

Falmouth Housing Authority
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Wednesday, October 29, 2025 – 4:30 PM
Virtual Meeting (Zoom Platform)

This meeting was conducted remotely in accordance with the Governor’s Order suspending certain provisions of the Open Meeting Law dated March 12, 2020 and extended through 2027.

Zoom Access:

Join Zoom Meeting: [https://us02web.zoom.us/](https://us02web.zoom.us/j/86025293975)

j/86025293975 Meeting ID: 860 529 3975 | Dial-In:

1-646-558-8656

1. Call to Order

Chair Stephen Patton called the meeting to order at 4:30 p.m., reading the required script for remote meetings.

2. Roll Call

Members Present:

- Stephen Patton, Chair
- Patricia Favulli
- Kathleen Haynes
- Michael Galasso (arrived at 4:47 p.m.)

Staff Present:

- Bobbi Richards, Executive Director
- MaryEllen Monty, Assistant Director
- Benjamin Anako, Fiscal Officer
- Kevin Donovan, Maintenance Director
- Emma Montville, Maintenance Administrative Assistant

Others Present:

- Chris Kicza & John Winslow, Winslow Architects
- Maureen McIver, Independent Recording Secretary
- Laura Bancroft

A quorum was established.

3. Motion to Take Items Out of Order – Resolution 2026-037

Motion by Ms. Favulli; seconded by Ms. Haynes.

Roll Call: Patton—Aye; Favulli—Aye ; Haynes—Aye

Vote: 3-0-0

MOTION CARRIED.

4. Presentations and Related Motions

A. ADA Bathroom Renovation – Harborview

Commissioners discussed tenant-requested changes. Costs higher than expected, but modifications reasonable.

Resolution 2026-038

Motion by Ms. Favulli to authorize \$9,322.60 for Harborview Unit 122 additional ADA work; seconded by Ms. Haynes.

Roll Call: Patton—Aye; Favulli—Aye ; Haynes—Aye

Vote: 3-0-0

MOTION CARRIED.

B. Revised ADA Unit Design – Rose Morin

Revised ADA-compliant studio plans presented. Approximate cost: \$300,000 per unit including soft costs.

Resolution 2026-039

Motion by Ms. Haynes; seconded by Ms. Favulli.

Roll Call: Patton—Aye; Favulli—Aye ; Haynes—Aye

Vote: 3-0-0

MOTION CARRIED.

5. Public Comments

None.

6. Reports

A. Fiscal Officer Report – Benjamin Anako

1. HAP Payments – Resolution 2026-040

Motion by Ms. Haynes; seconded by Ms. Favulli.

Roll Call: Patton—Aye; Favulli—Aye ; Haynes—Aye

Vote: 3-0-0

MOTION CARRIED.

2. AP Payments – Resolution 2026-041

Motion by Ms. Haynes; seconded by Ms. Favulli.

Roll Call: Patton—Aye; Favulli—Aye ; Haynes—Aye

Vote: 3-0-0

MOTION CARRIED.

3. Public Housing Aging Reports

Mr. Anako stated aging remains consistent with prior months.

B. Maintenance & Capital Projects –Maintenance Superintendent

Updates included:

- Mayflower-Choate drainage and insulation work continues.
- Salt Sea Windows/Paint project kickoff; blinds to be added.
- Handrail repairs out to bid (only units needing repair).
- Mini-splits partially installed at Rose Morin.
- Fall decorating at Harborview, Salt Sea, and Mayflower-Choate.
- Turnover goal remains 7 days; state allows 21.

C. Staff Reports

Assistant Director:

Request for future analysis of lease-ups, vacancies, and turnover trends.

Copier Contract – Resolution 2026-042

Board approval required because contract term exceeded 3 years.

Motion by Ms. Favulli; seconded by Ms. Haynes.

Roll Call: Patton—Aye; Favulli—Aye; Galasso—Aye; Haynes—Aye

Vote: 4-0-0

MOTION CARRIED.

7. Approval of Minutes

A. Executive Session Minutes 9/24/25 – Resolution 2026-043

Motion by Ms. Haynes; seconded by Mr. Patton.

Roll Call: Patton—Aye; Favulli—Abstain; Galasso—Aye; Haynes—Aye

Vote: 3-0-1

MOTION CARRIED.

B. General Session Minutes 9/24/25 – Resolution 2026-044

Motion by Ms. Haynes; seconded by Mr. Patton.

Roll Call: Patton—Aye; Haynes—Aye; Favulli—Abstain; Galasso—Aye

Vote: 3-0-1

MOTION CARRIED.

8. Executive Director Update, Motions & Correspondence

A. Bushwood 545 Main Street Project-Based Vouchers

Seven certificates discussed; recommendation to postpone until 2026.

No vote taken.

B. EOHLC Amendment 5010 – Resolution 2026-045

\$117,612 additional funding.

Motion by Ms. Favulli; seconded by Mr. Patton.

Roll Call: Unanimous

Vote: 4-0-0

MOTION CARRIED.

C. Virtual Inspections

Discussion of HUD-permitted virtual inspections; no vote taken.

D. Executive Director Report – Resolution 2026-046

Includes contract award for Topneck HV #410 (\$15,969), audit update, website direction, logo presentation, training, and energy grant submission.

Motion by Ms. Haynes; seconded by Ms. Favulli.

Roll Call: Unanimous

Vote: 4-0-0

MOTION CARRIED.

E. Logo Adoption – Resolution 2026-047

Motion by Ms. Haynes; seconded by Ms. Favulli.

Roll Call: Unanimous

Vote: 4-0-0

MOTION CARRIED.

Note: Board discussed the direction of the new website design and expressed support; no separate vote taken.

9. Commissioner Trainings

No updates.

10. Unfinished Business

None.

11. New Business

Items discussed to be moved to future meeting:

- FY26 Budget & Certifications
- FY26 Board Meeting Schedule
- Tenant Handbook – ACH Draft Payment Policy
- HQS Inspection RFP
- Project-Based Applications Review

12. Next Meeting

November 19, 2025 at 4:30 PM via Zoom.

13. Adjournment – Resolution 2026-048

Motion to adjourn at 5:44 p.m. by Ms. Haynes; seconded by Ms. Favulli.

Roll Call: Patton—Aye; Favulli—Aye; Haynes—Aye; Galasso—Aye

Vote: 3-0-0

MOTION CARRIED.

Documents Used

FHA Occupancy Report for October 2025

Executive Director Correspondence & Activities Report for October 2025

Leased Housing Report for October 2025

Virtual Inspections Motion presented October 2025

Public Aging Reports for October 2025

HAP Payments for October 2025

Accounts Payable Payment Register for October 2025

Executive Session and General Session Minutes for September 24, 2025

EOHLC Amendment #1 to Contract for Financial Assistance - \$117,612.00

Revision to Tenant Handbook ACH Rent Payments Policy

Rose Morin ADA Unit Plan – Winslow Architects