

FALMOUTH HOUSING AUTHORITY  
COMMISSIONERS REGULAR BOARD MEETING MINUTES

Wednesday, October 16, 2024  
115 Scranton Avenue, Falmouth, MA 02540  
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The Falmouth Housing Authority will conduct a General Session Commissioners Board Meeting on Wednesday, October 16, 2024. The special session will begin at 4:30 p.m. The Board will do its best to adhere to posted time frames, but times may vary. The meeting(s) will be held via a virtual meeting pursuant to Massachusetts Governor Charles D. Baker's Order Suspending Certain Provisions of the Open Meeting Law dated March 12, 2020; extended to 2025. The public may join in the general session meeting by going to:

Link: <https://us02web.zoom.us/j/81069994289> Meeting ID: 810 6999 4289  
Audio Access: 1-646-558-8656 Meeting ID: 810 6999 4289

MEMBERS PRESENT: Stephen Patton  
Patricia Favulli  
Jack Richardson

MEMBERS ABSENT: Michael Galasso  
Kathleen Haynes

STAFF PRESENT: Bobbi Richards, Executive Director  
Benjamin Anako, Fiscal Officer

OTHERS PRESENT: Laura Bancroft, Karen Gardner, CEO-Community Health Group,  
Maureen McIver, Independent Recording Secretary

### OPEN SESSION

At 4:34 p.m. Stephen Patton called the meeting to order and read regulations regarding remote meetings.

### **Public Comments**

None.

### **Community Health Clinic update**

Karen Gardner reported that the Community Health Clinic at Harborview is now open for business. She thanked Bobbi Richards for her help with this initiative. There are two exam rooms and a small waiting room exclusively for the clinic. The clinic is now open on Mondays, Tuesdays, and Fridays with plans for expansion in the future. Presently, staff are doing home visits with many clients. An experiment is underway with a kiosk for self-blood pressure checks; blood sugar and pulse oximeter self-service stations may be available in the future. An open house is scheduled for October 25<sup>th</sup>. A review of all Community Health patients was conducted; nearly 300 are also identified as FHA tenants.

### **Items requiring discussion and vote:**

-Approval of General Session Minutes of 9.25.24  
Resolution 2025-037

Jack Richardson moved to approve the General Session Minutes of 9.25.24. Patricia Favulli seconded.

A roll call vote was taken:

Stephen Patton -aye

Patricia Favulli-aye

Jack Richardson-aye

3 Ayes (Patton, Richardson, Favulli)

0-Nays

MOTION CARRIED

-Report of the Fiscal Department

1. 2025 FHA Payment Standards----- – vote

Bobbi Richards reported that extra money has accumulated in the Section 8 Program. These funds can only be used for costs associated for the specific voucher program, including landlord payments. The Fair Market Rents, set by HUD, are still low for the area. Bobbi Richards requested that a 15% increase above the present rate be approved.

The commissioners noted that the rates are still well below market rates and they had no concerns with the request. The 2025 payment standard chart will be provided at the next meeting and put on the website with the approved increase.

Resolution 2025-038

Patricia Favulli moved to approve the recommended payment standards for fiscal year 2025 as presented. Jack Richardson seconded.

A roll call vote was taken:

Stephen Patton -aye

Patricia Favulli-aye

Jack Richardson-aye

3 Ayes (Patton, Richardson, Favulli)

0-Nays

MOTION CARRIED

2. Topneck – Rose Morin Replacement of flooring –Substantial Completion and Final Completion \$85,624 – 2 votes

Federal properties capital project. Bobbi Richards reported that 56 units at Rose Morin had the flooring replaced. The other 4 units had floors replaced within the past 2 years. Tenants were very pleased with the good work of Topneck.

Resolution 2025-039

Patricia Favulli moved to approve the Substantial Completion payment to Topneck for the replacement of flooring at Rose Morin.

Jack Richardson seconded.

A roll call vote was taken:

A roll call vote was taken:

Stephen Patton -aye

Patricia Favulli-aye

Jack Richardson-aye

3 Ayes (Patton, Richardson, Favulli)

0-Nays

MOTION CARRIED

Resolution 2025-040

Patricia Favulli moved to approve the Final Completion payment to Topneck for \$85,624 for the replacement of flooring at Rose Morin. Jack Richardson seconded.

A roll call vote was taken:

Stephen Patton -aye

Patricia Favulli-aye

Jack Richardson-aye

3 Ayes (Patton, Richardson, Favulli)

0-Nays

MOTION CARRIED

3. Payment of HAP and bills – vote

Benjamin Anako reported that he has been seeking to improve collections methods and is making progress, especially with the tracking of legal processes. Bobbi Richards shared that management is moving many accounts into the legal process through eviction filings. This takes a number of monthly hours but will result in improved collections now that the courts are acting more swiftly on such cases.

Resolution 2025-041

Patricia Favulli moved to approve payment of HAP and bills. Jack Richardson seconded.

A roll call vote was taken:

A roll call vote was taken:

Stephen Patton -aye

Patricia Favulli-aye

Jack Richardson-aye

3 Ayes (Patton, Richardson, Favulli)

0-Nays

MOTION CARRIED

4. 096092 – Vacant Unit Turn 14-Ashton Ave-John Kennedy - \$98,950 – Vote

Board received bid package information as part of the distributed items for review. Bobbi Richards shared that the low bidder, John Kennedy, has performed other work for the housing authority and referenced the central air conditioning replacement job at Bayberry House. The housing authority was pleased with the past performance of the vendor. The low bid amount is \$98,950.00.

Resolution 2025-042

Patricia Favulli moved to approve the vacant unit turn to John Kennedy for \$98,950 for the house at 14 Ashton Avenue. Jack Richardson seconded.

A roll call vote was taken:

Stephen Patton -aye

Patricia Favulli-aye

Jack Richardson-aye

3 Ayes (Patton, Richardson, Favulli)

0-Nays

MOTION CARRIED

5. Review of public aging reports

Reviewed.

-Report of the Maintenance Department - Review of portfolio and projects

Bobbi Richards reported that due to staff capacity, one unit turn has been contracted out.

Occupancy rate is about 92%.

-Report of the Executive Director – vote

(small contracts approved, administrative and portfolio updates, update on grants, website, staff trainings, Commissioner trainings, RFPs out to bid)

Bobbi Richards highlighted the following from the report:

- An attorney at the state level is reviewing an issue with one of the 705s. The town is alleging that water meter replacement is needed. The tenant is alleging it is not and is concerned for the safety of their children regarding the new meter. FHA is working with EOHLC legal representatives, the Town and the tenant to find a solution to the concern that satisfies all involved.
- Change orders are now being tracked on the ED correspondence report; so far there is just one, a change to the Tatakak walkways. Recent rains tested the walkways which held up well. Screen doors in all units now need replacing. A quote for site-wide replacement will be obtained.
- There is an IRS audit in process. Landlord W-9 forms and the process FHA uses to input landlords into its system from 2016 to the present is being looked at. Data entry errors have been found and there may be penalties as a result.
- There have been break ins at Harborview and Tatakak. It was believed initially that a tenant was involved and the FHA has gone to court with that tenant. The FHA has had discussions about master keys and processes and has involved the police. As a precaution keys have been taken away from any staff where keys were not essential. Keys have been collected from non-management staff that may have had a key as part of their role in the past. Maintenance staff check out keys in the morning and check them back in the afternoon for units/sites they are scheduled to visit. The union has issued a cease and desist to FHA regarding this procedure, the installation of security cameras and board approved policies that it believes were required to have been bargained. FHA's legal counsel, Foley & Foley, is representing the FHA and its Board and is in discussions with the union regarding concerns from both sides.
- Regarding the website, there are legal requirements that certain information be presented on the website. Most other housing authorities on the Cape are not in compliance with the law. Bobbi Richards has been scanning minutes from 20 years ago to the present to ensure compliance with legal requirements. Several months ago, a bid to redesign the website went out; the platform would need to be changed and estimates ran from \$15,000 to \$25,000. If the cloud was used, estimates ranged from \$40,000 to \$60,000. With funding limited and other emergencies presenting, this project was put on hold.

Jack Richardson noted that he did not have concerns with the content of the website, but it was regrettable that it was outdated but understood that there were other pressing priorities.

-Agenda items for next meeting  
Nothing noted.

-Adjournment

Resolution 2025-043

Jack Richardson moved to adjourn. Patricia Favulli seconded.

A roll call vote was taken:

Stephen Patton -aye

Patricia Favulli-aye

Jack Richardson-aye

3 Ayes (Patton, Richardson, Favulli)

0-Nays

MOTION CARRIED

Relevant Documents

Minutes of General Session of September 25, 2024

Financial reports from FHA for HAP and bills, Public Aging Report

Federal and State Unit Turnover report

FY25 Draft Payment Standards and Fair Market Rent documentation

096092 – Vacant unit Kitchen Rehab project at 14 Ashton Ave Low Bidder recommendation from Marquis Architecture

+ low bid from John Kennedy Services Co, Inc.