

BUSINESS

**3. Interview, vote and appoint committee members
(15 Minutes)**

**a. Falmouth Housing Authority Tenant Board
Member – Marianne Keevins, Deborah Cotton,
Stephen MacDonald**

Falmouth Housing Authority – Tenant Board Committee (a 5-member committee)

One position

1. 1 open position with a term until 6/30/2026

Six applicants

1. Marianne Keevins
2. Deborah Cotton
3. Stephen MacDonald

Already interviewed on 8/30/2021

4. Kathleen Haynes

Already interviewed on 8/9/2021

5. Julia Benz
6. Marie Vautour



TOWN OF FALMOUTH

Office of the Town Manager & Select Board

59 Town Hall Square, Falmouth, Massachusetts 02540

Telephone (508) 495-7320

Fax (508) 457-2573

September 3, 2021

Mr. Stephen MacDonald



Dear Mr. MacDonald:

This letter is in response to your application received by this office expressing interest in serving as a member of the Falmouth Housing Authority Tenant Board Committee.

The Falmouth Select Board invites you to appear for an interview on Monday, September 13, 2021 in the Select Board Meeting Room, Falmouth Town Hall, 59 Town Hall Square. The meeting will be in-person and begins at 7:00 p.m.; the interviews are scheduled during the "Business" portion of the meeting.

Please call this office at (508) 495-7320 to confirm that you are available to attend.

Thank you.

Sincerely,

Diane Davidson

Office Manager/Licensing

August 27, 2021

Stephen MacDonald


Dear Stephen MacDonald,

We have received your application expressing interest in serving as a member of the Falmouth Housing Authority Tenant Board. The Select Board invites you to appear for an interview on Monday, August 30, 2021, during the business portion of the meeting at 8:50 p.m.

The Select Board will be conducting the meeting remotely via Zoom. If you have not yet participated in a town committee/board meeting via Zoom, you may contact our I.T. Department by email at: ithelp@falmouth.freshdesk.com. One of our I.T. staff members will contact you to arrange a time to provide you with instructions on logging in and navigating in advance of the meeting so you are prepared and comfortable.

If you do not need instructions, following is the meeting I.D. #: <https://zoom.us/j/91357504203>.

You may also call in via telephone using the following #: **1 646-558-8656**.

When calling in it prompts the user for the information of whichever meeting they wish to enter, which is the Meeting/Webinar ID **913 5750 4203**.

Thank you.

Diane Davidson
Office Manager/Licensing

No zoom, in person, 1.m.



TOWN OF FALMOUTH

BOARD, COMMITTEE, OR COMMISSION APPLICATION FORM

If you are interested in serving the Town of Falmouth in any capacity, please fill out this form and mail it to the Select Board, Falmouth Town Hall, 59 Town Hall Square, Falmouth, MA 02540. Information received will be available to all Town Boards and Officials, although the filling out of this form does not assure appointment. If selected for an interview, you may wish to submit a resume or additional information. This form and a listing of all boards and committees can be found on the Falmouth website: www.falmouthma.gov.

Name: STEPHEN MACDONALD

Address: [Redacted] ZIP: 02536

Mailing Address: [Redacted] ZIP: 02536

Telephone: [Redacted]

How long have you been a Resident 1995 (date:) / Taxpayer yes (date: 1977)

Amount of time you are available to give: As Needed

Town Committee, Board or Commission you are interested in serving on:

- TENANT BOARD MEMBER
- F.H.A.
- _____

Seeking: Permanent Position Alternate Position

Have you attended any meetings of the committee for which you are applying? N/A

Relevant affiliation and work and personal experiences _____

See ATT. BACK OF APP.

Town offices held in Falmouth or elsewhere and dates of years served: _____

N/A

Briefly describe the particular skills you feel you will add to the committee or board:

holder of MA Bid Lic #B-1987

" " CLASS A MA CONTRACT Lic.

FRAX. Al. Co. (worked for two forensic firms.)

You may attach a resume to this application.

List three (3) references:

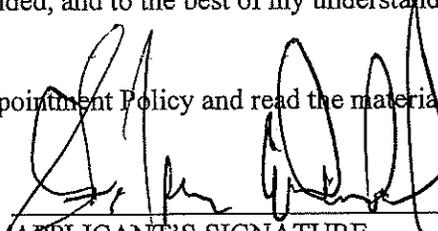
	<u>Name</u>	<u>Title</u>	<u>Phone</u>
1.	PAT O'CONNOR	CONTRACTOR	
2.	DAVID TORRES	RET. F.H.A.	
3.	MURPH SHUCKERS	WOOD HOLE	

I hereby certify that I have been provided a summary of Massachusetts General Law 268A, the Conflict of Interest of Law, I have read the material provided, and to the best of my understanding have no potential or actual conflict of interest.

I have received a copy of the Select Board's Appointment Policy and read the material provided.

June 7 2021

DATE



APPLICANT'S SIGNATURE

In the event the applicant cannot sign this statement, you should provide an explanation of the reason (s) why if you still wish consideration for appointment.

Falmouth H.S. 1981

ARTHUR ZECKENDORF

Realty Realty
MANHATTEN

1982-1985 Asst. site Super
Construction of Columbia Towers
275 West 96th St.

1986-1989. Intercontinental
Developer's.
Boston, MA

Brother & Sr. Hgt.

Demolition and Const. of
Terrace Cabels Sr. Hgt.

Asst. to Pat & Conner Super,

Received A.B. BLD Lic. Comm of MA 1987

1990 WALT DISNEY CORP.
BURBANK CA,

1993 SET CONST. MOVIE SETS

1993 CRESTED BUTTE CO,

1996 CONST. OF MTN. LAIR

SKI LODGE @ MT CRESTED BUTTE

1997 DENALI NATION TRUST

FAIRBANKS AK, VARIOUS PROJ.

2004 World Wide AK AZ, GUAM, BRITISH COL, CAN, MEXICO

2004 GANNETT FORENSIC ENG.

2007 LONG BEACH CAL.

Worked as Forensic Eng Asst
under Lettered Eng

Bent Hove Asst. Eng, Forensic 3 year project SIV CITY AZ
on behalf of 500,000 citizens

In Civil Court involving

Law Chemical Filibb Court



TOWN OF FALMOUTH

Office of the Town Manager & Select Board

59 Town Hall Square, Falmouth, Massachusetts 02540

Telephone (508) 495-7320

Fax (508) 457-2573

August 27, 2021

Stephen MacDonald



Dear Stephen MacDonald,

We have received your application expressing interest in serving as a member of the Falmouth Housing Authority Tenant Board. The Select Board invites you to appear for an interview on Monday, August 30, 2021, during the business portion of the meeting at 8:50 p.m.

The Select Board will be conducting the meeting remotely via Zoom. If you have not yet participated in a town committee/board meeting via Zoom, you may contact our I.T. Department by email at: ithelp@falmouth.freshdesk.com. One of our I.T. staff members will contact you to arrange a time to provide you with instructions on logging in and navigating in advance of the meeting so you are prepared and comfortable.

If you do not need instructions, following is the meeting I.D. #: <https://zoom.us/j/91357504203>.

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Thank you.

Diane Davidson
Office Manager/Licensing



TOWN OF FALMOUTH

Office of the Town Manager & Select Board

59 Town Hall Square, Falmouth, Massachusetts 02540

Telephone (508) 495-7320

Fax (508) 457-2573

September 3, 2021

Ms. Maryanne Keevins



Dear Ms. Keevins:

This letter is in response to your application received by this office expressing interest in serving as a member of the Falmouth Housing Authority Tenant Board Committee.

The Falmouth Select Board invites you to appear for an interview on Monday, September 13, 2021 in the Select Board Meeting Room, Falmouth Town Hall, 59 Town Hall Square. The meeting will be in-person and begins at 7:00 p.m.; the interviews are scheduled during the "Business" portion of the meeting.

Please call this office at (508) 495-7320 to confirm that you are available to attend.

Thank you.

Sincerely,

Diane Davidson

Office Manager/Licensing



TOWN OF FALMOUTH

Office of the Town Manager & Select Board

59 Town Hall Square, Falmouth, Massachusetts 02540

Telephone (508) 495-7320

Fax (508) 457-2573

August 5, 2021

Ms. Maryanne Keevins
[REDACTED]

Dear Ms. Keevins:

This letter is in response to your application received by this office expressing interest in serving as a member of the Falmouth Housing Authority Tenant Board Committee.

The Falmouth Select Board invites you to appear for an interview on Monday, August 9, 2021 in the Select Board Meeting Room, Falmouth Town Hall. The interviews are scheduled under the "Business" portion of the meeting at 7:55 p.m.

Please call this office at (508) 495-7320 to confirm that this date and time is possible for you. The Select Board might be meeting virtually via Zoom, so when you call in, we will confirm whether the meeting will be in person or virtual, and if virtual, we will provide you with the Zoom login information.

Thank you.

Sincerely,

Diane Davidson
Office Manager/Licensing

Diane Davidson

From: Diane Davidson
Sent: Friday, September 3, 2021 4:23 PM
To: keevmd@comcast.net
Cc: Phyllis Downey (phyllis.downey@falmouthma.gov)
Subject: FW: Invitation to Interview for Falmouth Housing

Dear Marianne,

The Select Board has scheduled one more date for interviews for the position on the Falmouth Housing Authority Tenant Board. You are invited to appear for an interview on Monday, September 13, 2021. The meeting begins at 7:00 p.m. and will be in-person, in the Select Board meeting room, Town Hall, 59 Town Hall Square.

Please confirm that you will be available to attend on this date and time.

Thank you,

Diane

*Diane S. Davidson
Office Manager/Licensing
Office of the Town Manager and Select Board
Town of Falmouth
59 Town Hall Square
Falmouth, MA 02540
(508) 495-7320*

From: Diane Davidson
Sent: Tuesday, August 24, 2021 2:54 PM
To: [REDACTED]
Subject: Invitation to Interview for Falmouth Housing

Dear Marianne,

We have received your application expressing interest in serving as a member of the Falmouth Housing Authority Tenant Board. The Select Board invites you to appear for an interview on Monday, August 30, 2021, during the business portion of the meeting at 8:40 p.m.

The Select Board will be conducting the meeting remotely via Zoom. If you have not yet participated in a town committee/board meeting via Zoom, you may contact our I.T. Department by email at: ithelp@falmouth.freshdesk.com. One of our I.T. staff members will contact you to arrange a time to provide you with instructions on logging in and navigating in advance of the meeting so you are prepared and comfortable.

If you do not need instructions, following is the meeting I.D.#:

Please click the link below to join the webinar:
<https://zoom.us/j/91357504203>

Diane Davidson

From: Diane Davidson
Sent: Tuesday, August 24, 2021 2:54 PM
To: [REDACTED]
Subject: Invitation to Interview for Falmouth Housing

Dear Marianne,

We have received your application expressing interest in serving as a member of the Falmouth Housing Authority Tenant Board. The Select Board invites you to appear for an interview on Monday, August 30, 2021, during the business portion of the meeting at 8:40 p.m.

The Select Board will be conducting the meeting remotely via Zoom. If you have not yet participated in a town committee/board meeting via Zoom, you may contact our I.T. Department by email at: ithelp@falmouth.freshdesk.com. One of our I.T. staff members will contact you to arrange a time to provide you with instructions on logging in and navigating in advance of the meeting so you are prepared and comfortable.

If you do not need instructions, following is the meeting I.D.#:

Please click the link below to join the webinar:

<https://zoom.us/j/91357504203>

Please confirm that you are available to attend on this date and time.

Thank you,

Diane

*Diane S. Davidson
Office Manager/Licensing
Office of the Town Manager and Select Board
Town of Falmouth
59 Town Hall Square
Falmouth, MA 02540
diane.davidson@falmouthma.gov
(508) 495-7321*

Diane Davidson

From: Diane Davidson
Sent: Thursday, August 5, 2021 12:10 PM
To: [REDACTED]
Subject: Invitation to Interview for FHA Tenant Board

Dear Marianne Keevins,

We have received your application expressing interest in serving as a member of the Falmouth Housing Authority Tenant Board. The Select Board invites you to appear for an interview on Monday, August 9, 2021, during the business portion of the meeting at 8:10 p.m.

Please confirm that you are available to attend on this date and time.

Thank you,

Diane

*Diane S. Davidson
Office Manager/Licensing
Office of the Town Manager and Select Board
Town of Falmouth
59 Town Hall Square
Falmouth, MA 02540
diane.davidson@falmouthma.gov
(508) 495-7321*



TOWN OF FALMOUTH

BOARD, COMMITTEE OR COMMISSION
APPLICATION FORM

If you are interested in serving the Town of Falmouth in any capacity, please fill out this form and mail it to the Select Board, Falmouth Town Hall, 59 Town Hall Square, Falmouth, MA 02540. Information received will be available to all Town Boards and Officials, although the filling out of this form does not assure appointment. If selected for an interview, you may wish to submit a resume or additional information. This form and a listing of all boards and committees can be found on the Falmouth website: www.falmouthma.gov.

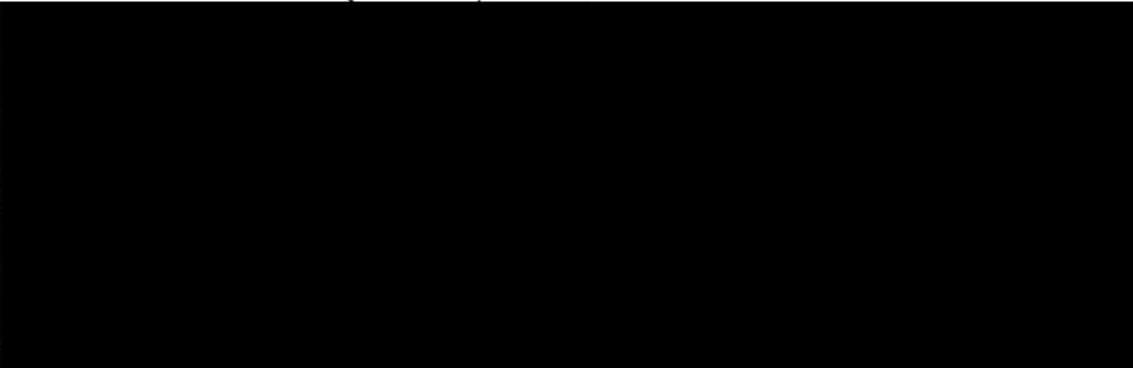
Name: _____

Address _____

Mailing Address _____

Telephone _____

How long _____



Amount of time you are available to give: _____

Town Committee, Board or Commission you are interested in serving on:

1. FALMOUTH HOUSING AUTHORITY Senior Board Committee
2. _____
3. _____

Seeking: Permanent Position Alternate Position

Have you attended any meetings of the committee for which you are applying? _____

Relevant affiliation and work and personal experiences I have had extensive experience in both the for profit and not for profit fields. I have served on a number of boards in Falmouth. I was past treasurer of Falmouth Hospital Auxiliary and on the board of Samaritans
Town offices held in Falmouth or elsewhere and dates of years served: N/A

Briefly describe the particular skills you feel you will add to the committee or board: _____

I have had extensive experience in finance, marketing and operations. I have spent forty years in both the profit and non-profit sectors. Attached is a listing of the various positions I have held in my professional life. In addition I am a retired Major in the Medical Service Corps of the USAF.

You may attach a resume to this application.

List three (3) references:

	<u>Name</u>	<u>Title</u>	<u>Phone</u>
1.	I am happy to provide you with letters		
2.	of reference.		
3.			

I hereby certify that I have been provided a summary of Massachusetts General Law 268A, the Conflict of Interest of Law, I have read the material provided, and to the best of my understanding have no potential or actual conflict of interest.

I have received a copy of the Select Board's Appointment Policy and read the material provided.

6.9.21
DATE

Therese D. Keown
APPLICANT'S SIGNATURE

In the event the applicant cannot sign this statement, you should provide an explanation of the reason (s) why if you still wish consideration for appointment.

Marianne Keevins

1. High School English Teacher
High School Guidance Counselor
Forensic and Drama Coach
2. Residential Director of school for children with physical & learning disabilities
3. Social Worker at large community hospital Developed employee assistance program
Developed one of the 1st Patient Advocacy Programs in country
Named president of NY state Association and National board of directors.
4. Named Director of Strategic Planning for same hospital
Named to Planning committee of State Hospital Association
Obtained necessary certificate of Need for major hospital renovation and construction project
Directed design and oversaw initial phase of construction program
Assisted in obtaining financing
5. Became administrator for a for-profit nursing home with facilities in 4 states
Achieved full occupancy in 1st year
Defeated attempts at unionization
6. Became executive of 1st Continuing Care Retirement Community in Northeast
Successfully combined 4 separate union contracts with Local 217 Hotel and Restaurant Employees and Bartenders Union , then successfully negotiated subsequent contracts ending in a 5 year contract; unheard of in this industry
Increased revenues by 20%
Reduced P & L by 1 million
Restructured debt with state backed tax-exempt bonds
Completed major renovation of the project
7. Named President– CEO of for-profit management company
Acquired free standing skilled nursing facility along with adjacent property in order to develop an assisted living facility
Acquired geriatric psychiatry practice serving 40 nursing homes.
Founded company to recruit licensed nurses from Canada & Philippines
Managed local businesses luncheon club, oversaw redesign of club
Provided full range of development marketing and management services to the hospitality , senior living and healthcare industries in New York, New Jersey, Connecticut, Rhode Island and Massachusetts
Served as consultant & venture partner in the development of senior living project
Contracted on the financial intuitions to turn around financially troubled organizations in preparation for sale
8. Named President & CEO of parent corporation in which oversaw the companies mentioned above
Secured refinancing with Lehman Brothers as underwriters, Goldman Sach, Merrill Lynch, Pioneer as bond holders and Wells Fargo as Trustee
Oversaw major renovation and construction project
Lobbied heavily at local, state and federal level



ACKNOWLEDGMENT OF RECEIPT

I, MARIANNE KEEVINS, ^{at tenant} an employee at _____,
(first and last name) (name of municipal dept.)

hereby acknowledge that I received a copy of the summary of the conflict of interest law
for municipal employees, revised November 14, 2016, on 6.28.21.
(date)

Municipal employees should complete the acknowledgment of receipt and return it to the individual who provided them with a copy of the summary. Alternatively, municipal employees may send an email acknowledging receipt of the summary to the individual who provided them with a copy of it.



TOWN OF FALMOUTH

Office of the Town Manager & Select Board

59 Town Hall Square, Falmouth, Massachusetts 02540

Telephone (508) 495-7320

Fax (508) 457-2573

September 3, 2021

Ms. Deborah Cotton
[REDACTED]

Dear Ms. Cotton:

This letter is in response to your application received by this office expressing interest in serving as a member of the Falmouth Housing Authority Tenant Board Committee.

The Falmouth Select Board invites you to appear for an interview on Monday, September 13, 2021 in the Select Board Meeting Room, Falmouth Town Hall, 59 Town Hall Square. The meeting will be in-person and begins at 7:00 p.m.; the interviews are scheduled during the "Business" portion of the meeting.

Please call this office at (508) 495-7320 to confirm that you are available to attend.

Thank you.

Sincerely,

Diane Davidson
Diane Davidson
Office Manager/Licensing

Diane Davidson

From: Diane Davidson
Sent: Friday, September 3, 2021 4:21 PM
To: Debbie Cotton
Cc: Phyllis Downey (phyllis.downey@falmouthma.gov)
Subject: FW: Invitation to Interview for Falmouth Housing Authority Tenant Board

Dear Deborah,

The Select Board has scheduled one more date for interviews for the position on the Falmouth Housing Authority Tenant Board. You are invited to appear for an interview on Monday, September 13, 2021. The meeting begins at 7:00 p.m. and will be in-person, in the Select Board meeting room, Town Hall, 59 Town Hall Square.

Please confirm that you will be available to attend on this date and time.

Thank you,

Diane

*Diane S. Davidson
Office Manager/Licensing
Office of the Town Manager and Select Board
Town of Falmouth
59 Town Hall Square
Falmouth, MA 02540
(508) 495-7320*

From: Diane Davidson
Sent: Tuesday, August 24, 2021 2:45 PM
To: [REDACTED]
Subject: Invitation to Interview for Falmouth Housing Authority Tenant Board

Dear Deborah,

We have received your application expressing interest in serving as a member of the Falmouth Housing Authority Tenant Board. The Select Board invites you to appear for an interview on Monday, August 30, 2021, during the business portion of the meeting at 8:40 p.m.

The Select Board will be conducting the meeting remotely via Zoom. If you have not yet participated in a town committee/board meeting via Zoom, you may contact our I.T. Department by email at: ithelp@falmouth.freshdesk.com. One of our I.T. staff members will contact you to arrange a time to provide you with instructions on logging in and navigating in advance of the meeting so you are prepared and comfortable.

If you do not need instructions, following is the meeting I.D.#:

Please click the link below to join the webinar:
<https://zoom.us/j/91357504203>

Please confirm that you are available to attend on this date and time.

Thank you,

Diane

*Diane S. Davidson
Office Manager/Licensing
Office of the Town Manager and Select Board
Town of Falmouth
59 Town Hall Square
Falmouth, MA 02540
diane.davidson@falmouthma.gov
(508) 495-7321*

Diane Davidson

From: Diane Davidson
Sent: Tuesday, August 24, 2021 2:45 PM
To: Debbie Cotton
Subject: Invitation to Interview for Falmouth Housing Authority Tenant Board

Dear Deborah,

We have received your application expressing interest in serving as a member of the Falmouth Housing Authority Tenant Board. The Select Board invites you to appear for an interview on Monday, August 30, 2021, during the business portion of the meeting at 8:40 p.m.

The Select Board will be conducting the meeting remotely via Zoom. If you have not yet participated in a town committee/board meeting via Zoom, you may contact our I.T. Department by email at: ithelp@falmouth.freshdesk.com. One of our I.T. staff members will contact you to arrange a time to provide you with instructions on logging in and navigating in advance of the meeting so you are prepared and comfortable.

If you do not need instructions, following is the meeting I.D.#:

Please click the link below to join the webinar:

<https://zoom.us/j/91357504203>

Please confirm that you are available to attend on this date and time.

Thank you,

Diane

*Diane S. Davidson
Office Manager/Licensing
Office of the Town Manager and Select Board
Town of Falmouth
59 Town Hall Square
Falmouth, MA 02540
diane.davidson@falmouthma.gov
(508) 495-7321*

Diane Davidson

From: [REDACTED]
Sent: Tuesday, August 10, 2021 5:57 PM
To: Diane Davidson
Subject: Re: Interview - Select Board Meeting - Monday, August 9, 2021

Thank you for letting me know.

On Tue, Aug 10, 2021 at 9:01 AM Diane Davidson <diane.davidson@falmouthma.gov> wrote:

Hi Deborah,

I hope all is well with you. The Select Board interviewed two candidates last night. You and a couple of the other candidates were not able to attend last night (or had technical difficulties). Therefore, the Board will hold the balance of the interviews at its next meeting on Monday, August 30. This meeting will be held virtually, via Zoom. You will be able to join via Zoom or call in by telephone.

I will follow up with you a week before the meeting to provide you with the Zoom login and instructions.

Thank you,

Diane

Diane S. Davidson

Office Manager/Licensing

Office of the Town Manager and Select Board

Town of Falmouth

59 Town Hall Square

Falmouth, MA 02540

diane.davidson@falmouthma.gov

(508) 495-7321

From: [REDACTED]
Sent: Tuesday, August 10, 2021 8:17 AM
To: Diane Davidson <diane.davidson@falmouthma.gov>
Subject: Re: Interview - Select Board Meeting - Monday, August 9, 2021

Good Morning Diane.

I was unable to attend last night's interview due to a medical situation.

I am very interested in the position and would like to know if I can still interview.

Please let me know. I can provide proof.

Sincerely,

Deborah Cotton

On Fri, Aug 6, 2021 at 5:14 PM Diane Davidson <diane.davidson@falmouthma.gov> wrote:

To: Applicants for Town Boards or Committees

Attached please find a copy of the agenda for the Monday, August 9, 2021 Select Board meeting. Interviews for committees are scheduled under the "Business" portion of the meeting at 7:55 p.m.

The Select Board is conducting its meeting via Zoom virtual meeting software. Instructions for participation are included at the top of the agenda.

If you have not yet participated in a town committee/board meeting via Zoom, please contact our I.T. Department by email at: ithelp@falmouth.freshdesk.com. One of our I.T. staff members will contact you to arrange a time to provide you with instructions on logging in and navigating in advance of the meeting so you are prepared and comfortable.

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Please click the link below to join the webinar:

<https://zoom.us/j/91357504203>

Or iPhone one-tap :

US: +13017158592,,91357504203# or +13126266799,,91357504203#

Or Telephone:

Dial(for higher quality, dial a number based on your current location):

US: +1 301 715 8592 or +1 312 626 6799 or +1 646 558 8656 or +1 253 215 8782 or +1 346 248 7799 or +1 669 900 9128

Webinar ID: 913 5750 4203

Diane S. Davidson

Office Manager/Licensing

Office of the Town Manager and Select Board

Town of Falmouth

59 Town Hall Square

Falmouth, MA 02540

diane.davidson@falmouthma.gov

(508) 495-7321

YB ✓



TOWN OF FALMOUTH

BOARD, COMMITTEE OR COMMISSION
APPLICATION FORM

If you are interested in serving the Town of Falmouth in any capacity, please fill out this form and mail it to the Select Board, Falmouth Town Hall, 59 Town Hall Square, Falmouth, MA 02540. Information received will be available to all Town Boards and Officials, although the filling out of this form does not assure appointment. If selected for an interview, you may wish to submit a resume or additional information. This form and a listing of all boards and committees can be found on the Falmouth website: www.falmouthma.gov.

Name: Deborah Cotton

Address: [Redacted]
Mailing Address: [Redacted]
Telephone: [Redacted]

How long have you been a Resident 8 yrs (date: 2013) / Taxpayer _____ (date: _____)

Amount of time you are available to give: 8 hrs a week

Town Committee, Board or Commission you are interested in serving on:

- Tenant Board Member of Falmouth Housing Authority.
- _____
- _____

Seeking: Permanent Position Alternate Position

Have you attended any meetings of the committee for which you are applying? YES

Relevant affiliation and work and personal experiences Amuets E-Board Member, 1st Vics Commander, Adjutant, Veterans Agent. Also was District Commander for District 9. For the Tatakot Resident Council, I was President, Secretary and Treasurer.

Town offices held in Falmouth or elsewhere and dates of years served: NONE

Briefly describe the particular skills you feel you will add to the committee or board: My prior experiences are in such areas as - organization, leadership, management, secretarial, i.e. minutes, record keeping, filing, scheduling, DOT, Employee Record Keeping, human Resources.

You may attach a resume to this application.

List three (3) references:

Name	Title	Phone
1. <u>Paul Morrissey</u>	<u>PASTOR</u>	
2. <u>Louisa Mellor</u>	<u>Rehabilitation Aide Falmouth Hospital</u>	
3. <u>Tony Armitage</u>	<u>Physical Therapist BAYADA</u>	

I hereby certify that I have been provided a summary of Massachusetts General Law 268A, the Conflict of Interest of Law, I have read the material provided, and to the best of my understanding have no potential or actual conflict of interest.

I have received a copy of the Select Board's Appointment Policy and read the material provided.

6-21-2021
DATE

Deborah D. Cotton
APPLICANT'S SIGNATURE

In the event the applicant cannot sign this statement, you should provide an explanation of the reason (s) why if you still wish consideration for appointment.

ACKNOWLEDGMENT OF RECEIPT

I, Deborah Cotton, an ^{Resident} ~~employee~~ at Harborview Apartments
(first and last name) (name of municipal dept.)

hereby acknowledge that I received a copy of the summary of the conflict of interest law
for municipal employees, revised November 14, 2016, on 6-21-2021.
(date)

Municipal employees should complete the acknowledgment of receipt and return it to the individual who provided them with a copy of the summary. Alternatively, municipal employees may send an email acknowledging receipt of the summary to the individual who provided them with a copy of it.

BUSINESS

4. Interview, vote and appoint committee member (5 minutes each)
 - a. Falmouth Housing Authority Tenant Board Member – Kathleen Haynes, Marianne D. Keevins, Deborah Cotton, Stephen MacDonald

Falmouth Housing Authority – Tenant Board Committee (5-member committee)

One position

1. 1 open position with a term until 6/30/2026

Six applicants

1. Kathleen Haynes
2. Marianne Keevins
3. Julia Benz
4. Deborah Cotton
5. Marie Vautour
6. Stephen MacDonald (available for the next in-person Select Board meeting)

Diane Davidson

From: Bobbi Richards <brichards@falmouthhousingauthority.com>
Sent: Monday, August 9, 2021 12:25 PM
To: Falmouth Selectboard
Cc: nancy.taylor@falmouthma.gov; douglas.brown@falmouthma.gov
Subject: Falmouth Housing Authority Tenant Appointment
Importance: High



Dear Select Board (cc: Attorney Frank Duffy, FHA Board of Commissioners):

Thank you for adding to your agenda the issue of tenant appointments for the Falmouth Housing Authority. As the housing authority is not part of the process, I am unsure as to whether or not I may submit a public comment regarding the issue.

Should a public comment be allowed, I am asking for the following question to be read into the minutes and asked, if deemed appropriate, by the Select Board as part of the interview process.

“Are you currently in good standing with the housing authority? Good standing can mean, is there litigation pending and/or are you in violation of your lease agreement (if FHA is your landlord) or your landlord (if you have a mobile voucher and FHA is your subsidizing agency)?”

We are grateful for your time and consideration.

Sincerely,

Bobbi Richards
Executive Director
Falmouth Housing Authority

ATTACHMENT B: LHA Notice to Tenants (No LTO)

Falmouth Housing Authority
115 Scranton Avenue, Falmouth, MA 02540
508-548-1977 Fax: 508-457-7573

NOTICE OF OPEN TOWN APPOINTED TENANT BOARD MEMBER SEAT

May 11, 2021

[Click or tap here to enter Tenant address.](#)

Dear Tenant:

This Notice is to inform you that the Town of [Click or tap here to enter town name.](#) is soliciting names for consideration to fill the Town Appointed Tenant Board Member seat of the Falmouth Housing Authority. Pursuant to changes made to M.G.L. c. 121B, §§ 5 & 5A by Chapter 358 of the Acts of 2020, "An Act Enabling Partnerships for Growth," Towns are now required to appoint a tenant of the Local Housing Authority ("LHA") to the LHA Board. This position is known as the Town Appointed Tenant Board Member Seat.

The Board is the governing body of the LHA which is responsible for adopting policy, approving contracts, budgets and annual plans, and hiring and overseeing an executive director to run the day-to-day operation of the LHA. The Board acts by a majority votes which are cast by Board members at open meetings.

As a Tenant Member of the LHA Board, you will receive training provided by the Department of Housing and Community Development (DHCD) as well as other training that may be required for public officials by law. DHCD partners with the Mel King Institute which provides a comprehensive overview of the role of tenant board members and the operations of LHAs in a three-hour training. This is then followed up with the opportunity to participate in ongoing trainings throughout the year on topics such as:

- Role of LHA Board and DHCD
- LHA Budgets
- Capital Improvement Plan (CIP)
- Annual Plans
- Performance Management Reviews (PMR)
- State-wide online tenant selection system (CHAMP)

In addition, the Mel King Institute offers opportunities for Tenant Board members to connect with one another and share experiences and questions in unstructured peer-to-peer learning sessions.

If you or an adult authorized household member wishes to be considered for the Town Appointed Tenant Board Member Seat, you must fill out the attached "Notice of Intent to be Considered for Town Appointed Board Member Seat" and return it to the Town of Falmouth Town Clerk at the following address:

Michael Palmer, Town of Falmouth Town Clerk

ATTACHMENT B: LHA Notice to Tenants (No LTO)

59 Town Hall Square
Falmouth, MA 02540

PLEASE NOTE: In order to be considered for the LHA Town Appointed Board Member Seat, you must fill out the attached form and return it to the Town Clerk at the above address no later than **5/31/2021**

If you have questions about this Notice, the accompanying Notice of Intent to be Considered for Town Appointed Tenant Board Member Seat, or the Town Appointed Tenant Board Member Seat generally, please contact the LHA with questions.

Sincerely,

Falmouth Housing Authority

Enc. Notice of Intent to be Considered for Town Appointed Board Member Seat



Commonwealth of Massachusetts DEPARTMENT OF HOUSING & COMMUNITY DEVELOPMENT

Charles D. Baker, Governor □ Karyn E. Polito, Lieutenant Governor □ Jennifer Maddox Undersecretary

Public Housing Notice 2021-01

To: Local Housing Authorities & Officials of Massachusetts Towns
From: Ben Stone, Director, Division of Public Housing
Date: February 11, 2021
Re: **Changes Pertaining to Town Appointed Tenant Board Members**

On January 14, 2021, Governor Baker signed Chapter 358 of the Acts of 2020, “[An Act Enabling Partnerships for Growth](#)” into law. Sections 70-72 and 88-91 of this law makes changes to [Chapter 121B, §1, §5](#) and [§5A](#) regarding Tenant Board Members in Towns by providing for one member appointed by the Governor, three members elected by the Town, and one “tenant board member” to be appointed by the Town.

This notice does not apply to LHA Boards in cities, which already have a provision for City Appointed Board Members. This notice also does not apply to regional housing authority Boards.

Table of Contents

Section 1. Overview	3
Table 1. Key dates.....	3
Section 2. Eligibility	4
Section 3. Scope of Tenant Board Member’s Participation	4
Section 4. What should LHAs do after law is enacted?	4
Section 5. How is the Town Appointed Tenant Member Seat on the LHA Board to be identified?	5
Where there is a vacant seat on the effective date.....	5
Where there is no vacant seat on the effective date	5
Figure 1. Identifying Town Appointed Tenant Board Member Seat	6
Section 6. What is the term of the Town Appointed Tenant Board Member Seat?	6
Section 7. How will the Town Appointed Tenant Board Member Seat be filled?	6
Where there is a vacant seat on the effective date.....	6

Where there is no vacant seat on the effective date 7
Figure 2. Filling Town Appointed Tenant Board Member Seat 8
Section 8. Waivers 9
 Waiver Type 1..... 9
 Waiver Type 2..... 10
Section 9. Tracking Town Appointed Tenant Board Members 10
Section 10. Attachments 11

Section 1. Overview

Briefly, the law, which becomes effective on May 15, 2021, which is 120 days after its January 14, 2021 enactment, requires Towns to appoint a tenant member to a Local Housing Authority (LHA) Board from a list of names submitted to the Town by a recognized Local Tenant Organization (LTO). If there is no LTO, then the LHA is required to notify its public housing residents of the opportunity to submit their names to the Town for consideration for appointment. Where federal law as found in 42 U.S.C. [1437](#) and the regulation at [24 CFR Part 964](#), requires that a tenant in a federal housing program be on the LHA Board, preference is given to tenants in federal housing programs. LHAs with federally funded programs should consult with HUD if they are unclear whether they must have a federal tenant on the Board. Where there is no list of tenants submitted to the Town for appointment, the Town may appoint any tenant or adult authorized household member. Where the LHA has no public housing units, a participant in a rental assistance program administered by the LHA may be appointed.¹

In accordance with prior DHCD guidance, many Towns only held elections for 3 seats on the LHA Board after [Chapter 235 of the Acts of 2014](#) became effective, reducing the number of elected Board seats in towns to 3. The seat that would have been up for election but was left vacant after the effective date of Chapter 235 of the Acts of 2014 (November 6, 2014) will be the Town Appointed Tenant Board Member Seat.

Note that this legislation does not affect the seat of the state appointed LHA Board Member.

Table 1. Key dates

01/14/2021	Enactment date	LHAs and Towns begin the process of determining which seat will be the Town Appointed Tenant Board Member Seat and filling the seat
05/15/2021	Effective date (<i>120 days after enactment date</i>)	If there is a vacancy on the board on this date, that seat will be the Town Appointed Tenant Board Member Seat (see Section 5)
07/14/2021	Key date for determining which seat on the LHA Board will be the Tenant Member Seat (<i>60 days after effective date</i>)	If there was no vacancy on the board on the effective date, the elected seat with the first term to expire after this date will be the Town Appointed Tenant Board Member Seat, unless another seat has become vacant since the effective date (see Section 5)
08/13/2021	Town Appointed Tenant Board Member should be seated (<i>90 days after effective date</i>)	See Section 7 for details on filling the seat

¹ If an LHA has no public housing units OR rental assistance units, it may request a waiver (Waiver Type 2) from this requirement from DHCD.

Section 2. Eligibility

The Tenant Board member may be a tenant or an authorized adult household member residing in public housing in the Town or an authorized adult member of household participating in a rental assistance program administered by the LHA in the Town (all those eligible for Tenant Board member seat will be referred to in this document as “tenant”).

Tenants of state-aided Section 8 New Construction/Substantial Rehabilitation public housing developments that are owned by an LHA are eligible to be appointed by the Town to the Tenant Board Member seat. Other participants of project based or mobile rental assistance programs that are not administered by the LHA are not eligible to be appointed to the Tenant Board Member seat by the Town.

Section 3. Scope of Tenant Board Member’s Participation

The Town Appointed Tenant Board Member is a full member of the LHA’s governing Board with all of the rights and responsibilities of an LHA Board member. A Tenant Board member must be allowed to take part in any and all decisions related to the administration, operation, and management of all LHA programs, except to the extent that it would affect their “personal interest” as proscribed by the DHCD regulation at 760 CMR 4.03(4). Tenant Board Members are not required to be identified as such on the LHA website or web page that is required by 760 CMR 4.02(1)(a), and, upon request of the Tenant Board Member, the LHA should remove any such identification of the Tenant Board Member.

Section 4. What Should LHAs do Now that Law is Enacted?

LHAs should immediately communicate the following information to the Town:²

- Contact information for all LTO(s).
- Any federal requirement that a federal tenant sit on the LHA Board.
- Any waivers applied for and/or received from DHCD which would postpone a Town appointment to the Tenant Board Member Seat for up to one year (see Section 8. Waivers).
- All information required to identify Tenant Board Member seat, including any vacant seats, and projected expiring seats.

LHAs should immediately inform LTO(s) regarding:

- Any waiver received from DHCD which would postpone a Town appointment to the Tenant Board Member Seat for one year due to current tenant on Board (see Section 8. Waivers, Waiver Type 1 below).
- If the Board has a vacant seat, the date by which the LTO(s) may submit a list of eligible Tenant Board Members to the Town in the event that DHCD does not grant a waiver.

If there is no LTO, LHA should immediately communicate with all residents regarding:

² See Attachment A. for example letter.

- Any waiver received from DHCD which would postpone a Town appointment to the Tenant Board Member Seat for one year due to current tenant on Board (see Section 8. Waivers, Waiver Type 1 below).
- If no waiver and Board has a vacant seat, the tenants' opportunity to submit their names to the Town for consideration of appointment.

Section 5. How is the Town Appointed Tenant Member Seat on the LHA Board to be identified?

Where there is a vacant seat on the effective date (May 15, 2021)

If, on May 15, 2021, an LHA has three or fewer elected Board members, a vacant seat will become the Town Appointed Tenant Board Member Seat. The fact that a seat is or was occupied by a holdover or a temporary appointment is not considered in making the determination as to which seat is the Tenant Board Member Seat; such seats are considered to be vacant for the purposes of this determination.

In the event that there is more than one elected seat that is vacant, the Town Appointed Tenant Board Member Seat will be the seat that was vacated first (the oldest date).³

Where there is no vacant seat on the effective date (May 15, 2021)

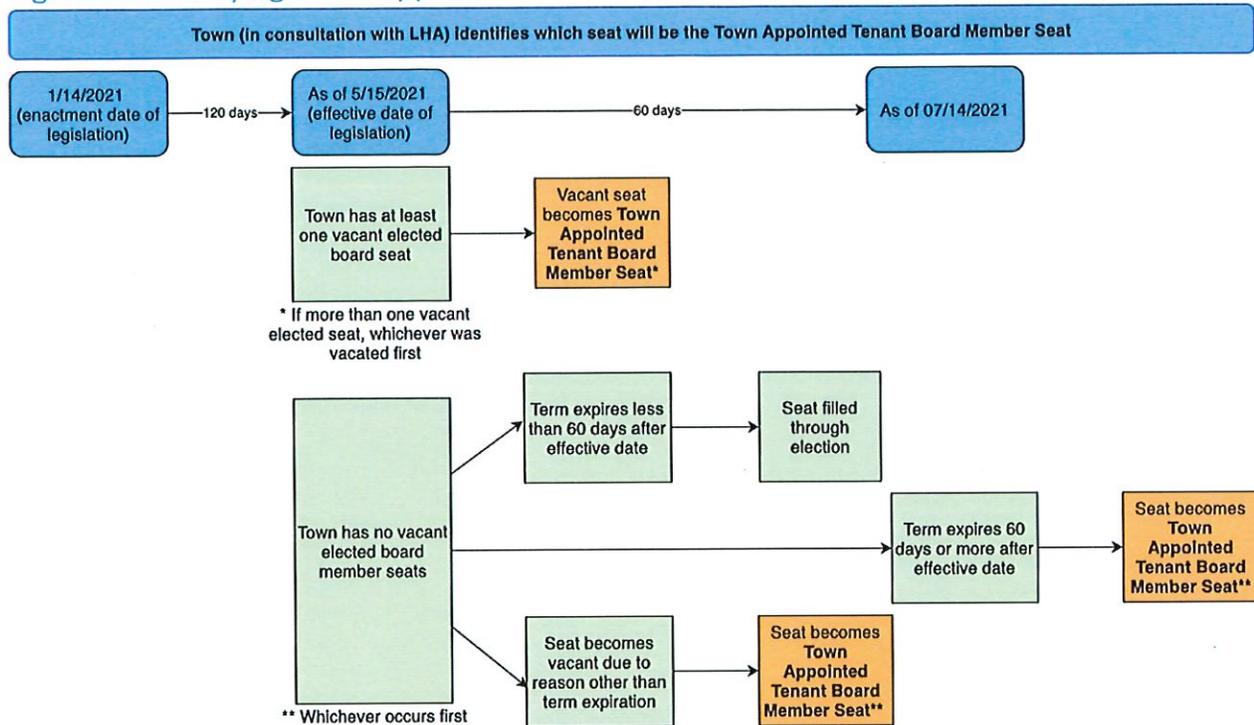
In Towns that have 4 elected Board members on May 15, 2021, the elected seat having the first term to expire after July 14, 2021 shall be the Town Appointed Tenant Board Member Seat, unless another seat becomes vacant before such date, in which case the first seat that becomes vacant before such date shall be the Town Appointed Tenant Board Member Seat.

If an LHA tenant whose term is expiring currently occupies the seat that will become the Town Appointed Tenant Board Member Seat, that fact is not considered in making the determination as to which seat is the Town Appointed Tenant Board Member Seat. The LHA tenant whose term is expiring may be eligible for appointment to the Town Appointed Tenant Board Member Seat as described below.⁴

³ In the unlikely event that more than one vacancy occurred on the exact same day, the Town Appointed Tenant Member Seat will be the seat corresponding to the earliest date on which the member who occupied it was sworn in.

⁴ In the unlikely event that more than one term expires on the same day after July 14, 2021, the Tenant Board Member Seat will be the seat corresponding to the earliest date on which the member who occupied it was sworn in. In the unlikely event that more than one seat becomes vacant on the same day, the Tenant Member Seat will be the seat corresponding to the earliest date on which the member who occupied it was sworn in.

Figure 1. Identifying Town Appointed Tenant Board Member Seat



Section 6. What is the term of the Town Appointed Tenant Board Member Seat?

The Town Appointed Tenant Board Member is appointed to a term of 5 years. Appointments made to fill a vacant seat where the vacancy exists for a reason other than term expiration will be for the remainder of the unexpired term.

Section 7. How will the Town Appointed Tenant Board Member Seat be filled?

LHAs shall provide all necessary information for identification of seat to Town based on criteria above.⁵

Where there is a vacant seat on the effective date (May 15, 2021)

With an LTO(s).

- As noted above, LHAs should provide the Town with contact information for LTO(s) promptly following the passage of the Act.
- Town must give written notice of the vacancy to the LTO(s) at least 10 business days after May 15, 2021.

⁵ See Attachments B. – E. for example notices.

- Town provides written notice to all LTO(s) that within 60 calendar days each LTO(s) may submit to the Town a list of 2 to 5 names of tenants who are eligible for appointment to the Town Appointed Tenant Board Member seat.
- If the Town does not receive a list from the LTO(s) within 60 days of the notice to LTOs of the vacancy, then the Town may appoint any eligible tenant who has indicated a willingness to serve of its choosing to the Town Appointed Tenant Board Member Seat.
- The Town is required to make the appointment within 60 days after the deadline for LTOs to provide a list of eligible tenants.
- If there is no person who is eligible and willing to serve as the Town Appointed Tenant Board Member then the LHA may seek a waiver from DHCD of the requirement that the Town appoint a tenant (see Section 8. Waivers).

No LTO(s).

- LHA sends written notices to each public housing tenant household and posts notices in common areas informing residents that if they wish to be considered for the Town Appointed Tenant Board Member seat, they must submit their names to the Town Clerk within 30 days. The notices must include contact information for the Town Clerk, as well as information about training programs available to Tenant Board Members.
- If the Town does not receive any names from tenants within 30 days of the notices to residents, then the Town may appoint any eligible tenant of its choosing to the Town Appointed Tenant Board Member seat.
- The Town is required to make an appointment within 30 days after the deadline for tenants to submit names.
- If there is no person who is eligible and willing to serve as the Town Appointed Tenant Board Member then the LHA may seek a waiver from DHCD of the requirement that the Town appoint a tenant (see Section 8. Waivers).

Where there is no vacant seat on the effective date (May 15, 2021)

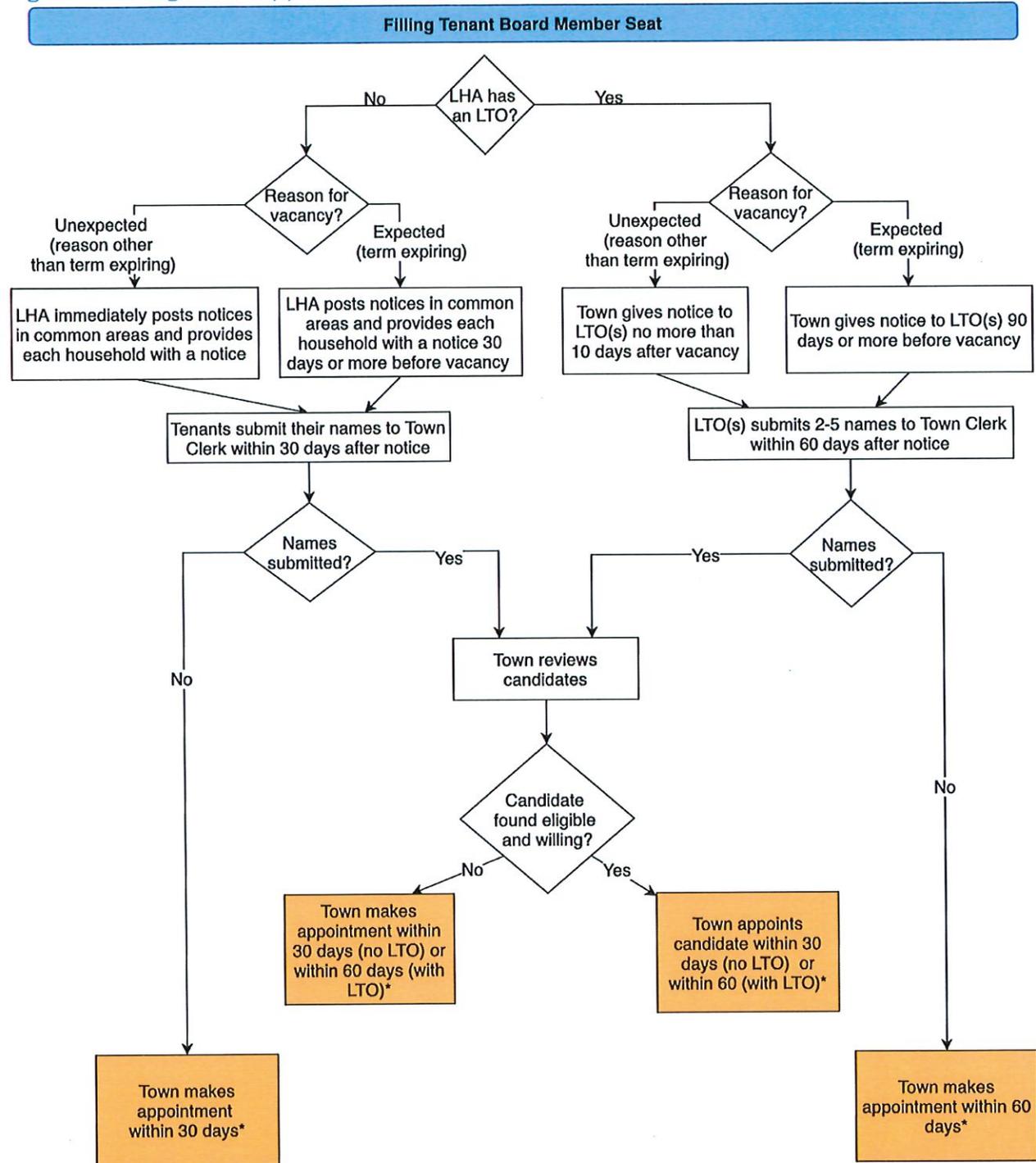
With an LTO(s).

- The Town is required to give the LTO(s) at least ninety days' written notice of the upcoming expiration of the term of the seat that is to become the Town Appointed Tenant Board Member Seat. If a vacancy occurs in the seat to become the Town Appointed Tenant Board Member Seat for some reason other than the expiration of a term, then the Town is required to give LTOs at least 10 business days written notice that the vacancy has occurred.
- Town follows procedures for "With an LTO(s)" listed above.

No LTO(s).

- LHA gives notice immediately after unexpected vacancies and at least 30 days before vacancies due to term expiration.
- LHA follows procedures for "No LTO(s)" listed above.

Figure 2. Filling Town Appointed Tenant Board Member Seat



*Federal tenant gets preference if applicable

Section 8. Waivers

LHAs may request waivers from DHCD that will temporarily postpone the appointment of the Town Appointed Tenant Board Member pursuant to this legislation. Waivers may be requested by an LHA through an online form found on the DHCD Admin Housing Applications page.⁶

Waivers may be requested under two conditions:

- 1) LHA Board already has a Town elected or appointed Board member who is a member of a tenant household or rental assistance household; or
- 2) No person is eligible and willing to serve as the Town Appointed Tenant Board Member.

Note: Because it is not possible to determine the Town Appointed Board Member seat until the law becomes effective, LHAs should not request waivers from DHCD until at least May 15, 2021.

Waiver Type 1

LHA Board already has a Town elected or appointed Board member who is a member of a tenant or rental assistance household

LHAs may request a waiver where a person who is a tenant or an adult authorized household member residing in a public housing in the Town or a participant of a rental assistance program administered by the LHA is currently serving as an elected member or as a member who was appointed for the remainder of a term by the Town to fill a vacancy. The availability of such waivers is not meant to imply that there may only be one member on the LHA Board who is a tenant, but rather to allow more time for LHAs that already have one or more tenants on the Board to transition to a Town Appointed Tenant Board Member. LHAs are not expected nor required to submit a request for a waiver on these grounds, and a Town is required to appoint Tenant Board Member to an LHA that already has tenant(s) on the Board if an LHA has not received a DHCD waiver to postpone such an appointment.

Waivers granted are valid for one year and may be renewed for one year at a time until the elected or appointed member who is identified in the waiver vacates the seat or until the expiration of that member's term. At that point, the seat becomes the Town Appointed Tenant Board Member Seat and the Town and LHA should follow the appointment process described above.

In order to request a waiver on these grounds, LHA must provide the following information:

- Name of Board Member who is a tenant/rental assistance participant and date that the term of the seat that they occupy expires (end of 5-year term for which person was elected by Town or end of remainder of term if person was appointed by Town to fill vacant seat);
- Certification by the LHA and the tenant/participant that the Board Member is a tenant of the LHA and identification of the housing program in which the tenant/participant is housed;

⁶ See Attachment F. for additional information.

- Agreement by the tenant/participant and the LHA to notify the Town if the Board Member is no longer a tenant/participant of LHA housing or is no longer a member of the Board.

Waiver Type 2

No person is eligible and willing to serve as the Town Appointed Tenant Board Member

If there is no person who is eligible and willing to serve as the Town Appointed Tenant Board Member after the LHA has given the required notice to its residents of the opportunity to serve, then the LHA may request DHCD to grant a waiver so that the Town may appoint a person other than a person who is eligible as a Tenant Member, who will be appointed to a one-year term.

In order to request a waiver on these grounds, an LHA must provide the following information:

- Written statement of why a waiver is being requested;
 - o Identification of any LTO(s) and their contact information;
 - o Date/time of meetings with all LTO(s) with brief description of meeting content;
 - o LHAs must indicate to DHCD the dates and locations of posting of notices.
- Evidence of notices which may include:
 - o Copies of notices posted on the LHA’s web page and in the common areas of the LHA;
 - o Copies of notices sent to all LHA households of tenants and rental assistance participants;
 - o Notices should inform tenants of the opportunity to serve as a Board member, including contact information for the Town Clerk and describe the available technical assistance training programs available to Tenant Board Members.

Prior to granting a waiver DHCD will review the LHA’s written statement and determine whether the LHA provided the required notices. Waivers may be only granted for one-year periods, but they may be renewed upon the same showing of need by the LHA.

If DHCD grants a waiver, it shall notify the LHA and the Town that a person other than a person who is eligible to be a tenant member may be appointed to the Town Appointed Tenant Board Member seat for a one-year period. The LHA must notify its LTO(s), if any, of this waiver and post the waiver online and throughout common areas of its developments.

Section 9. Tracking Town Appointed Tenant Board Members

When a Town Appointed Tenant Board Member has started their term, LHAs should record this information in the LHA Board Attendance application by marking the column “Town Tenant Board Member.” A Board Member is considered a “Town Appointed Tenant Board Member” after an appointment has been made by the Town of a person who meets the definition of Tenant Member in c. 121B, sec. 1.

Section 10. Attachments

Attachment A. LHA Information to Town

Attachment B. LHA Notice to Tenants

Attachment C. Tenant to Town Clerk

Attachment D. Town to LTO Notice of Vacancy

Attachment E. LTO Names Submitted to Town

Attachment F. Requesting Waivers

Please contact your HMS with any questions regarding this notice.

My understanding of eligibility for the Tenant Board member on the Housing Authority is that they must be;

- A Tenant residing in public housing in the Town administered by the Falmouth Housing Authority.
- An authorized adult household member residing in public housing in the Town administered by the Falmouth Housing Authority.
- An authorized adult member of household participating in a rental assistance program in Town administered by the Falmouth Housing Authority.
- A Tenant of state-aided Section 8 New Construction/Substantial Rehabilitation public housing developments that are owned by the Falmouth Housing Authority

Participants of project based or mobile rental assistance programs that are not administered by the Housing Authority are not eligible.