

FALMOUTH HOUSING AUTHORITY
COMMISSIONERS SPECIAL BOARD MEETING MINUTES
115 Scranton Ave, Falmouth, MA 02540
www.falmouthhousing.org

Wednesday, December 4, 2024

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

Link: <https://us02web.zoom.us/j/84983396088>

Meeting ID: 849 8339 6088

Audio Access: 1-646-558-8656

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

STAFF PRESENT: Bobbi Richards, Executive Director
Benjamin Anako, Fiscal Officer
Kevin Donovan, Maintenance Superintendent

OTHERS PRESENT: Lucas Pomerleau, Luis Olivia and Ryan Nordstrom – Rogue Engineering, Joseph Saint German and Ron Jean – Delta Wye, Laura Bancroft, Maureen McIver – Independent Recording Secretary

OPEN SESSION

At 4:35 p.m. Stephen Patton called the meeting to order and read regulations regarding remote meetings.

Public Comments

None

Items requiring discussion and vote:

-Approval of General Session Minutes of 11.20.24 - vote

Resolution 2025-055

Patricia Favulli moved to approve General Session Minutes of 11.20.24. Kathleen Haynes seconded.

A roll call vote was taken:

Stephen Patton-aye

Patricia Favulli-aye

Michael Galasso-aye

Kathleen Haynes-aye

Jack Richardson-aye

5 Ayes (Patton, Favulli, Galasso, Haynes, Richardson, Haynes, Galasso)

0-Nays

MOTION CARRIED

-Laracy Electrical, Substantial Completion, Final Completion – 2 votes

Bobbi Richards explained that Joseph Saint Germain and Ron Jean from Delta Wye oversaw the electrification project at Rose Morin which included replacement of the Federal Pacific panels.

Joseph Saint Germain reported that walkthroughs were done on 2 units on each of the 10 buildings after work was completed and good workmanship was found. The town has signed off on the project and Joseph Saint Germain will provide a copy of the approval to the housing authority for its records.

Resolution 2025-056

Kathleen Haynes moved to approve payment to Laracy Electrical for \$142,946, which represents both payment number one and substantial completion, along with costs for permits totaling \$6,282.39 for a final total of \$149,228.39. Patricia Favulli seconded.

A roll call vote was taken:

Stephen Patton-aye

Patricia Favulli-aye

Michael Galasso-aye

Kathleen Haynes-aye

Jack Richardson-aye

5 Ayes (Patton, Favulli, Galasso, Haynes, Richardson, Haynes, Galasso) 0-Nays

MOTION CARRIED

Bobbi Richards said that she appreciated the work of Delta Wye on this project.

A question arose about the retainage. The board agreed that final payment would be approved at a later meeting date.

-Harborview Ventilation – Designer Firm, Rogue Engineering – vote

Bobbi Richards explained that the ventilation issue has been an ongoing concern for the Town of Falmouth. It was determined that FHA disconnected the system years prior to the ED's hire and there was question regarding ventilation flow in the building. Bobbi Richards conducted an air quality study to determine that the levels were acceptable; the information was shared with the Town of Falmouth. Two studies of the system have been conducted; the project was put out to bid for a designer firm to draft the scope and manage the bid and construction process. Bobbi Richards has determined that there is funding available in the five year plan to address this concern. Rogue Engineering was the low bidder on the proposal and Bobbi Richards asked that they be awarded the project.

Ryan Nordstrom of Rogue Engineering was present. He noted that the firm had extensive experience with housing authorities across all classes of trade. He introduced team members Luis Olivia and Lucas Pomerleau. They reviewed the project explaining that the centralized option was the more cost effective. The system would have both heating and cooling components. Kitchen exhaust is not required by code and kitchen odors could be dealt with using the new ventilation system. The project will be invasive with tenants needing to be out of their units for several days as work was done.

Bobbi Richards explained that planning is underway for temporary housing for tenants and explained that relocation was previously added as a project to the five-year plan. FHA will be able to move funding under this allocation to meet the housing needs of the tenants during this planned work. As always, meetings will be held with tenants to determine their needs. During past projects, the Admiralty Hotel was a good resource and its rates tended to be lower than businesses nearby.

Michael Galasso wanted to see a schedule and to be sure that there were errors and omissions and liability insurance was in place for this very difficult technical project.

Ryan Nordstrom noted that on page 3 of the proposal the firm thought it could adhere to the timeframe outlined in the RFP. They can update the schedule to provide explicit dates.

Resolution 2025-057

Jack Richardson moved to approve Rogue Engineering for the Harborview ventilation repair design for \$49,920 provided Rogue provides a detailed schedule and certificates of insurance for both liability and errors and omissions. Patricia Favulli seconded.

A roll call vote was taken:

Stephen Patton-aye

Patricia Favulli-aye

Michael Galasso-aye

Kathleen Haynes-aye

Jack Richardson-aye

5 Ayes (Patton, Favulli, Galasso, Haynes, Richardson, Haynes, Galasso) 0-Nays

MOTION CARRIED

-EOHLC Sustainability Awards – 2 votes

* FY25 Indoor Air Quality Award -\$100,356 667-01 Gas Stove – Mayflower-Choate- 24 units

Bobbi Richards shared the notice of award funding from EOHLC affecting the 667 properties; she also shared that information was provided to EOHLC regarding the current Chair (Patton), however the notices continue to reference Favulli as Chair. These projects allow the housing authority to plan for electrification improvements on the sites.

Resolution 2025-058

Kathleen Haynes moved to accept the award from EOHLC, Replacement 096106 for Mayflower-Choate-24 units for \$100,356 for gas stove replacement. Jack Richardson seconded.

A roll call vote was taken:

Stephen Patton-aye

Patricia Favulli-aye

Michael Galasso-aye

Kathleen Haynes-aye

Jack Richardson-aye

5 Ayes (Patton, Favulli, Galasso, Haynes, Richardson, Haynes, Galasso) 0-Nays

MOTION CARRIED

MOTION CARRIED

FY25 Indoor Air Quality Award - \$116,994 for 667-02 Gas Stove Replacement 096108 – Salt Sea Apartments – 30 units

Resolution 2025-059

Kathleen Haynes moved to accept the award from EOHLC, Replacement 096108 for Salt Sea Apartments – 30 units for \$116,994 for gas stove replacement. Patricia Favulli seconded.

A roll call vote was taken:

Stephen Patton-aye

Patricia Favulli-aye

Michael Galasso-aye

Kathleen Haynes-aye

Jack Richardson-aye

5 Ayes (Patton, Favulli, Galasso, Haynes, Richardson, Haynes, Galasso) 0-Nays

MOTION CARRIED

Bobbi Richards returned to the vote on the Harborview ventilation project with a question. The vote included the calendar and insurance specifically though a year or so ago, the Board agreed to have the Executive Director include these items as part of the process. Moving forward, would the Board like this to be included in votes as

well? Should this be part of the language of the vote? Standard in RFPs now is to include FHA as an additional insured party and to include a copy of the insurance.

The board agreed that both the insurance and a detailed schedule should be part of the proposal.

- Adjournment

Resolution 2025-060

At 5:12 p.m. Kathleen Haynes moved to adjourn. Patricia Favulli seconded.

A roll call vote was taken:

Stephen Patton-aye

Patricia Favulli-aye

Michael Galasso-aye

Kathleen Haynes-aye

Jack Richardson-aye

5 Ayes (Patton, Favulli, Galasso, Haynes, Richardson, Haynes, Galasso) 0-Nays

MOTION CARRIED

Relevant Documents

General Session Minutes of 11.20.24, EOHLC Replacement 096106 Award, EOHLC Replacement 096108 Award, Designer Proposal – Rogue Engineering for Harborview Ventilation Project; Payment Request/Documentation from Laracy Electrical regarding Federal Pacific Panel Replacement Project