

FALMOUTH HOUSING AUTHORITY - COMMISSIONERS GENERAL SESSION
BOARD MEETING MINUTES
Wednesday, December 20, 2023
115 Scranton Avenue, Falmouth, MA 02540
Tel: (508) 548-1977 Fax: (508) 457-7573 www.falmouthhousing.org

The Falmouth Housing Authority conducted an Executive and General Session Commissioners Board Meeting(s) on Wednesday, December 20, 2023. The general session began at 4:30 p.m. and entered executive session; then resumed back into the General session through vote. 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/86734821873> Meeting ID: 867 3482 1873
Audio Access: 1-646-558-8656 Meeting ID: 867 3482 1873

MEMBERS PRESENT: Stephen Patton
Patricia Favulli
Michael Galasso

MEMBERS ABSENT: Kathleen Haynes

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

OTHERS PRESENT: Laura Bancroft
Maureen McIver, Recording Secretary
Karen's iPad
Lynne Rhodes
Josh Brosnan, Sun Wealth
Walter Gray, Power Options
David Pollak, Abacus Architects

OPEN SESSION

At 4:32 p.m. Steve Patton called the meeting to order. He noted that the Board was meeting via Zoom as permitted by the governor's orders and noted a quorum of Michael Galasso, Patricia Favulli, and himself.

EXECUTIVE SESSION

1. 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. Re: a) union contract, and b) Employee matter(s)

Resolution 2024-069

At 4:33 p.m. Patricia Favulli moved to go to executive session to discuss strategy with respect to collective bargaining or litigation because an open meeting may have a detrimental effect on the bargaining or litigating position of the public body and the Chair so declares regarding: a) union contract, and b) Employee matter(s)

Michael Galasso seconded.

A roll call vote was taken:

Steve Patton -aye

Patricia Favulli-aye

Michael Galasso-aye

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

MOTION CARRIED

RETURN TO OPEN SESSION

At 4:39 p.m. the board returned to open session

Recognition, Announcements and Public Comments –

-Board of Commissioners vacancy interview (date change): The date for the interview is January 29.

-December 2023 and January 2024 meeting date(s): The Board will hold another meeting on December 28 to accommodate project-based vendors; in January, the meeting will be moved to the 4th Monday, the 22nd.

-Michael Renshaw, town manager, toured the buildings of the FHA. Bobbi Richards expressed thanks to tenants Laura Bancroft and Robert Lovelace for opening their homes for the tour. Leslie Pearce came in from vacation to participate. Steve Patton took the day off to attend.

Items requiring discussion and vote:

-Minutes of General Session of November 20, 2023

Resolution 2024-072

Patricia Favulli moved to approve the Minutes of General Session of November 20, 2023

Michael Galasso seconded.

A roll call vote was taken:

Steve Patton -aye

Patricia Favulli-aye

Michael Galasso-aye

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

MOTION CARRIED

-Minutes of the Executive Session of November 20, 2023

Resolution 2024-072

Patricia Favulli moved to approve and hold the Minutes of Executive Session of November 20, 2023 Michael Galasso seconded.

A roll call vote was taken:

Steve Patton -aye

Patricia Favulli-aye

Michael Galasso-aye

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

MOTION CARRIED

-Designer select board for federal projects – vote

Bobbi Richards explained that 2 members of the board were needed to review special projects regarding procurements. Situations might include instances where the lowest bidder was not as desirable as a bidder with more expertise. Because the FHA is a municipality, it is allowed to form a designer board.

Patricia Favulli suggested holding the vote until the new commissioner is appointed; the matter was tabled until February.

-HCV Program – 2024 use of higher payment standards– vote

Bobbi Richards reported that Bourne now offers more money to landlords than FHA. HUD said that the FHA needed to go to the board for authorization to modify the payment standards. The matter was tabled because there was no quorum for a vote.

-Waiting list closures

Federal public housing program – vote

300 names are on the list. 220 units are available. Many of the residents are long term tenants with some in Tatakot still residing since the building opened. It is not realistic that all the names on the list would be pulled within the 60-month time frame so a closure of the list was requested.

Resolution 2024-073

Patricia Favulli moved to close the Federal Public Housing Wait List, accepting the recommendation of staff. Michael Galasso seconded.

A roll call vote was taken:

Steve Patton -aye

Patricia Favulli-aye

Michael Galasso-aye

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

MOTION CARRIED

DIAL voucher program-vote

There are 709 on this waiting list for 80 DIAL vouchers. Leslie Pearce explained the lengthy process and time lag that occurs when a name is pulled. The list had been closed previously and no vote was needed.

-Bayberry HVAC 096077 – substantial completion - \$61,270.25 – vote

Bobbi Richards said that installers had provided training sessions attended by both maintenance and staff. Michael Galasso was concerned that maintenance be involved in the whole process. It was noted that maintenance was on site when the system was installed, met with contractors, and were familiar with the system.

Resolution 2024-074

Patricia Favulli moved to approve substantial completion for Bayberry HVAC 096077 for \$61,270.25 for John Kenedy's services.

Michael Galasso seconded.

A roll call vote was taken:

Steve Patton -aye

Patricia Favulli-aye

Michael Galasso-aye

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

MOTION CARRIED

-Roof Replacement 096090 86 Meredith - \$21,960.00 low bid FRG – vote

Bobbi Richards said that EOHLC has asked the board to accept the low bid for this roof replacement. Michael Galasso said that this was a little high and he would like to see provisions for change orders in case there was plywood that needed replacing.

Resolution 2024-075

Patricia Favulli moved to accept the low bid from FRG for the roof replacement at 86 Meredith for \$21,960.00.

Michael Galasso seconded.

A roll call vote was taken:

Steve Patton -aye

Patricia Favulli-aye

Michael Galasso-aye

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

MOTION CARRIED

The commissioners agreed to take items out of order to accommodate presenters.

-Report of Solar Committee

Michael Galasso noted that the solar project is very complicated and Josh Brosnan of Sunwealth and Walter Gray of PowerOptions were here to clarify.

Harborview has the optimal roof because of its size and condition. A complicating factor is that FHA already has a contract for net metering credits. ES sends FHA a check every month. The contract could become an issue if ES decides to switch from issuing a check to distributing the net metering credit to electric bills. The contract is being examined. Also discussed were parking lot canopies which are expensive now because of steel costs and ground mounts which would require tree clearing and subsidies. These things will be investigated further. HUD would need to issue waivers for any deviation from the normal procurement. Walter Gray has had a meeting with their counsel.

-Needs Assessment update by Abacus Architects & Planners

David Pollak presented an update of the ongoing needs assessment. There is now a database, established by Bobbi Richards, which includes a folder for each property and 705. Information is still being gathered, especially with the Town departments such as Board of Health.

Information is being sent to AEI. With more information, they can provide a better-quality assessment.

On December 4th a team of inspectors from AEI investigated all the properties including most of the tenants' units. The first draft was carefully reviewed with AEI, David Pollak, and FHA staff. AEI continues to gather data and information, especially from the Town. AEI has recommended that the civil engineer, Jacob Murray, Waterfield, inspect septic systems to get a better idea of the needs. The final draft is expected to be ready at the end of February but the board can see drafts at any time along the way.

Michael Galasso said that when the cost estimates are done would be the best time for the board to see a draft. Bobbi Richards expressed thanks to tenants who allowed access to their apartments as most did. Hundreds of projects listed with BidDocs have been pulled and examined. The Town may still have documents and this is being investigated. The newly established database will prevent any future problems with information being scattered among many entities in the future.

-Community Room at Harborview (CHC) - \$28,557.79 vote

Bobbi Richards said that this change order was approved in-house, to not delay work, and was now presented for the Board's information and a vote after the fact. The original proposal called for the Community Health Center to renovate the space. They are now offering to do the complete floor, paint and beautify the entire space. Additionally, a kitchen redesign is being investigated for Meals on Wheels. Though it is effectively a commercial kitchen, no permit can be found.

Resolution 2024-076

Patricia Favulli moved to approve the payment for the Community Room at Harborview for \$28,557.79. Michael Galasso seconded.

A roll call vote was taken:

Steve Patton -aye

Patricia Favulli-aye

Michael Galasso-aye

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

MOTION CARRIED

-Increase in state procured insurance – Hayes Company - \$24,889.00 vote

It was noted that this happens every year. The state procures this insurance on behalf of all MA housing authorities.

Resolution 2024-077

Patricia Favulli moved to approve the increase in insurance to the Hays Company for \$24,889.00 Michael Galasso seconded.

A roll call vote was taken:

Steve Patton -aye

Patricia Favulli-aye

Michael Galasso-aye

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

MOTION CARRIED

-Tenant request for fees reimbursement from 2016 – vote

Bobbi Richards reviewed the history: In 2016 a tenant requested a new range exhaust hood. This request was denied by the maintenance department because the existing hood had just been cleaned and maintained. The tenant was allowed to pay for a new hood fan through FHA; the new hood fan was installed by the maintenance department. Michael Galasso clarified that the hood fan was the property of the tenant and asked if they could take the fan with them if they moved; Bobbi Richards confirmed that the tenant could do so. The board noted that the fiscal year is long closed and the tenant has been using the hood fan since 2016.

Resolution 2024-078

Patricia Favulli moved to deny the request. Michael Galasso seconded.

A roll call vote was taken:

Steve Patton -aye

Patricia Favulli-aye

Michael Galasso-aye

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

MOTION CARRIED

-HAP payments and bills – vote

No quorum.

-Commissioners Training – required training (EOHLC) compliance & other trainings: Tabled

-Financials and public aging reports: Tabled

-Leased housing report for December 2023: Tabled

-Maintenance department review of portfolio – unit turns, projects, procurement: Tabled

Executive director review of portfolio – biennial recertification for MRVP program, trainings, administrative property reviews, small contracts approved, update re \$350k appropriation from Sen. Moran: Tabled

Adjournment

Resolution 2024-079

At 5:56 p.m. Patricia Favulli moved to adjourn.

Michael Galasso seconded.

A roll call vote was taken:

Steve Patton -aye

Patricia Favulli-aye

Michael Galasso-aye

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

MOTION CARRIED

Relevant Documents

Minutes of General Session of November 20, 2023

Minutes of the Executive Session of November 20, 2023

Financials and public aging reports for November 2023

Leased housing report for December 2023

David Pollak/Abacus Architects Memo

Email from EOHLC regarding Hayes insurance

Designer Selection Committee formation request

Application for Certification of Payment -Bayberry A/C 096077 Substantial Completion

Executive Director's Correspondence Report for December 20, 2023

Memo update from Community Health regarding building renovation project and change order for flooring job

Monthly vacancy report

Falmouth Retirement Appropriation Letter

Schematic Design Letter re 096101-44 Carolyn Lane

Tenant Walkways site plan update

EOHLC notice regarding new mandatory board member training

Waiting list closure request