

FALMOUTH HOUSING AUTHORITY  
COMMISSIONERS SPECIAL BOARD MEETING MINUTES

Tuesday, February 11, 2021 at 4:30 p.m.via Zoom  
115 Scranton Avenue Falmouth, MA 02540  
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The Falmouth Housing Authority held a Special Session Commissioners Board Meeting on Tuesday, February 11, 2021 at 4:30 p.m.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. The public may join in the meeting by going to: Join Zoom Meeting<https://us02web.zoom.us/j/82246748502>; Meeting ID: 822 4674 8502; or dial 1-646-558-8656, Meeting ID: 822 4674 8502; and follow the instructions to join virtual meeting.

MEMBERS PRESENT: Patricia Favulli, Chair  
Robert Mascali  
Stephen Patton  
Linda Howard (*left at 5:04 p.m.*)

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

OTHERS PRESENT: Teresa Ewald, Fenton, Ewald & Associates  
Steven Cote, Fenton, Ewald & Associates  
Laura Bancroft  
Maureen McIver

OPEN SESSION

Call to Order  
At 4:30 p.m. Ms. Favulli called the meeting to order.

New Business

Public and Tenant Representative comments  
None

Report of the Maintenance Department

Harborview and Tataket piping projects – Update  
Ms. Richards reported that they are waiting for the Town of Falmouth to issue the building permit. Contractors and subcontractors have set up shop in the Community Room at Harborview and will begin work in the common area so no tenants will need to be re-housed initially. Stacks 1 and 3 will begin shortly thereafter and those tenants will be housed elsewhere.

## Report of Fiscal Officer

-Approval of payment of bills and HAP payments – VOTE

### Resolution 2020-144

Mr. Patton moved to approve HAP payment and payment of bills. Ms. Howard seconded.

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

MOTION CARRIED

-Vacancy report

Ms. Conn noted that major expenses have been incurred with turnovers.

-Annual Budget, presented by Fenton, Ewald & Associates – VOTE

Teresa Ewald and Steve Cole appeared to present the proposed budget. Ms. Ewald said she would be presenting the 6/30/2020 budget, going through the funding. She would then turn the presentation over to Ms. Richards for presentation of nonroutine expenses. Then Ms. Ewald would address reserves.

Ms. Ewald's presentation included the following:

- There is a good formula for subsidies in the federal program but the question remains; what of that will HUD fund? It was 97% this year and the prior year.
- The Cares Act provides two months of operating subsidies. This can be used for PPE, cleaning, resident services. In this budget it can be used for operating expenses and costs.
- In 2020, DHCD increased funding by 10%. This year there was a projected 4% decrease but in December it was determined that the budget would be level funded.
- The 4001 Program was level funded.
- The Ross Program is operating under a 3 year grant.
- SNAP was renewed in October.
- For salaries there was a 2.5% increase built in.
- Steve Cole added that it was averaged to 3% for administrative salaries.

Ms. Richards addressed nonroutine expenses:

- Legal expenses have been high but a litigant has dropped a case against FHA and this expense will no longer be needed.
- Turnover of aging units has contributed to increased nonroutine expenses. Some units have required extensive work to ensure that units are safe and habitable. Ms. Richards also shared that two long term vacancies on the list should be rented within the month.
- Expenses for the CRHI program are over-budget; participants on the program are applying for Mainstream vouchers through Sandwich housing authority and other applicable programs through FHA because the CRHI program has now become a financial burden to administrate. The recently passed Model Admin Plan for FHA addresses how to resolve financially burdened programs and FHA is following its guidance.

Ms. Conn addressed non routine expenses:

- Ms. Conn shared that the housing authority had experienced additional expenses related to non-rented units. These expenses would be visible in the annual budget when presented by Fenton, Ewald.

Ms. Ewald addressed reserves:

- The federal program is in good shape, but spending cannot continue at the present pace or reserves will fall below HUD requirements; this is 4 months of operating expenses.
- The operating budget is in a good place and can cover costs operationally and maintain reserves. Some nonroutine can be done from this budget but you don't want to use reserves for operating expenses.
- Ms. Richards noted that due to the piping issues at Harborview and Tataket, plumbers have been called in regularly.
- Steve Cole added that large nonroutine expenditures are the biggest concern and he hoped they will be resolved soon.
- Ms. Richards noted that repair work for these properties should mitigate stress on the nonroutine expenditures.
- Ms. Ewald concluded by saying that federal subsidies will be calculated over the next month and she will inform the FHA when the numbers are ready.

Ms. Conn noted that, in addition to the vote for the overall budget, an additional four (4) votes would be needed.

Resolution 2020-145

Steve Patton moved to accept and approve the 2021 Falmouth Housing Authority overall budget as presented. Robert Mascali seconded.

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

Resolution 2020-146

Steve Patton moved to accept and approve the Executive Director's salary. Robert Mascali seconded.

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

Resolution 2020-147

Steve Patton moved to accept and approve the MRVP 2021 budget as presented. Robert Mascali seconded.

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

Resolution 2020-148

Steve Patton moved to accept and approve the 689 2021 budget as presented. Robert Mascali seconded.

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

Resolution 2020-149

Steve Patton moved to accept and approve the 4001 2021 budget as presented. Robert Mascali seconded.

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

## Report of the Assistant Director-Monthly Leasing Report

Ms. Richards noted that the Commissioners had passed the housing choice plan in December. The CRHI program is over budget and there is a need to reduce the number of participants. One remedy is to transition participants to another program such as the Mainstream. Participants are being encouraged to apply to a program through the Sandwich housing authority. Ms. Howard asked for additional information regarding FHA's preference system for its waiting lists.

## Report of the Executive Director

### -Portfolio update

- Ms. Richards reported that two units, 4 and 15 which have been on the vacancy list for some time will be filled within the next few weeks.
- An independent audit is in progress; Ms. Richards thanked Ms. Conn and Ms. Pearce for their service in this effort.
- Regarding the pipe project at Harborview: units will be rekeyed to have units be lockable from both inside and out. Especially during construction, tenants will need to be able to exit, enter and secure their homes from the porches. Ms. Favulli asked if Covid-19 funds could be used to fund this. Ms. Richards will investigate. A change work order may be needed.
- Ms. Richards reported that on 24 hours' notice the housing authority was able to help get 30 tenants over the age of 75 at Harborview vaccinated. Many tenants contacted had already received at least one dose of vaccine.
- Ms. Pearce reported that the Community Health Center contacted them with news of extra Moderna vaccine. A pharmacist and nurse administered the vaccines. The Community Health Center will contact FHA when more vaccine is available. Ms. Howard asked for information regarding how tenants were selected for inoculations.
- It is likely that Community Health Center will go to tenants' homes to inoculate.
- Ms. Richards stated that she was uncomfortable providing specific vaccine information in terms of tenant numbers at meetings; questioned whether it was a violation of HIPAA to provide information that may suggest the identity/identities of tenants who received or declined the vaccine.
- Ms. Richards reported that staff and tenants have complained about behaviors of a tenant, including public drunkenness, who was found to be in violation of the lease agreement. The tenant requested an informal hearing but then refused to attend the hearing as scheduled. FHA is moving forward with an eviction process.
- At Tataket, another tenant is in process with an informal hearing scheduled.
- Ms. Favulli reminded that the commissioners' charge is to deal with the budget, HAP, votes, major projects and not day to day operations of the FHA.
- Ms. Richards noted that Fall River Contractors has offered to close the project. A change work order may be presented at Tuesday's meeting.

### -HUD form 52190 – Declaration of Trust revision

Ms. Richards requested that this item be tabled.

Resolution 2020-150

At 5:46 p.m. Mr. Patton moved to adjourn. Mr. Mascali seconded.  
3-Ayes (Favulli, Mascali, Patton) 0-Nays

MOTION CARRIED

Relevant Documents

FHA HAP Registers for January 2021  
FHA Vacancy Report as of February 9, 2021  
FHA Annual Budget for 2021  
FHA Financial Statements  
Federal Leased Housing Summary as of 2/1/21