

FALMOUTH HOUSING AUTHORITY
GENERAL SESSION COMMISSIONERS BOARD MEETING MINUTES
Wednesday, June 25, 2025
115 Scranton Avenue, Falmouth, MA 02540
Tel: (508) 548-1977 Fax: (508) 457-7573
www.falmouthhousing.org

This meeting opened to General Session, moved to Executive Session pursuant to M.G.L. c. 30A, §21(a)(3), and then reconvened to the General Session. The Board did its best to adhere to posted time frames, but times may have varied. This meeting was conducted virtually in accordance with the Governor's order suspending certain provisions of the Open Meeting Law, originally dated March 12, 2020 and extended through 2027.

Zoom Access:

Zoom Meeting: <https://us02web.zoom.us/j/85675108791>
Meeting ID: 856 7510 8791 Audio Dial-In: 1-646-558-8656

MEMBERS PRESENT: Stephen Patton, Chair
Michael Galasso
Kathleen Haynes

MEMBERS ABSENT: Patricia Favulli

STAFF PRESENT: Bobbi Richards, Executive Director
MaryEllen Monty, Assistant Director
Benjamin Anako, Fiscal Officer
Kevin Donovan, Maintenance Director
Barbara Dixon, Service Coordinator
J
Jeremy Bitner
Leonardi Aray

OTHERS PRESENT: Kerin Delany, Falmouth Service Center, Jeremy Bitner
Laura Bancroft
Maureen McIver, Recording Secretary

I. CALL TO ORDER – OPEN GENERAL SESSION

At 4:30pm Stephen Patton called the meeting to order.

1. Roll Call

2. Vote to Enter Executive Session

o Executive Session pursuant to M.G.L. c. 30A, §21(a)(3):

To discuss strategy with respect to collective bargaining for a three-year union contract, as an open meeting may have a detrimental effect on the bargaining position of the public body. The Board will return to open session after Executive Session.

o Roll call vote required to enter and exit Executive Session.

Resolution 2025-169

At 4:30pm on June 25, 2025, Kathleen Haynes moved to go to executive session. Stephen Patton seconded.

A roll call vote was taken:

Stephen Patton-aye

Michael Galasso -aye

Kathleen Haynes-aye

3 Ayes (Patton, Galasso, Haynes)

0-Nays

MOTION CARRIED

II. EXECUTIVE SESSION

- Discussion: Union Contract Negotiations – Three-Year Agreement

II. RETURN TO GENERAL SESSION

At 4:35p.m., the Commissioners returned to the general session.

3. Public Comments

Bobbi Richards noted that the Harborview property lines have been reviewed as the FHA takes steps toward creating new housing on the property. HUD still has funding for housing for veteran-related project. HUD notified the FHA today that the solar project has been approved. Cost and savings calculations will be presented at the next meeting.

4. Approval of Minutes - Vote

o May 21, 2025 – General Session

Resolution 2025-172

Stephen Patton moved to approve the minutes of the general session from May 21, 2025. Michael Galasso seconded.

A roll call vote was taken:

Stephen Patton-aye

Michael Galasso -aye

Kathleen Haynes-aye

3 Ayes (Patton, Galasso, Haynes)

0-Nays

MOTION CARRIED

o June 4, 2025 – Special Session

Resolution 2025-173

Kathleen Haynes moved to approve the minutes of the special session from June 4, 2025.

Stephen Patton-aye

Michael Galasso -aye

Kathleen Haynes-aye

3 Ayes (Patton, Galasso, Haynes)

0-Nays

MOTION CARRIED

5. Collaborative Program Discussion – Falmouth Service Center – Mobile Produce/Market at Sites

o Falmouth Service Center Partnership – Mobile Produce/Items Market at FHA Sites

Kerin Delaney, Executive Director of the Falmouth Service Center, explained that a pilot program mobile market offering 4-5 nonperishable items and 4-5 fresh produce items will visit Harborview, Rose Morin, Choat, and Tataket every other week beginning this Wednesday morning. A van will spend 45 minutes at each location and then move to the next location. Both the Service Center and the FHA are excited about this collaboration.

6. Items Requiring Discussion and Vote

a. Winslow Architects – Tataket Walkways

1. Certificate of Final Completion & Payment (including retainage) – \$62,137.28

Tabled

b. Mayflower Services – Locksmith Master key changes – Final – Release Retainage \$4,870

Bobbi Richards reported that the tenants are very pleased with Mayflower’s work.

Resolution 2025-175

Michael Galasso moved to approve final completion to Mayflower Services for \$4,870. Kathleen Haynes seconded.

A roll call vote was taken:

Stephen Patton-aye

Michael Galasso -aye

Kathleen Haynes-aye

3 Ayes (Patton, Galasso, Haynes)

0-Nays

MOTION CARRIED

c. 096103 - Vacant Building Renovation & Restoration - 189 Old Barnstable Road – Overview of project based on questions by Commissioners at previous meeting - Leonardi Aray Architects

Leonardi Aray appeared before the Board to discuss renovation and restoration of the vacant building at 189 Old Barnstable Road. He said that EOHLIC usually has a good estimate of the scope of work and the first task of the architects is to take a closer look at the situation. In this case, there is interior wall damage and the electrical situation was underestimated. In general, the estimate was low. A year has passed and prices have risen.

Michael Galasso sought clarification: EOHLIC does the first cost estimate and then the architects do more estimating? Leonardi Aray said yes. There was discussion about the new ERV code.

d. Harborview Roof Replacement Designer low bid award – RGB Architects - \$33k (not to exceed)

Jeremy Bitner, a principal of RGB Architects, appeared before the board. He reported that he has worked with housing authorities for about 15 years. Bobbi Richards noted that the designer for the Harborview roof replacement has gone out to bid and asked the board to approve the low bidder, RGB Architects.

Jeremy Bitner said that a 30-year warranty was standard for asphalt roofs and the longest available for entities that were not private entities. RGB uses the same manufacturer for all materials to avoid confusion about who is responsible should there be problems. The roof will be taken down to the sheathing; an estimate is used in the calculations for the possibility of bad sheathing.

Resolution 2025-174

Michael Galasso moved to approve RGB Architects as the Harborview Roof Replacement Designer low bidder not to exceed \$33,000. Kathleen Haynes seconded.

A roll call vote was taken:

Stephen Patton-aye

Michael Galasso -aye

Kathleen Haynes-aye

3 Ayes (Patton, Galasso, Haynes)

0-Nays

MOTION CARRIED

e. 096105 Tree Trimming – Mayflower/Choate Low bid award – GBK Company - \$10,900

Bobbi Richards reported that EOHLIC has approved the removal of some trees of concern.

Resolution 2025-176

Michael Galasso moved to approve accept the low bid for tree trimming from GBK Company for \$10,900 for tree work at Mayflower/Choate. Kathleen Haynes seconded.

A roll call vote was taken:

Stephen Patton-aye

Michael Galasso -aye

Kathleen Haynes-aye

3 Ayes (Patton, Galasso, Haynes)

0-Nays

MOTION CARRIED

f. Bushwood 545 Main, LLC request for 7 project-based vouchers – presented by Michael Galasso
Tabled

7. Fiscal Officer Reports and Reviews

o Approval of HAP and AP Payments for May 2025 – Vote

Resolution 2025-177

Stephen Patton-aye

Michael Galasso -aye

Kathleen Haynes-aye

2 Ayes (Patton, Haynes)

0-Nays

1-Abstain (Galasso)

MOTION CARRIED

o Public Housing Aging

8. Maintenance Superintendents Review

1. Tatakot Piping (Phased) walkthrough – A twohour meeting was held.

2. Annual smoke alarm inspections by Cape Cod Alarm
Completed.

3. State unit reviews by contractors – Topneck, Robert Fales electrician, Jayme Baker
Plumbing - Deficiencies are being remedied.

4. EOHLC review of 86 Meredith - EOHLC has agreed that this property needs more work than initially
thought.

5. Unit turn report - Vendors are being used to turn units in a timely manner. The maintenance staff works well
together but is down two people.

9. Assistant Director's Monthly Review of Leased Housing Report

MaryEllen Monty reported that as of today, the Northstar project based voucher program was fully leased to its
5 PBV designated units.

10. Executive Director's Correspondence & Activities Report – Discussion & Vote

o Administrative updates (HOTMA implementation regarding new income exclusions, select
definitions, implement policies related to de minimis error, EOHLC revised PMR process; Debts
owed/EIV collection activity; portability assistance re shortfall of other HAs; update on
Harborview ventilation/project update and potential project with Rise; need for new answering
service; hearings/info on HUD budget and policy considerations; air conditioning unit fail at
Admin Office – emergency repair planned; communication with Town of Falmouth re: Balance of Grant
remaining approx. \$10k); updates to ACOP & Admin Plan – new policies and preferences.

Steve Patton called attention to the fact that tenant issues take much of the Executive Director's time.

Bobbi Richards reviewed issues that were discussed at a meeting of housing authority directors. Most housing
authorities in Massachusetts are in shortfall but FHA is under leased. The FHA has volunteered to absorb other
housing authority tenants mostly from the local area such as Wareham, Plymouth, and the Cape. FHA has
worked to build its project based voucher development program. It now has more project-based vouchers to
issue. For example, Mainstream is a specialized Section 8 voucher. These have been increased through grants.

Resolution 2025-178

Kathleen Haynes moved to approve the Executive Director's Correspondence & Activities Report.

Michael Galasso seconded.

A roll call vote was taken:

Stephen Patton-aye
Michael Galasso -aye
Kathleen Haynes-aye
3 Ayes (Patton, Galasso, Haynes) 0-Nays MOTION CARRIED

- o Year end policy(ies) - vote
 - 1. Affirmative Action Plan & Goal Adoption Policy – revised

Resolution 2025-179

Kathleen Haynes moved to approve the Affirmative Action Plan & Goal Adoption Policy. Michael Galasso seconded.

A roll call vote was taken:

Stephen Patton-aye
Michael Galasso -aye
Kathleen Haynes-aye
3 Ayes (Patton, Galasso, Haynes) 0-Nays MOTION CARRIED

- 2. Fair Housing Marketing Plan – no change

Resolution 2025-180

Kathleen Haynes moved to approve the Fair Housing Marketing Plan. Michael Galasso seconded.

A roll call vote was taken:

Stephen Patton-aye
Michael Galasso -aye
Kathleen Haynes-aye
3 Ayes (Patton, Galasso, Haynes) 0-Nays MOTION CARRIED

- 3. Language Access Plan – no change

Resolution 2025-181

Kathleen Haynes moved to approve the Language Access Plan. Michael Galasso seconded.

A roll call vote was taken:

Stephen Patton-aye
Michael Galasso -aye
Kathleen Haynes-aye
3 Ayes (Patton, Galasso, Haynes) 0-Nays MOTION CARRIED

- 4. Reasonable Accommodations Plan – no change to current policy

Resolution 2025-182

Kathleen Haynes moved to approve the Reasonable Accommodations Plan. Michael Galasso seconded.

A roll call vote was taken:

Stephen Patton-aye
Michael Galasso -aye
Kathleen Haynes-aye
3 Ayes (Patton, Galasso, Haynes) 0-Nays MOTION CARRIED

11. Next Meeting Agenda Items

- o Review of new Project-Based Voucher application(s)
- o EOHLA AUP review; year-end review of portfolio

o FY25 budget overview and annual certifications – Fenton, Ewald & Associates

12. Adjournment

Resolution 2025-183

At 5:48 p.m. Kathleen Haynes moved to adjourn.

Steve Patton seconded.

A roll call vote was taken:

Stephen Patton-aye

Michael Galasso -aye

Kathleen Haynes-aye

03 Ayes (Patton, Galasso, Haynes)

0-Nays

MOTION CARRIED

NOTICE:

The Falmouth Housing Authority is an equal opportunity housing agency. If you are disabled and require a reasonable accommodation to participate in this virtual meeting, please contact us in advance to let us know how we can best assist you.

Relevant Documents

Public Housing Aging Reports for May 2025

AP Payments for May

HAP Payments for May

Bid Results and Bid for DeMelo Construction Services – 096100 Mayflower Basement Retaining Wall Project

096105 GBK bid award for tree removal at Mayflower Choate

096103 – Leonardi Array, Architect – discussion documents for project regarding timeline and cost variances

HUD PIH2024-38 HOTMA and PIH Notice Questions & Answers

Harborview Roof Replacement for Solar Installation – RGB Architects low bid award

Leased Housing Summary June 2025

Special Session Minutes of 6/24/25

General Session Minutes of 5/21/25

Executive Director's Report of Correspondence and Activities - *Administrative updates (HOTMA implementation regarding new income exclusions, select definitions, implement policies related to de minimis error, EOHLC revised PMR process; Debts owed/EIV collection activity; portability assistance re shortfall of other HAs; update on Harborview ventilation/project update and potential project with Rise; need for new answering service; hearings/info on HUD budget and policy considerations; air conditioning unit fail at Admin Office – emergency repair planned; communication with Town of Falmouth re: Balance of Grant remaining approx. \$10k); updates to ACOP & Admin Plan – new policies and preferences.*

Absorption Memo to Board of Commissioners – HCV Program

EOHLC PHN 2025-06 Preventative Maintenance Planning Year Criteria