

FALMOUTH HOUSING AUTHORITY GENERAL SESSION
COMMISSIONERS BOARD MEETING MINUTES

Wednesday, July 30, 2025

115 Scranton Avenue, Falmouth, MA 02540

Tel: (508) 548-1977 Fax: (508) 457-7573

www.falmouthhousing.org

4:30 PM - Virtual Meeting

The meeting opened into General Session. The Board did its best to adhere to posted time frames, but times may have varied. The 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:

Join Zoom Meeting: <https://us02web.zoom.us/j/86962954702>

Meeting ID: 869 6295 4702 Audio Dial-In: 1-646-558-8656

MEMBERS PRESENT: Stephen Patton, Chair
Patricia Favulli
Michael Galasso
Kathleen Haynes

STAFF PRESENT: Bobbi Richards, Executive Director
MaryEllen Monty, Assistant Director
Bobbi Richards, Executive Director
Kevin Donovan, Maintenance Superintendent
Barbara Dixon, Resident Service Coordinator

OTHERS PRESENT: Josh Brosnan – SunWealth; John Winslow & Chris Kicza – Winslow Architects;
Laura Bancroft; Maureen McIver – Independent Recording Secretary

CALL TO ORDER – OPEN GENERAL SESSION

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

Items were taken out of order to accommodate presenters.

- Solar lease agreement expected financial savings–presented by Josh Brosnan/Sunwealth
Josh Brosnan appeared to address the Board. He said that estimated cost savings across the portfolio would be \$1.35 million. For Harborview alone, over 20 years, the estimate was \$650,000. The project at Rose Morin is underway and the expectation is that the solar will be turned on in December. The Harborview project is dependent on the roof being redone. It is possible that there will be some slight cost increases due to the need to comply with FECO (Foreign Entity of Concern) requirements; but because this is a small project, the impacts will likely not be great. The whole Cape is deemed an energy community and subject to discounts for the project. The panels will be on the roof of Rose Morin and tenants will be informed of the work well in advance. Sunwealth owns the panels and leases the roofs from FHA. The situation is tax exempt. Bobbi Richards will generate a press release.

- Winslow Architects – votes

* Rose Morin ADA Unit Conversion Design, cost estimate and moving forward with RFP

John Winslow presented preliminary ideas for creating an ADA unit at a one bedroom apartment at Rose Morin. He presented 6 design ideas concluding that it was not possible to maintain a one-bedroom unit that was ADA

compliant; a studio was the only way to have ADA compliance. A discussion focused on specifics of the 6 plans with the Board in agreement that an ADA studio was the best option.

Resolution 2026-001

Kathleen Haynes moved to accept the concept of making the unit in question a studio that would be ADA complaint (Plan F) as discussed. Patricia Favulli seconded.

A roll call vote was taken:

Stephen Patton-aye

Patricia Favulli-aye

Michael Galasso-aye

Kathleen Haynes-aye

4 Ayes (Patton, Favulli, Galasso, Haynes)

0-Nays

MOTION CARRIED

*Tatakert Walkways DDC Construction Certificate of Final Completion and release of retainage (includes change order 10)

Chris Kicza will check to see if the building department has signed off. Bobbi Richards invited the Board to come out to Tatakert to see the new walkway; DDC Construction did a great job and the tenants' reported that their site area was always clean and they were always courteous.

Resolution 2026-002

Patricia Favulli moved to approve final completion and release of retainage, including change order 10, to DDC Construction for the Tatakert walkways. Michael Galasso seconded.

A roll call vote was taken:

Stephen Patton-aye

Patricia Favulli-aye

Michael Galasso-aye

Kathleen Haynes-aye

4 Ayes (Patton, Favulli, Galasso, Haynes)

0-Nays

MOTION CARRIED

*Tatakert Piping Phase 1 low bid award DDC Construction

Bobbi Richards and Chris Kicza reported that the low bid was a bit higher than the \$500,000 estimate; the plumbing estimate was in line but the HVAC was higher. A discussion ensued. The scope of the work will be constrained by expected HUD funding cuts of 40-42%. While it would be ideal to do the work all at once instead of in phases, uncertain funding makes this difficult or unwise considering the many needs of the aging portfolio.

The proposal before the Board offered repair of 6 units west of the boiler room that are presently off line and have been for several years due to leaking pipes. Three additional, alternative proposals were considered as well. Funding is available for the basic proposal and one alternative if items in the capital plan are streamlined. There is presently no funding available for the two additional alternatives.

Resolution 2026-003

Michael Galasso moved to approve the low bid from DDC Construction for the base proposal and alternative 1 for \$740,525 as discussed to get 6 units back on line. Patricia Favulli seconded.

A roll call vote was taken:

Stephen Patton-aye

Patricia Favulli-aye

Michael Galasso-aye

Kathleen Haynes-aye

4 Ayes (Patton, Favulli, Galasso, Haynes)

0-Nays

MOTION CARRIED

*Harborview/Tataket Emergency Additional Cameras low bid, Lan-Tel
Chris Kicza reported that the low bid from Lan-Tel came in more than \$100,000 under estimate. Reference checks revealed nothing negative.

Resolution 2026-004

Kathleen Haynes moved to accept the low bid offered by Lan-Tel for \$257,183. Patricia Favulli seconded.

A roll call vote was taken:

Stephen Patton-aye

Patricia Favulli-aye

Michael Galasso-aye

Kathleen Haynes-aye

4 Ayes (Patton, Favulli, Galasso, Haynes)

0-Nays

MOTION CARRIED

-Public Comments

*Kathleen Haynes announced that there would be an ADA swimming event at Bristol Beach on August 13 from 10-4. Moby Mats, sand chairs, and a buddy would be available for participants to access the beach and water.

*Barbara Dixon said that the “Fresh Markets”, a partnership with the Service Center, have been very successful with a van delivering fresh produce and other items to buildings on a rotating basis. Monthly health events are held at the Senior Center in cooperation with Community Health. The library will visit buildings in conjunction with a food truck to offer library cards to tenants.

-Approval of the Minutes – 2 votes

*June 25, 2025 - General Session & June 25, 2025-Executive Session

Resolution 2026-005

Kathleen Haynes moved to accept the minutes of General Session June 25, 2025. Stephen Patton seconded.

A roll call vote was taken:

Stephen Patton-aye

Patricia Favulli-abstain

Michael Galasso-aye

Kathleen Haynes-aye

3 Ayes (Patton, Galasso, Haynes)

0-Nays

1-Abstain (Favulli)

MOTION CARRIED

Resolution 2026-006

Kathleen Haynes moved to accept the minutes of Executive Session June 25, 2025. Michael Galasso seconded.

A roll call vote was taken:

Stephen Patton-aye

Patricia Favulli-abstain

Michael Galasso-aye

Kathleen Haynes-aye

4 Ayes (Patton, Galasso, Haynes)

0-Nays

1-Abstain (Favulli)

MOTION CARRIED

-FY26 MOU AFSCME Retro increases to 7/1/25 – vote

Bobbi Richards noted that the Board had previously voted to approve the retro increases and all parties are in agreement that they should now be paid to the union employees.

Resolution 2026-007

Stephen Patton moved to accept the recommendation to issue the AFSCME Retro increases to the union staff that were previously approved. Kathleen Haynes seconded.

A roll call vote was taken:

Stephen Patton-aye

Patricia Favulli-aye

Michael Galasso-aye

Kathleen Haynes-aye

4 Ayes (Patton, Favulli, Galasso, Haynes)

0-Nays

MOTION CARRIED

-Report of the Fiscal Officer

*Approval of HAP payments and AP Payments – vote

Resolution 2026-008

Kathleen Haynes moved to approve HAP and bills for June. Stephen Patton seconded.

A roll call vote was taken:

Stephen Patton-aye

Patricia Favulli-aye

Michael Galasso-abstain

Kathleen Haynes-aye

4 Ayes (Patton, Favulli, Haynes)

0-Nays

1-Abstain (Galasso)

MOTION CARRIED

*Review of public housing aging reports

-Report of Maintenance Department and Projects

*Discussion – vacant units and projects

Kevin Donovan reported that there were multiple turnovers ongoing at Harborview 3 of which were due to tenants passing away. Michael Galasso said that in the private sector turnovers usually done within 5 days with painters and other workers being set up promptly to do the work.

-096111 Low bid award to John Kennedy for vacant unit rehab at 238 Lakeview #2 – vote

Bobbi Richards noted that this unit requires extensive work. She requested approval so that the process could move forward.

Resolution 2026-009

Kathleen Haynes moved to accept the low bid from John Kennedy for \$32,245 for vacant unit rehab at 238 Lakeview #2. Patricia Favulli seconded.

A roll call vote was taken:

Stephen Patton-aye

Patricia Favulli-aye

Michael Galasso-aye

Kathleen Haynes-aye

4 Ayes (Patton, Favulli, Galasso, Haynes)

0-Nays

MOTION CARRIED

-096092 14 Ashton Ave – Certificate of Substantial Completion and Certificate of Final Completion and release of retainage (2 votes)

Kevin Donovan reported that the house looks great with new floors throughout and a new HVAC system.

Resolution 2026-010

Kathleen Haynes moved to accept the Certificate of Substantial Completion for John Kennedy for 096092 14 Ashton Avenue. Stephen Patton seconded.

A roll call vote was taken:

Stephen Patton-aye

Patricia Favulli-aye

Michael Galasso-aye

Kathleen Haynes-aye

4 Ayes (Patton, Favulli, Galasso, Haynes)

0-Nays

MOTION CARRIED

Resolution 2026-011

Michael Galasso moved to accept the Certificate of Final Completion and release of retainage for John Kennedy for 096092 14 Ashton Avenue for \$5,578.78 contingent upon a building permit sign off or a certificate of occupancy. Stephen Patton seconded.

A roll call vote was taken:

Stephen Patton-aye

Patricia Favulli-aye

Michael Galasso-aye

Kathleen Haynes-aye

4 Ayes (Patton, Favulli, Galasso, Haynes)

0-Nays

MOTION CARRIED

-Bushwood 545 Main St – Request for 13 project-based vouchers – presented by Michael Galasso-vote Tabled.

-Assistant Directors Monthly Review of Leased Housing Report

There were no questions for Mary Ellen Monty.

-Executive Director’s Correspondence & Activities Report – Discussion and Vote

Tabled.

-Next/Future Meeting Agenda Items

Project-based applications, EOHLC AUP review, year-end review of portfolio and FY25 budget and annual certifications –Fenton, Ewald and Associates, Annual utility rate study, Service Coordinator partnerships and activities, Board meeting as a retreat

*EOHLC 5001 Amendment 13 for 096103 and 096099 – votes

Resolution 2026-012

Kathleen Haynes moved to accept EOHLC 5001 Amendment 13 for 096103 and 096099 for \$23,193 for 189 Old Barnstable Road. Patricia Favulli seconded.

A roll call vote was taken:

Stephen Patton-aye

Patricia Favulli-aye

Michael Galasso-aye

Kathleen Haynes-aye

4 Ayes (Patton, Favulli, Galasso, Haynes)

0-Nays

MOTION CARRIED

-Adjournment

Resolution 2026-013

At 6:01 p.m. Kathleen Haynes moved to adjourn. Stephen Patton seconded.

A roll call vote was taken:

Stephen Patton-aye

Patricia Favulli-aye

Michael Galasso-aye

Kathleen Haynes-aye

4 Ayes (Patton, Favulli, Galasso, Haynes)

0-Nays

MOTION CARRIED

Relevant Documents

July 2025 Financials – Public Aging, HAP payments, Check Register

Solar Lease Approval from HUD

Predicted Savings from Solar - Sunwealth

Leased Housing Summary – July 2025

Union Staff Retros for FY25

General Session Minutes of 6.25.25

Rose Moring Accessible Unit Plans – Winslow Architects

Project based application – 545 Main Street

Tatakot Walkways Certificate of Final Billing & Change Order 10 – DDC Construction

Low Bid Tatakot Pipe Repairs – DDC Construction presented by Winslow Architects

Falmouth 5001 Amendment 13

096111 – Low Bid Award – John Kennedy – 238 Lakeview Ave #2

Lan-Tel Low Bid Award – Additional Security Cameras – presented by Winslow Architects