Scranton Avenue, Falmouth, MA 02540

Executive Session, pursuant to M.G.L. 30A, Sect. 21(a)(1) 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 complaints or charges brought against, a public officer, employee, staff member or 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 public body shall hold an open session if the individual involved requests that the session be open. If an executive session is held, such individual shall have the following rights: i. to be present at such executive session during deliberations which involve that individual, ii. to have counsel or a representative of his own choosing present and attending for the purpose of advising the individual and not for the purpose of active participation in the executive session iii. to speak on his own behalf, and iv. to cause an independent record to be created of said executive session by audio-recording or transcription, at the individual's expense. The rights of an individual set forth in this paragraph are in addition to the rights that he may have from any other source, including, but not limited to, rights under any laws or collective bargaining agreements and the exercise or non-exercise of the individual rights under this section shall not be construed as a waiver of any rights of the individual.

The Executive Session convened at 1:21 p.m.

The commissioners each received registered letters alleging that a Commissioner (unnamed) had given advice on how to fight eviction to the complainant's daughter. The complainant alleged that the provision of that information was improper.

Ms. Favulli stated that a relative had informed her that the complainant's daughter, a single mother with a special needs child, was being evicted. In response Ms. Favulli said that the mother under said eviction could seek the services of a lawyer.

Ms. Richards shared that the complaint was third-party in nature as the individual is not the one complaining; rather it is a complaint submitted by the mother of the person under said eviction. Ms. Richards shared the complaint with legal counsel and, per legal counsel, it was advised that the complainant should go to the Town because neither the Executive Director nor the Board of Directors had the authority to discipline any member of the Board of Commissioners. Prior to advice from counsel, FHA contacted the complainant by telephone and left a message sharing that the matter would be included on the Agenda. Richards advised the complainant that the matter would be on the agenda but received no response. It was noted that this is a third-party complaint since the complainant is speaking for someone else.

Mr. Mascali asked whether or not FHA intended to notify the complainant regarding the discussion held today. Ms. Richards responded that the minutes of the Executive Session would be posted, with Board approval, for anyone that wished to ensure that the discussion was held.

Resolution 2019-209

At 1:28 p.m. Ms. Budrow moved to go from executive session to public session. Ms. Howard seconded.

A roll call vote was taken:

Mr. Patton: Aye

Ms. Budrow: Aye

Mr. Mascali: Aye

Ms. Favulli: Aye

Ms. Howard: Aye

MOTION CARRIED

FALMOUTH HOUSING AUTHORITY COMMISSIONERS BOARD MEETING
GENERAL SESSION MINUTES

November 19, 2019 at 1:00 p.m. Tatakett Apartments – Community Room
138 Teaticket Hwy, Teaticket, MA 02538

MEMBERS PRESENT: Patricia Favulli
Robert Mascali
Stephen Patton (*arrived 1:17 p.m.*)
Linda Howard

MEMBERS ABSENT: Sari Budrow

STAFF PRESENT: Bobbi Richards, Executive Director
Leslie Pearce, Assistant Director
Jason Norton, Maintenance

OTHERS: Pat Johnson
Laura Bancroft

At 1:02 p.m. Ms. Favulli called the meeting to order.

OPEN SESSION

Executive Session, pursuant to M.G.L. 30A, Sect. 21 (a): (3) To discuss strategy with respect to collective bargaining or litigation if an open meeting may have a detrimental effect on the bargaining or litigating position of the public body and the chair so declares

Resolution 2019-202

Ms. Favulli called for a roll call vote to move to executive session:

Mascali: Aye

Howard: Aye

Favulli: Aye

MOTION CARRIED

At 1:22 p.m. the committee returned to regular session.

Approval of Minutes

General Session of 10.29.19

Resolution 2019-204

Ms. Howard moved to approve the general session minutes of October 29, 2019. Mr. Patton seconded.

3-Ayes (Patton, Favulli, Howard) 0-Nays MOTION CARRIED

Executive Session of 09.17.19

Resolution 2019-205

Mr. Patton moved to approve the executive session minutes of October 29, 2019 and to release the minutes to the parties involved in litigation. The minutes will not be released to the open public until a future date that will require a vote by the Board of Commissioners. Ms. Howard seconded.

3-Ayes (Patton, Favulli, Howard) 0-Nays MOTION CARRIED

Announcements

- Appointment of Robert Mascali to Board of Commissioners (10.28.19 to 5.18.20)
The commissioners welcomed Mr. Mascali to the Board.

- New email addresses for Board of Commissioners
Ms. Richards explained that a distinctive email was sometimes needed for registration at trainings and other situations.

Patricia Favulli: boc1@falmouthhousing.org

Sari Budrow: boc2@falmouthhousing.org

Stephen Patton: boc3@falmouthhousing.org

Linda Howard: boc4@falmouthhousing.org

Robert Mascali: boc5@falmouthhousing.org

Ms. Richards also shared that a general distribution email (boc@falmouthhousing.org) contains the new email address for the Board and is used for communications with the Board from the Executive Director as well as the general public.

New Business:

Public and Tenant Representative comments: None

Report of the Maintenance Department

Federal Properties: Harborview, Tataket, Rose Morin:

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

There has been extensive damage at two (2) 705 units (22 Oak St, and 466 Brick Kiln); a request has been made to DHCD to take both units offline to allow additional time for reconditioning. Salt Sea Parking lot work has been completed except for bike rack installation, which is on back order from the vendor.

Other/Reports reviewed

Vacancy Report

Work Orders (September & October 2019)

Report of the Financial Manager

FY2020 Budget- VOTE: Tabled.

Payment of bills and approval of HAP payments – VOTE

Resolution 2019-206

Ms. Howard moved to approve the payment of bills and HAP payments. Mr. Patton seconded.
3-Ayes (Patton, Mascali, Howard) 0-Nays Ms. Favulli abstained. MOTION CARRIED

Review of management fees due from FHC entities: Investigation of tools purchased by FHA is underway to be completed prior to the end of January 2020.

Financial Statements –October 2019: Ms. Richards reported no unusual expenditures.

Report of the Assistant Director

Ms. Pearce reviewed the monthly report regarding voucher activity (lease ups and removals from programs).

Report of the Executive Director

Organizational Chart, Roles & Responsibilities of FHA Staff

Ms. Richards reviewed the organizational chart, which reflects the current roles for all staff.

Designated Housing Plan for Federal Public Housing:

Ms. Richards explained that this is a work in progress and provide a draft example of the Designated Housing Plan. She explained that the plan expired years prior and she plans to submit the renewal request by month end.

Report of Correspondence, Activities and Training Opportunities

FHA received a letter from HUD notifying of 27 new Mainstream vouchers awarded. These vouchers have a value of \$310,000. This is a difficult population to serve since the participants are homeless or at risk of being homeless.

The Resident Service Coordinator has been active with the town's Affirmative Action Committee to intervene with bullying concerns.

A leak occurred above the area where the Community Health Center is located at Harborview. It was determined to be a slow leak that required mold remediation. Remediation work is scheduled for Saturday.

Future agenda items – due to FHA by December 10, 2019

Next scheduled meeting: December 17, 1:00 p.m. at Harborview Apartments, 115 Scranton Ave, Falmouth, MA 02540

Resolution 2019-207

Ms. Howard moved to adjourn. Mr. Mascali seconded.

3-Ayes (Patton, Mascali, Favulli, Howard) 0-Nays MOTION CARRIED

Relevant Documents

Minutes of Ex Session 9/17/19

Minutes of Regular Session 10/29/19

Organizational Chart

Designated Housing Plan for Federal Public Housing
November FHA Newsletter

The Falmouth Housing Authority Board of Commissioners has the right by vote to take items out of order. If you require a reasonable accommodation to attend this meeting, please contact our office at (508) 548-1977

FALMOUTH HOUSING AUTHORITY COMMISSIONERS BOARD MEETING
EXECUTIVE SESSION DRAFT MINUTES
November 19, 2019 – Tataketa Apartments – Community Room
115 Scranton Avenue, Falmouth, MA 02540

Executive Session, pursuant to M.G.L. 30A, Sect. 21 (a): (3) To discuss strategy with respect to collective bargaining or litigation if an open meeting may have a detrimental effect on the bargaining or litigating position of the public body and the chair so declares

Ms. Favulli opened the Executive Session at 1:03 p.m.

Ms. Richards notified the Board that FHA has received a class action grievance and has issued a cease and desist order. FHA has retained Foley and Foley, employment specialists, to represent FHA. Both the grievance complaint and cease and desist notice demand FHA to pay “OT as previous.” The complaints and demand provide no specific example of poor practices provided by FHA. Though there is no specific charge against the FHA, the issue appears to be that the FHA has changed the way overtime is paid. Previously, overtime may have been paid in error based on work and non-work hours such as vacation and holiday time. FHA has reviewed the contract over the past two years and concluded that the contract deems that overtime be paid on hours worked, exclusive of non-worked paid time off. Foley and Foley advised that this is the correct interpretation of the language of the contract.

Ms. Richards shared that FHA may have paid overtime and allowed comp hours to be earned during pay periods when someone may have used sick, vacation and comp hours to replace hours worked. This practice, if true, was also in error and the error resulted in overpayments of payroll to the employees of FHA.

A request has been made to DHCD asking for extra funds in the budget for legal fees as they are expected to exceed \$36k for the fiscal year. The higher-than-usual costs are related to legal representation in tenant mediation/eviction matters, and union/personnel matters.

Resolution 2019-203

Ms. Howard moved to end the executive session at 1:21 p.m. and move to regular session. Mr. Patton seconded.

A roll call vote was taken:

Patton: Aye

Howard: Aye

Favulli: Aye

Mascali: Aye

MOTION CARRIED

FALMOUTH HOUSING AUTHORITY COMMISSIONERS BOARD MEETING
GENERAL SESSION MINUTES of October 29, 2019 at 1:00 p.m.
Harborview Apartments – Community Room 115 Scranton Avenue, Falmouth, MA 02540

MEMBERS PRESENT:

Patricia Favulli
Stephen Patton
Linda Howard

MEMBERS ABSENT:

Sari Budrow

STAFF PRESENT:

Bobbi Richards, Executive Director
Leslie Pearce, Assistant Director
Kim Conn, Finance Director

OTHERS:

Linda Clark, Laura Bancroft, Paul Grunden, Paula Roberts

At 1:02 p.m. Ms. Favulli called the meeting to order.

Approval of Minutes

Executive Session of 09.17.19: Tabled. No quorum.

General Session of 09.17.19:

Resolution 2019-188

Mr. Patton moved to accept the General Session Minutes of September 17, 2019. Ms. Howard seconded.

3-Ayes (Favulli, Howard, Patton) 0-Nays MOTION CARRIED

Announcements

None

New Business:

Public and Tenant Representative comments: None offered.

Report of the Maintenance Department

- Federal Properties: Harborview, Tataket, Rose Morin –

Safety & Security Grant (BETCO) – Substantial Completion - VOTE

Resolution 2019-189

Mr. Patton moved to approve the substantial completion payment to the Boston Electric Telephone Company aka BETCO. Ms. Howard seconded.

3-Ayes (Favulli, Howard, Patton) 0-Nays MOTION CARRIED

Safety & Security Grant (BETCO) – Final Completion - VOTE

Resolution 2019-190

Mr. Patton moved to approve the final completion payment to the Boston Electric Telephone Company aka BETCO. Ms. Howard seconded.

3-Ayes (Favulli, Howard, Patton) 0-Nays MOTION CARRIED

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

Salt Sea Parking/Lighting Fence – Substantial Completion

Ms. Conn reported that there were 2 change orders on the substantial completion: \$4,222.00 for additional fencing and \$800.00 for dumpster fencing for a total of \$5,022.00.

Resolution 2019-191

Mr. Patton moved to approve the substantial completion payment to Lawrence Lynch. Ms. Howard seconded.

3-Ayes (Favulli, Howard, Patton) 0-Nays MOTION CARRIED

Resolution 2019-192

Mr. Patton moved to approve the substantial completion change order for the fencing to Lawrence Lynch. Ms. Howard seconded.

3-Ayes (Favulli, Howard, Patton) 0-Nays MOTION CARRIED

Resolution 2019-193

Mr. Patton moved to approve the substantial completion change order for the dumpster fencing to Lawrence Lynch. Ms. Howard seconded.

3-Ayes (Favulli, Howard, Patton) 0-Nays MOTION CARRIED

Salt Sea Parking/Lighting Fence – Final Completion

Resolution 2019-194

Ms. Howard moved to approve the final completion payment to Lawrence Lynch. Mr. Patton seconded.

3-Ayes (Favulli, Howard, Patton) 0-Nays MOTION CARRIED

60 John Parker Road

Ms. Conn reported that the family is back in the unit as of 10/25/19 after extensive excavation and boiler replacement.

Other/Reports reviewed: Vacancy and Work Order (9/1-30/19) reports. No questions posed.

Report of the Financial Manager

Federal Public Housing Flat Rent – VOTE

Resolution 2019-195

Mr. Patton moved to approve the federal public housing flat rent at \$1k per month. Ms. Howard seconded.

3-Ayes (Favulli, Howard, Patton) 0-Nays MOTION CARRIED

Preliminary Budget for FY2020 - Tabled

Federal Public Housing Cable TV rate increase - VOTE

Ms. Conn reported that that rates were going up by 5% so a \$2 increase was recommended bringing the monthly total due with rent from \$28 to \$30 per month.

Resolution 2019-196

Ms. Howard moved to approve the cable fee increase of \$2.00 per month. Mr. Patton seconded.

3-Ayes (Favulli, Howard, Patton) 0-Nays MOTION CARRIED

Payment of bills and approval of HAP payments - VOTE

Resolution 2019-197

Mr. Patton moved to approve the HAP payments. Ms. Howard seconded.

3-Ayes (Favulli, Howard, Patton) 0-Nays MOTION CARRIED

Review of management fees due from FHC entities: Reviewed

Financial Statements – July, August & September 2019: Reviewed.

Report of the Assistant Director

Holiday Party, 12/11/19:

Ms. Pearce explained that the staff would like to plan a holiday party for Wednesday, 12/11/19 from 2-4. The office is closed on Wednesdays. Historically, \$600.00 has been allocated for the holiday party.

Resolution 2019-198

Mr. Patton moved to approve \$600.00 for the holiday party. Ms. Howard seconded.

3-Ayes (Favulli, Howard, Patton) 0-Nays MOTION CARRIED

Report of the Executive Director

Project-based Vacancy Payments – VOTE

Ms. Richards explained that the present situation serves to create a financial loss for FHA. Historically, FHA has allowed landlords to collect payments the day after their project-based

tenant leaves the unit. Reductions in payment were not considered for units that are not rent-ready. This means that landlords were collecting full payment for units that a person could not rent, including those that required maintenance, paint, appliances, etc. After conferring with HUD regarding this issue, FHA was reminded that a vacancy eligible for a project-based payment must be ready to rent. And this is the case for all HUD-subsidized project-based rental relationships. In essence, FHA has overpaid funding for units that were not in condition to be rented to a new tenant. FHA is requesting to update its Model Admin plan to include language regarding the definition of an eligible vacancy for its project-based program.

The unit must be determined eligible for vacancy payment through demonstration that the unit is ready for lease up. Eligible units are those that are ready for move-in. The date that a unit becomes available for move-in is the first date that a vacancy can be claimed for vacancy payments. An owner/landlord may submit a form provided by the housing authority or a certification stating the date that the vacancy has become eligible for vacancy payments.

Resolution 2019-199

Mr. Patton moved to approve the change in language for project-based vacancies. Ms. Howard seconded.

3-Ayes (Favulli, Howard, Patton) 0-Nays MOTION CARRIED

Management Contract with Falmouth Corporation entities - VOTE

Ms. Richards explained that the management contract had been signed before she was hired. She detailed staffing levels deemed appropriate by HUD and DHCD and concluded that FHA never hired the level of staff reasonably required to fulfill the 189 units from FHC and the state & federal public housing units of FHA. The FHA has declined in its ability to respond in a timely manner to the needs of its own public housing residents due to low staffing and its inability to hire the staff required to support both entities. Ms. Richards asked the Board to end the contract with sufficient notice, as negotiated in the contract. the staff was not in a position to maintain the agreement. She was asking the Board to end the contract, as allowed in the contract with proper notice.

Linda Clark of Falmouth Corporation explained that she understood that it was difficult for FHA to maintain the contract but 60 days was a short period of time for Falmouth Corporation to make arrangements. Ms. Howard asked Ms. Clark if 30 additional days would be welcomed; Ms. Clark agreed to the extension of an additional 30-day period.

Resolution 2019-200

Ms. Howard moved to cease the maintenance contract with Falmouth Corporation to commence 90 days from November 1. Mr. Patton seconded.

3-Ayes (Favulli, Howard, Patton) 0-Nays MOTION CARRIED

Report of Correspondence, Activities and Training Opportunities: Tabled

Future agenda items – Update on designated plan, organizational chart showing staffing for each department.

Next scheduled meeting: November 19, 2019 at 1:00 p.m. at Tataketa Apartments - Community Room, 138 Teaticket Hwy, Teaticket, MA 02536

Resolution 2019-201

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

3-Ayes (Favulli, Howard, Patton)

0-Nays

MOTION CARRIED

The Falmouth Housing Authority Board of Commissioners has the right by vote to take items out of order. If you require a reasonable accommodation to attend this meeting, please contact our office at (508) 548-1977

FALMOUTH HOUSING AUTHORITY
COMMISSIONERS BOARD GENERAL SESSION MINUTES
September 17, 2019 at 1:00 p.m. Tatakot Apartments – Community Room 138 Teaticket
Highway, Teaticket, MA 02536

MEMBERS PRESENT:

Patricia Favulli
Sari Budrow
Stephen Patton
Linda Howard

MEMBERS ABSENT: None

STAFF PRESENT:

Bobbi Richards, Executive Director
Leslie Pearce, Assistant Director
Kim Conn, Finance Director

OTHERS:

Pat Johnson
Laura Bancroft

At 1:03 p.m. Ms. Favulli called the meeting to order and read aloud the following statements:

Executive Session

G.L. c30A, §21(a)(1) - 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 complaints or charges brought against, a public officer, employee, staff member or 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 public body shall hold an open session if the individual involved requests that the session be open.

If an executive session is held, such individual shall have the following rights:

- i. to be present at such executive session during deliberations which involve that individual
- ii. to have counsel or a representative of his own choosing present and attending for the purpose of advising the individual and not for the purpose of active participation in the executive session;
- iii. to speak on his own behalf
- iv. to cause an independent record to be created of said executive session by audio-recording or transcription, at the individual's expense.

The rights of an individual set forth in this paragraph are in addition to the rights that he may have from any other source, including, but not limited to, rights under any laws or collective bargaining agreements and the exercise or non-exercise of the individual rights

Resolution 2019-174

Ms. Budrow moved to go into Executive Session. Mr. Patton seconded.

A roll call vote was taken:

Patton: aye

Favulli: aye

Budrow: aye

Howard: aye

MOTION CARRIED

At 2:00 p.m. the General Session reconvened.

Approval of Minutes

General Session – 8/22/19

Resolution 2019-177

Ms. Budrow moved to accept the General Session Minutes of 8/22/19 as written. Ms. Howard seconded.

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

Announcements

Ms. Richards announced that the HUD Boston Office of Legal Counsel has requested a tour of the Falmouth Housing Authority as part of its annual staff retreat. The tour will be held on 9/24/19.

New Business: Public and Tenant Representative comments

None

Report of the Maintenance Department

Federal Properties: Harborview, Tataket, Rose Morin:

An inspection revealed the presence of lead paint on railings and on the exterior of Rose Morin units. The inspection was conducted as part of the Environmental Review when it was shared by HUD that no such inspection was on file, despite the conversion of Rose Morin from a state to a federal property years earlier. As there are no children under 6 years of age residing at Rose Morin, there is no mandate to correct. Tenants will be informed of the inspection results and offered a transfer if they choose to move out of the property based on the inspection results.

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

The John Parker Road tenant was relocated temporarily to another 705 house that became vacant. While John Parker Road is being repaired, FHA will not collect rents on either 705 unit.

Other/Reports reviewed :

Vacancy Turnover - no questions nor comments posed.

Work Orders (July 1-31, 2019; August 1-31, 2019) – no questions nor comments posed.

Report of the Financial Manager

- New vendor contract for shredding services:

Ms. Conn explained that Valley Green shredding company is more cost efficient than Shred it, based on the quotes received in April 2019. Ms. Conn will verify that the quotes remain current before final award.

Resolution 2019-178

Ms. Budrow moved to award the shredding services contract to Valley Green. Ms. Howard seconded.

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

- Payment of bills and approval of HAP payments - VOTE

Resolution 2019-179

Ms. Budrow moved to approve the payment of bills and HAP payments. Ms. Howard seconded.

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

- Review of management fees due from FHC entities:

Ms. Conn reviewed the management fees due from FHC entities. .

- Bank Signature Cards

Ms. Conn shared that all Commissioners must sign the signature cards for the bank. The process will be repeated when a new member is appointed to the Board of Commissioners.

- Financial Statements – July 2019

The July 2019 financial statements are not available. The July, August and September statements are being reviewed by fee accountants and will be available at the October board meeting.

- Payroll Law Exemption -VOTE

Ms. Conn explained that there is a new statewide tax which the FHA could seek an exemption for. Unless it is determined by DHCD that housing authorities are exempt from the tax, Ms. Conn recommends that the housing authority submit its own exemption request from the state. If denied, the cost of the payroll tax will be passed to the employees..

Resolution 2019-180

Ms. Howard moved to request an exemption from the State and if this was denied, the payroll tax will be passed to the employees. Ms. Budrow seconded.

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

Report of the Assistant Director

FY2020 Utility Allowances – VOTE

Ms. Pearce explained that the annual utility allowance rates were reviewed by a third-party vendor and provided the new schedule for review. The schedule is effective 1/1/20.

Resolution 2019-181

Ms. Budrow moved to approve the FY2020 Utility Allowances, effective January 1, 2020. Mr. Patton seconded.

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

FY2020 Payment Standard for HCV Programs - VOTE

Ms. Pearce reported that Payment Standards were generally reviewed with HUD because the fair market values are considerably less than nearby areas such as Wareham. The difference in values, Ms. Richards explained, create difficulty in housing placements because landlords can

receive significantly increased rents if they work with housing authorities off Cape. Ms. Richards shared with HUD that she would submit a request for all areas in Falmouth to be re-evaluated to determine a higher payment standard. Until this action is performed, Ms. Richards is requesting that the FY 2020 Payment Standards be approved at 110% above the HUD Fair Market values. This action would demonstrate to its landlords that FHA is doing its best to meet their demand for higher rents without adversely affecting its predetermined HAP budgets. The Commissioners reviewed the fair market values determine for various nearby immediate areas off Cape.

Resolution 2019-182

Mr. Patton moved to approve FY2020 Payment Standards, effective January 1,2020, at 110% of the HUD Fair Market values.. Ms. Budrow seconded.

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

Report of the Executive Director

Federal Housing Lease Amendment – VOTE

Ms. Richards reported that the 2 tenants from federal properties that attended the meeting had no issues with amendment, which will include information regarding the selection of hearing officers. The lease agreement will also numerate the attachments to the lease agreement for clarity.. Ms. Richards also shared that tenants from other state properties attended and discussion was held regarding tenant satisfaction, work orders and other property challenges.

Resolution 2019-183

Ms. Budrow moved to approve the amendment to the federal public housing lease to include information about the selection of hearing officers. Mr. Patton seconded.

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

Annual Slate of Officers (incl. CPC Representative) – VOTE

Mr. Patton confirmed that he had been released from being the Conservation Commission representative for the CPC and so was now the CPC representative for the FHA as per the vote taken at the last meeting. No further vote on this matter required.

Resolution 2019-184

Ms. Budrow moved to accept Ms. Favulli as Chair. Mr. Patton seconded.

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

Resolution 2019-185

Ms. Favulli moved to maintain Ms. Budrow as Vice-Chair. Mr. Patton seconded.

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

Resolution 2019-186

Ms. Budrow moved to accept Mr. Patton as treasurer. Mr. Favulli seconded.

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

Report of Correspondence, Activities and Training Opportunities:

Tabled

Future agenda items – due to FHA by October 1, 2019

Next scheduled meeting: 1:00pm - Tuesday, October 8, 2019 at 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. If you require a reasonable accommodation to attend this meeting, please contact our office at (508) 548-1977

Resolution 2019-187

At 2:29 p.m. Ms. Budrow moved to adjourn. Ms. Howard seconded.

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

FALMOUTH HOUSING AUTHORITY COMMISSIONERS BOARD MEETING AGENDA
GENERAL SESSION MINUTES of August 22, 2019 at 3:30 p.m.
Harborview Apartments – Community Room 115 Scranton Avenue, Falmouth, MA 02540

MEMBERS PRESENT: Patricia Favulli
Sari Budrow (left at 4:36)
Stephen Patton
Linda Howard

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

OTHERS: Joan Wales
Laura Bancroft
Paula Roberts
Paul Grunion
Richard McLane

At 3:30 p.m. Chairperson Favulli called the meeting to order.

Approval of Minutes

General Session Minutes of 7/23/19

Resolution 2019-164

Ms. Budrow moved to accept the minutes of July 23, 2019. Mr. Patton seconded.
4-Ayes (Favulli, Budrow, Howard, Patton) 0-Nays MOTION CARRIED

Special Session Minutes of 7/30/19

Resolution 2019-165

Ms. Budrow moved to accept as amended to identify minutes as Special Session and not as Executive Session. Mr. Patton seconded.
4-Ayes (Favulli, Budrow, Howard, Patton) 0-Nays MOTION CARRIED

Executive Session Minutes of 8/2/19

Resolution 2019-166

Ms. Budrow moved to approve the minutes of August 2, 2019 and release the minutes to the public. Mr. Patton seconded.
3-Ayes (Budrow, Howard, Patton) 1-Abstain (Favulli) 0-Nays MOTION CARRIED

Announcements

Public Comment Period for Change to Federal Public Housing Lease Extended:

Ms. Richards explained that she had to republicize the meeting. Meeting is now scheduled for September 3, 2019 at 10:00 a.m.

New Business

- Recognition of new board member:

New board member, Linda Howard, was introduced.

- CHC of Cape Cod / Tour of new clinic at Harborview:

Commissioners toured the new clinic.

- Public and Tenant Representative Comments:

Paula Roberts, tenant, asked if the clinic would do blood draws or offer behavioral health services such as drug and alcohol counseling. A CHC representative explained that licensure by the Massachusetts Department of Public Health is needed before full services can be offered. Initially group wellness services will be offered, such as diet/nutrition groups.

Report of the Maintenance Department

Work shirts have been ordered so that the maintenance staff may be appropriately represented in the community. More contracting is being done as the maintenance department is down several workers.

- Federal Properties: Harborview, Tatakot, Rose Morin

Rose Morin Roofs – Substantial Completion and Final Completion – VOTES

Resolution 2019-167

Mr. Patton moved to approve the substantial completion of the Rose Morin Roof Project. Ms. Howard seconded. Ms. Budrow abstained.

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

Resolution 2019-168

Mr. Patton moved to approve the final completion of the Rose Morin Roof Project. Ms. Howard seconded. Ms. Budrow abstained.

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

Lead Inspection Contract-VOTE

Ms. Richards explained that the Rose Morin property had been federalized but there is no record of lead inspection on file. To remedy this, she obtained 3 quotes from vendors so that an inspection can be performed.

Resolution 2019-169

Ms. Budrow moved to approve payment of \$6,000.00 to ASAP. Mr. Patton seconded.

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

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

John Parker Road Foundation Repair - VOTE

A discussion of needed repairs included the following:

- The tenant is now being housed at his/her parents' house.
- An engineer sent from DHCD thought that replacing/reinforcing the concrete was the solution to the leaking foundation.
- There are 2 issues: the cracked/leaking foundation and the boiler which was struck by lightning.
- The estimates to repair the foundation are not complete; they do not include needed excavation and contractor services.

- The leak in the foundation began after grading was done. A French or beehive drain may help.
- Because of the leak, the house smells of mold.
- The Board asked Ms. Richards to get estimates that included setting the board and excavation.
- A meeting is planned for September 3 to vote on this issue.

Salt Sea: Reasonable Accommodation – Ramp Install:

DHCD allocated \$8,500.00 from the capital plan for a ramp.

- Other/Reports review
- Vacancy Turnover
- Work Orders (July 1-31, 2019) Tabled in order to verify.

Report of the Financial Manager

- Payment of bills and approval of HAP payments - VOTE

Resolution 2019-170

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

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

- Review of management fees due from FHC entities: Tabled
- Financial Statements/Year End Review: Reviewed

Report of the Assistant Director

Section 8 Programs review - Ms. Pearce reviewed the data. There were no questions posed regarding the review.

Report of the Executive Director

Media Policy-VOTE

Ms. Richards reported that there is no policy in place and, at times, situations arise that may result in members of the public inquiring as to the actions of housing authority. Ms. Richards provided a draft copy of a media policy for the Board to consider.

Resolution 2019-171

Mr. Patton moved to approve the policy as amended to include the “in the absence of the Executive Director, the designee shall be the Assistant Director who will respond to all inquiries.” Ms. Howard seconded.

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

Housing Choice Voucher Project-Based Waiting List Removal Process-VOTE

Resolution 2019-172

Ms. Favulli moved to approve the following language for the removal of applicants from the Project-based Waiting list, which matches the language used for removal of applicants from the Section 8/Housing Choice Voucher:

The Falmouth Housing Authority will not remove an applicant’s name from the waiting list unless: A) The applicant request that the name be removed; B) The applicant fails to respond to a written request for information or a request to declare their continued interest in the program or

misses scheduled appointments; C) The applicant does not meet either the eligibility or screening criteria for the program; or D) The applicant has been issued a Housing Choice Voucher. Ms. Budrow seconded.

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

Annual Slate of Officers (Including CPC Representative) – VOTE

Mr. Patton explained that he currently represents the Conservation Commission on the CPC. He offered to resign as the Conservation Commission representative on the CPC to represent the housing authority on the CPC.

Resolution 2019-173

Ms. Budrow moved to approve Mr. Patton as representative to the CPC upon his resignation from the Conservation Commission seat and acceptance by the CPC. Ms. Howard seconded.

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

Report of Correspondence, Activities and Training Opportunities- Tabled

Future agenda items – due to FHA by September 10, 2019

Next scheduled meeting: 1:00pm - Tuesday, September 17, 2019 at Tataketa Apartments – Community Room, 138 Teaticket Hwy, Teaticket, MA 02536

Resolution 2019-174

Mr. Patton moved to adjourn at 4:43 p.m. Ms. Howard seconded.

3-Ayes (Favulli, Howard, Patton) 0-Nays MOTION CARRIED

The Falmouth Housing Authority Board of Commissioners has the right by vote to take items out of order. If you require a reasonable accommodation to attend this meeting, please contact our office at (508) 548-1977

FALMOUTH HOUSING AUTHORITY COMMISSIONERS BOARD MEETING
EXECUTIVE SESSION MINUTES

August 2, 2019 at 2:00 p.m.

Harborview Apartments Community Room, 115 Teaticket Hwy, Falmouth, MA 02540

MEMBERS PRESENT:

Sari Budrow
Stephen Patton
Linda Howard

STAFF PRESENT:

Bobbi Richards, Executive Director

OTHERS:

Paul Grunden

Call to Order

At 2:00 p.m. Ms. Budrow called the meeting to order.

Ms. Budrow recognized the State of MA Appointee to the Falmouth Housing Authority Board of Commissioners, Ms. Linda Howard. Ms. Howards appointment became effective July 26, 2019.

Resolution 2019-161

Ms. Budrow moved to go into Executive Session, at 2:03 p.m. per M.G.L. Chapt. 30A (2)(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.* Mr. Patton seconded.

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

Ms. Richards stated that she opened the bid package for the only respondent, Ms. Richards opened the bid packaged from the only respondent, Kinchla Properties, at the last meeting of the Commissioners. The RFP was resubmitted for bid at the request of DHCD. The recent RFP closed on July 26, 2019. The purpose of today's meeting was to make a determination to accept or decline the bid package. The Commissioners reviewed the package and had no questions. Ms. Richards explained that the next step was to submit the package to DHCD along with a letter stating the reason for the housing authority's interest in purchasing the unit; and that neither federal or state funding could be used for the purchase. The down payment and maintenance would be funded using monies collected from the Authority's management fee account as well as collected rents on the unit. As the unit has been a part of the federal Section 8 program, it has been subject to annual inspections and does not appear to have major concerns at this time.

Resolution 2019-162

Mr. Patton moved to purchase the property, upon approval from DHCD, located at 44 Kathy Ann Lane, Falmouth, MA 02540. Ms. Howard seconded.

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

Resolution 2019-163

Ms. Budrow moved to adjourn at 2:19 p.m. and not reenter general session. Mr. Patton seconded.

3-Ayes (Budrow, Howard, Patton) MOTION CARRIED

The Falmouth Housing Authority Board of Commissioners has the right by vote to take items out of order. If you require a reasonable accommodation to attend this meeting, please contact our office at (508) 548-1977

Documents used during the meeting

RFP Package submitted by Kinchla Properties

FALMOUTH HOUSING AUTHORITY COMMISSIONERS BOARD MEETING
SPECIAL SESSION MINUTES

July 30, 2019

Harborview Apartments, 115 Scranton Avenue, Falmouth, MA 02540

MEMBERS PRESENT:

Patricia Favulli
Sari Budrow
Holly Wilson
Stephen Patton

STAFF PRESENT:

Bobbi Richards, Executive Director
Kim Conn, Financial Manager

OTHERS:

Laura Bancroft, Linda Howard

Call to Order

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

Resignation of Commissioner Holly Wilson

Chair Favulli acknowledged the resignation of Ms. Holly Wilson, from the Falmouth Board of Commissioners, effective July 30, 2019. Ms. Wilson agreed to extend her resignation date to August 2, 2019 at 5:00 p.m.

Update to Bank Account Signature Cards

Ms. Conn distributed the bank account signature cards and explained that, with the loss of Ms. Wilson as the treasurer, another Commissioner must be designated as treasurer. The Board discussed authorizing a Commissioner to serve as temporary treasurer until there is a full Board.

Resolution 2019-154

Ms. Favulli moved to accept Ms. Budrow as the interim treasurer. Mr. Patton seconded.
4-Ayes (Favulli, Budrow, Wilson, Patton) 0-Nays MOTION CARRIED

Update to PHA-Web Signatures for Monthly HAP Payments

Ms. Conn distributed the PHA-Web (housing authority software company) document requiring the signature of the Commissioners (excluding Ms. Wilson, based on her resignation). The signatures are required for the monthly housing assistance payments (HAP).

Resolution 2019-155

Ms. Budrow moved to accept Ms. Favulli, Mr. Patton and herself as signers for the HAP payments and their signatures will be uploaded to the PHA-web software system. Mr. Patton seconded.

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

Amendment to Executive Director Contract Start Date

Ms. Richards explained that Resolution No. 2019-150 did not include the contract start date. The contract start date is effective the first day of the fiscal year, which is July 1, 2019, instead of on the hire anniversary date of 9/1/19. Therefore Ms. Richards requested that the record reflect the contract start date for the renewal Executive Director's contract which includes a 6% increase in salary, to be effective 7/1/19.

Resolution 2019-156

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

Change Orders for Boston Electric & Telephone (BETCO) for Camera Installation

Ms. Richards distributed change orders to add two additional cameras at the Harborview Apartments and tie the front entrance camera into the proposed new system through the installation of a 16-channel encoder.

Resolution 2019-157

Mr. Patton moved to accept proposal no. 179 from Boston Electric and Telephone Corporation (BETCO) in the amount of \$1,822.50 to supply and install a 16-channel encoder. Ms. Wilson seconded.

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

Resolution 2019-158

Mr. Patton moved to accept proposal no. 180 from Boston Electric and Telephone Corporation (BETCO) in the amount of \$2,872.75 to supply and install one outdoor dome camera.

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

Resolution 2019-159

Mr. Patton moved to accept proposal no. 180 from Boston Electric and Telephone Corporation (BETCO) in the amount of \$3,360.06 to supply and install one dome camera including one cable run.

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

Closing of RFP Period for 3-bedroom Falmouth House

Ms. Favulli recused herself and exited the meeting at 4:48 p.m.

Ms. Richards opened the bid packaged from the only respondent, Kinchla Properties, at 4:50 p.m. for the purchase of a 3-bedroom Falmouth House. The RFP was resubmitted for bid at the request of DHCD. The recent RFP closed on July 26, 2019. An executive session will be called to make a determination to accept or decline the bid package.

Next meeting (Executive Session): 2:00pm – Friday, August 2, 2019 at Harborview Community Room, 115 Scranton Avenue, Falmouth, MA 02540

Resolution 2019-160

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

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

MOTION CARRIED

Documents used during the meeting

Change orders from Boston Electric and Telephone Corporation

Response (package) to RFP by Kinchla Properties

Bank account signature cards

Signature document from PHA-Web

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FALMOUTH HOUSING AUTHORITY COMMISSIONERS
BOARD MEETING MINUTES

July 23, 2019 at 1:00 p.m.

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

MEMBERS PRESENT:

Patricia Favulli
Sari Budrow
Holly Wilson
Stephen Patton (*arrived at 1:22 p.m.*)

STAFF PRESENT:

Bobbi Richards, Executive Director
Jason Norton, Maintenance Department
Kim Conn, Financial Manager

OTHERS:

Mary Jane Costa, Pat Johnson, Laura Bancroft, Michael LaRochelle
Fred Wadsworth
Maureen McIver, (Independent Contractor)-Recording Secretary

Call to Order

At 1:06 p.m. Chairperson Favulli called the meeting to order.

Resolution 2019-140

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

Report of the Maintenance Department

- Federal Properties: Harborview, Tataketa, Rose Morin

Jason Norton (Maintenance Tech) reported that the new alarm and heat detection system at Tataketa has been installed. Wasps on the property are scheduled to be removed tomorrow. The 6th of 10 roofs at Rose Morin is underway. The FHA is still working with police regarding this property to random patrol the property and we work with legal counsel to address other concerns at Rose Morin. The clinic opening at Harborview was well attended. Existing shelving will be repainted by maintenance offering considerable savings over replacing. John Parker Rd is in review. The storm caused damage to the house and we are collecting quotes to determine the extent of the repairs. There is also an issue with water seeping into the basement during rainy periods. DHCD is involved in reviewing this issue as a decision regarding reopening the capital fund to address the repair must be determined by their engineers. Tenant has elected to stay with family until the home is repaired and the unit can be reoccupied. Bayberry House has requested a flooring replacement in their office. FHA has agreed to replace the carpets.

Emergency Alarm Repairs, Tatakot- VOTE

Resolution 2019-141

Ms. Wilson moved to approve the emergency alarm repairs by the Cape Cod Alarm Company, required by the Falmouth Fire Department, in the amount of \$14,826. Ms. Budrow seconded. During a discussion concern was expressed that the housing authority was out of compliance with the alarms. The protocol for communication regarding Town concerns has been amended to ensure that compliance reports are directly provided to the Executive Director. The fire alarm panel as well as detectors were replaced.

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

Award Contract (Boston Electric & Telephone, aka BETCO) for Camera Installation - VOTE

Resolution 2019-142

Ms. Budrow moved to approve the low bid of \$64,150 to Boston Electric & Telephone, aka BETCO. Ms. Wilson seconded.

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

Salt Sea Road and Sidewalk Improvements, DHCD #096062 – VOTE

Resolution 2019-143

Ms. Budrow moved to approve the low bid of \$214,300 to Lawrence Lynch, which the base bid as well as all combinations of Alternates. Ms. Wilson seconded.

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

- Other/Reports review

Vacancy Turnover

Work Orders (June 1-30, 2019)

Resolution 2019-144

Ms. Budrow moved to return to the order on the agenda. Mr. Patton seconded.

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

Approval of Minutes

Executive Session – May 29, 2019

Resolution 2019-145

Ms. Budrow moved to approve and release the executive session of May 29, 2019 as amended.

Amendments are spelling of Mr. Patton instead of Patterson. Mr. Patton seconded.

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

General Session – May 29, 2019

Resolution 2019-146

Ms. Budrow moved approve the minutes of the general session of May 29, 2019 as amended.

Amendments are spelling of Mr. Patton instead of Patterson. Mr. Patton seconded.

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

General Session – June 26, 2019

Resolution 2019-147

Mr. Patton moved to approve the general session minutes of June 26, 2019 amended.

Amendments are spelling of Mr. Patton instead of Patterson. Ms. Wilson seconded.

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

Announcements

Reminder: HUD Public Housing Repositioning Two-Day Training, 8/15-16/19

New Business

- Public and Tenant Representative Comments:

Mary Jane Costa expressed concern about black gunk in the gutters and that Tataketa was in poor condition in general. She inquired about the purpose of the new cameras. Could the \$64,000 for cameras be used instead for fixing the place up? Ms. Richards explained the purpose of the five-year review and annual public meetings held at the federal properties so that capital items may be addressed. The challenge at Tataketa is the walkways, which will cost nearly \$600k and accounts for a majority of the five-year capital funds allocations. Additionally, there are termites on the property which are expensive to treat since it involves extensive digging. There are also ground wasps on the property that were reported over the weekend. The Authority was not aware of any concerns with the gutters prior to this.

Commissioners urged tenants to pick up the phone and inform the HA and not wait a month for a meeting to express concerns.

Commissioners noted that Ms. Richards has procured more grants than any other director likely because of her attention to detail that this attention must continue or grants would be denied. Since the cameras were paid for with a grant, this was another reason they could not be used to fix other things.

Pat Johnson said that she was afraid to come to the community room after dark because the laundry was now open all the time. Ms. Richards explained that public meetings were held every Friday for 3 or 4 months to seek tenant input about policies and the issue of the laundry room hours was not raised. To make any changes will require a revision process since it will require an amendment to the lease.

- Wadsworth, F – Section 8 program concern

Ms. Favulli explained to Frederick Wadsworth that the Board would listen to his concerns but if any names were mentioned, the session would be ended. Mr. Wadsworth stated that his neighbor, a Section 8 client, was engaged in drug trafficking. He said that over the past few years he has complained to the police and provided documents and tried to express his concerns to the Board of Selectmen and Mr. Julian Suso.

Ms. Favulli noted that for at least the past 3 years, there are no police reports, court reports or pending charges against the current household or against the property address. She explained further that the housing authority will not discuss individuals it is involved with another party, due to privacy concerns. It was emphasized that this is a matter for the police, not the Authority.

Mr. Wadsworth expressed frustration that his calls were not returned by the Assistant Director, who was not present at the meeting. Ms. Favulli stated she drove by the property and did not recognize the property as unkempt. Ms. Budrow stated that Mr. Wadsworth may also speak to someone else at the police department that may provide additional information regarding his concerns, how investigations work and provide additional resources if he is not happy with whom he initially spoke to at the police department. Another member of the public, a gentleman who identified himself as “the owner of the Section 8 house” was asked if he had any comments. He declined to comment at this time. Ms. Richards agreed to his frustration with the Assistant Director as it relates to his allegation that Ms. Pearce (Asst. Director) did not return his calls.

Report of the Financial Manager

Payment of bills and approval of HAP payments – VOTE

Resolution 2019-148

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

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

Review of management fees due from FHC entities - Ms. Conn explained that last month’s bill was higher because there were five weeks in the month. The bill in August will also be higher as there are five weeks in that month also.

Approve payment for vendor – Shred It – VOTE

Resolution 2019-149

Ms. Wilson moved to approve \$184.48. Ms. Budrow seconded.

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

Report of the Assistant Director

Section 8 Programs Update – Report Reviewed. The report has been revised to be a simpler format and will replace the “units leased” report. There were no questions.

Housing Choice Voucher Model Admin Plan – Change of Administration Companies. Ms. Richards reminded the board that a draft copy of the model admin plan will be distributed to each board member for review, and a notice will be published in the local newspaper. The change will not be ready for vote until September or October, 2019.

Report of the Executive Director

Annual Slate of Officers – VOTE -Tabled

Ms. Richards shared that she received information indicating that the State should be issuing an appointment letter within the next few days.

Executive Director Contract Renewal – VOTE

Ms. Richards reported that she was underpaid as compared to other similar housing authorities. Additionally, she has brought in a half million dollars in grants. Vouchers have increased 20%. She requested a raise to \$103,196, which is approximately a 6% raise, effective 9/1/19 because she was hired on 9/1/17. Based on the portfolio size, other Executive Directors are earning upwards of \$108k annually. The commissioners noted that improvements Ms. Richards has made in getting grants, staff training and increased efficiency were welcomed. Have comparisons been

made with other housing authorities regarding staffing? Deficiencies in the Maintenance Department are being uncovered. No hiring of a Maintenance Director will be done until it is organized. The Board expressed concern with Ms. Richards taken on the full responsibility of the maintenance department. Ms. Richards shared that her goal is to have an admin management staff at the maintenance meetings at least 3x per week, work with the current maintenance staff to understand their concerns and frustrations regarding the current process; and improve customer relations by focusing on better customer service. DHCD shared with Ms. Richards that management agreements, such as the agreement in Weymouth, include a salary allocation for the Director. FHA's management agreement bears no salary allocation for the Executive Director. Ms. Richards will seek clarification from the Falmouth Housing Corporation as to whether or not their new property, Spring Bars Rd, requires any maintenance support from the Authority. The contract is set to be reviewed in 2020. Ms. Favulli also stated that, because the Executive Director has taken on other responsibilities it has created a comp balance issue for her. She will not have used her earned comp hours by July 1st and will be subject to lose the accrued time. Ms. Favulli suggested that all time, vacation and comp hours, not be subject to losing the accrued time balances.

Resolution 2019-150

Ms. Wilson moved to renew the Executive Director's contract with a 6% increase in salary, effective 9/1/17. Mr. Patton seconded.

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

Resolution 2019-151

Ms. Budrow moved that Ms. Richards be allowed to carry over 2 weeks of vacation and/or comp time to be used in the next year with consideration of the matter on a yearly basis thereafter. Mr. Patton seconded.

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

Mainstream Voucher Program: Additional Preference – VOTE

Resolution 2019-152

Ms. Budrow moved to approve to add a preference in the Housing Choice Voucher Administrative Plan as amended to include age restriction for "persons under the age of 62." Ms. Wilson seconded.

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

Comment Period for the amendment to the federal lease agreement

Ms. Richards provided copies of the policy. She estimated that approximately four hearings per quarter were done. The lease will be amended to reference an attachment to the lease agreement which identifies the grievance hearing process as well as discusses the process to become a hearing officer. Ms. Budrow asked that that the lease be also updated to include numbered or lettered identifiers for the attachments (such as Exhibit A, B, etc.). There are many attachments, such as the pet policy and the tenant handbook – Ms. Richards agreed to add the comment by Ms. Budrow.

Report of Correspondence, Activities and Training Opportunities

Future agenda items – due to FHA by June 11, 2019
Award Bidder: 3-Bedroom House in Falmouth
VOTE .Housing Choice Voucher Model Admin Plan
VOTE Approval of Shredding Company Vendor
VOTE. Annual Slate of Officers-VOTE

Next scheduled meeting: 1:00pm - Tuesday, August 20, 2019 at Harborview Community Room,
115 Scranton Avenue, Falmouth, MA 02540

Resolution 2019-153

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

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Documents used during the meeting

General Bid Results for Security Improvements, Harborview Apartments 47-14 & Tatakett Apartments

Executive Director Contract Memo and Attachments

HUD PIH Notices 2019-01 through 2019-15

Low Bid notice from WDG for Salt Sea Development Road and Sidewalk Improvements

Executive Director's Report: June 26, 2019 – July 22, 2019

30-Day Comment Period: Change to Federal Public Housing Lease Agreement & Attachments

FHA Newsletter – July 2019

HAP Accounting Cash Payment/Receipt Register – June 2019

Management fees from FHC, July 2019

Vacancy/Turnover Report July 2019

Work Order Report for July 2019

Shred It Bill, 6/30/19

Resident Services Coordinator Report, 7/2019

Cape Cod Alarm First Installment Due Bill of \$14,826 – 7/15/19

Information from BSC Group regarding land surveying services for 3-705 properties (related to septic replacement project)

2017 Mainstream Vouchers Admissions Preference

Biddocs for low bidder, Boston Electric and Telephone

Section 8 Programs Report, July 2019

Resignation Letter from Holly Wilson, Commissioner, effective 7/30/19

Maintenance Agreement with the Falmouth Housing Corporation