

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

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

115 Scranton Avenue – Community Room, 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 Tataketa 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 3<sup>rd</sup> 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