

FALMOUTH HOUSING AUTHORITY GENERAL SESSION
COMMISSIONERS BOARD MINUTES
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Wednesday, September 24, 2025
4:30 PM - Virtual Meeting

The General Session Meeting of the Board of Commissioners was held on Wednesday, September 24, 2025 at 4:30 p.m. 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:

Join Zoom Meeting: <https://us02web.zoom.us/j/86594636105>
Meeting ID: 865 9463 6105 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

OTHERS PRESENT: Teresa Ewald – Fenton, Ewald and Associates; Linda Clark – Falmouth Housing Corporation; Laura Bancroft; Maureen McIver – Independent Recording Secretary

CALL TO ORDER – Open General Session, Exit to Executive Session – vote
At 4:31 p.m., Chair Stephen Patton called the meeting to order.

II. Executive Session: Pursuant to M.G.L. c. 30A, §21(a)(3), to discuss strategy with respect to litigation regarding an employee matter, as an open meeting may have a detrimental effect on the litigating position of the Public Housing Authority. The Board will return to open session following executive session. Return to General Session

Resolution 2026-028

At 4:32 p.m. Kathleen Haynes moved to enter the Executive Session. 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

At 4:48 p.m. the General Session resumed.

Resolution 2026-031

Kathleen Haynes moved to take items out of order. 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

III. Public Comments

None.

VII. Project-Based Programs

a. 704 Main St 8 units – Existing program (8 certificates); presented by L Clark
Linda Clark appeared before the Board. She noted the great need for housing serving the extremely low-income population. The contract with 704 Main Street is expiring and a discussion occurred regarding the advantages and disadvantages of an extension or a 10-year contract.

Resolution 2026-032

Steve Patton moved to issue a new 10-year contract for 8 project-based voucher units at 704 Main Street.

Kathleen Haynes seconded.

A roll call vote was taken:

Stephen Patton-aye

Michael Galasso - abstain

Kathleen Haynes-aye

3 Ayes (Patton, Galasso, Haynes)

0-Nays

1-Abstention (Galasso)

MOTION CARRIED

Bobbi Richards noted that the housing authority has five authorized seats. The quorum is 3 at this meeting because 3 commissioners are attending and 1 is absent. The quorum is met even if one commissioner abstains from a vote.

b. Bushwood 545 Main St – New program (13 certificates requested); presented by M Galasso
Tabled.

IV. Approval of the Minutes –August 27, 2025 General Session – vote

Resolution 2026-033

Kathleen Haynes moved to accept the minutes of the August 27, 2025 General Session. 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

V. Report of the Fiscal Officer & Financial results for FY25– Teresa Ewald-Fenton, Ewald & Assoc.

a. Approval of HAP payments and AP Payments – 2 votes

Resolution 2026-034

Kathleen Haynes moved to approve HAP payments. Stephen Patton seconded.

A roll call vote was taken:

Stephen Patton-aye

Michael Galasso - abstain

Kathleen Haynes-aye

2 Ayes (Patton, Galasso, Haynes) 0-Nays 1-Abstention (Galasso) MOTION CARRIED

Resolution 2026-035

Kathleen Haynes moved to approve AP payments. Stephen Patton seconded.

A roll call vote was taken:

Stephen Patton-aye

Michael Galasso - abstain

Kathleen Haynes-aye

2 Ayes (Patton, Galasso, Haynes) 0-Nays 1-Abstention (Galasso) MOTION CARRIED

b. Review of public housing aging reports
Reviewed.

c. Agency-wide financial results for June 30, 2025 presented by Teresa Ewald

Teresa Ewald reviewed agency-wide financial results for June 30, 2025 which included the following:

The state report has been submitted. Reserves stand at 58%; 35% is the goal so this is good. The reserves are a percentage of monthly expenses so this is about 4 months' worth of expenses reserved. Insurance costs, especially for property and general liability, have increased. The state has offered a 5% cap increase; it is hard to predict what will happen with federal funding. Overall, FHA performed reasonably in 2025.

VI. Report of Maintenance Department and Projects - Discussion – vacant units and projects:

Kevin Donovan reported that there are 4 turnovers in process. For one, at Harborview, a vendor will be used; the tenant had been in residence for 20 years and significant renovation is needed. There was a leak in the common area at Tatakot today. The shutoff was in the wall. It was fortunate that maintenance staff was already on site. A disaster specialist was called. Oil tanks are being pumped and removed from Rose Morin with the process expected to take about a week. The security cameras, Harborview ventilation, and Tatakot piping are waiting for further action from other entities.

a. 096105 – Tree Trimming & Removal 705/667-1 Change order \$2,398.00 – vote

Resolution 2026-036

Kathleen Haynes moved approve the change order for \$2,398.00, for project #096105 for tree trimming and removal 705/667-1. Steve 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

b. Revised design for ADA unit at Rose Morin – Winslow Architects – vote
Tabled.

c. Change order to ADA bathroom renovation Harborview – Winslow Architects – vote
Tabled.

VII. Project-Based Programs

d. 704 Main St 8 units – Existing program (8 certificates); presented by L Clark
See above.

e. Bushwood 545 Main St – New program (13 certificates requested); presented by M Galasso
Tabled.

VIII. Assistant Director's Report – Discussion

a. Collections to date

MaryEllen Monty reported successes in collecting past due rents. The efforts continue with notices and phone calls if needed for accounts in arrears.

b. Leased Housing Report

The FHA has been getting some new DIAL vouchers. A lot of people have found units and been moved in.

IX. Executive Director's Correspondence & Activities Report – Discussion and Votes

a. Report [096103 – to be rebid; small contracts – Marquis Architects; SRO program (BTEO), local programs such as energy discounts & home efficiency improvements; BTEO closure as of 8/31/25– emergency vouchers issued); Harborview glass replacements due to vendor damage]

Bobbi Richards elaborated: A reasonable accommodation request from a tenant at Harborview may be more widely applicable; a concrete ramp was requested to accommodate a heavy mobility device. Kathleen Haynes noted that her device weighs over 400 pounds.

A tenant has sent letters to commissioners and others. Bobbi Richards noted that she would not engage directly with the tenant; the tenant issues letters to the housing authority on legal stationery/envelopes, as such responses are provided by FHA's legal team as FHA knows it is illegal for the tenant, who has stated there are no longer practicing, to issue communications representing otherwise.

In court today, an alleged perpetrator of domestic violence towards a tenant was ordered held in jail until trial. In court today, the FHA was granted authorization to do random weekly inspections and random inspections upon complaint of a tenant accused of smoking. A smoke detection system for tobacco and marijuana was also permitted. The hope is that this will be precedent setting.

A family situation is occurring at a unit where the tenant has passed away. Resources identified by the tenant, a sister and a niece, do not want to come and remove contents of the unit. Estranged children of the tenant have been calling and been unpleasant to the staff.

b. Commissioner Trainings Report

The state has made some changes. The issue will be appearing on October's agenda and commissioners were encouraged to keep current with training.

c. Payment Standards Effective January 1, 2026 - vote

Resolution 2026-037

Kathleen Haynes moved to accept the Payment Standards as presented Effective January 1, 2026. Stephen Patton seconded.

A roll call vote was taken:

Stephen Patton-aye

Michael Galasso - abstain

Kathleen Haynes-aye

2 Ayes (Patton, Galasso, Haynes)

0-Nays

1-Abstention (Galasso)

MOTION CARRIED

d. Utility allowance 2025 – vote

Resolution 2026-038

Kathleen Haynes moved to accept the utility allowance for 2025. Stephen Patton seconded.

A roll call vote was taken:

Stephen Patton-aye

Michael Galasso - abstain

Kathleen Haynes-aye

2 Ayes (Patton, Galasso, Haynes)

0-Nays

1-Abstention (Galasso)

MOTION CARRIED

X. Next/Future Meeting Agenda Items – October 15, 2025 at 4:30 p.m.

XI. Adjournment

Resolution 2026-036

At 5:41p.m. Kathleen Haynes moved to adjourn. 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

Relevant Documents

FHA Financial Reports for August 2025: State 667/705/Federal Public Housing Aging Reports; HAP Payments;

Check Register for Accounts Payable

704 Main Street – Current Contract Extension, Expires 10/31/25 and Letter requesting continued financial assistance

Draft Payment Standards Effective 1/1/26

Utility Allowance Study, Eff 10/1/25

Project 096105 Mayflower Tree Trimming

Change Order Proposal Request for Harborview Apt #122 Accessible Bathroom Upgrade

Leased Housing Summary

Correspondence and Activities Report from Executive Director

Draft General Session Minutes of 8/27/25