

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

Wednesday, November 19, 2025
4:30 PM - Virtual Meeting

The General Session Meeting of the Board of Commissioners was held on Wednesday, November 19, 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/86025293975>
Meeting ID: 860 2529 3975 Audio Dial-In: 1-646-558-8656

MEMBERS PRESENT: Stephen Patton
Patricia Favulli
Michael Galasso
Kathleen Haynes

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: Robert Mascali; Teresa Ewald – Fenton, Ewald & Associates; Maureen McIver, Independent Recording Secretary; Laura Bancroft; Jessica Boulanger-MBI; Re: Project Based Developments: Nick Mirrione for 85 Brick Kiln; Gina Torielli – Belonging to Each Other for 545 Main St

Call To Order

At 4:30 p.m. Stephen Patton called the meeting to order, read regulations pertaining to remote open meetings, and noted a quorum.

Public Comments

None.

Approval of the Minutes – General Session Minutes of October 29, 2025 (Vote)

Resolution 2026-049

Kathleen Haynes moved to approve the General Session Minutes of October 29, 2025; Patricia Favulli seconded. Chair Patton requested that the vote for adjournment should be 4-0-0 and not 3-0-0. With that change, the roll call vote was taken as follows:

A roll call vote was taken:

Stephen Patton - aye

Patricia Favulli - aye

Kathleen Haynes - aye

Michael Galasso - aye

4 Ayes (Patton, Favulli, Haynes, Galasso)

0-Nays

MOTION CARRIED

Bobbi Richards requested a vote to take items out of order to accommodate presenters.

Resolution 2026-050

Kathleen Haynes moved to take items out of order; Patricia Favulli seconded.

A roll call vote was taken:

Stephen Patton - aye

Patricia Favulli - aye

Kathleen Haynes - aye

Michael Galasso - aye

4 Ayes (Patton, Favulli, Haynes, Galasso)

0-Nays

MOTION CARRIED

Project-Based Program Certificates Request

-85 Brick Kiln Rd – New Build (10 certificates requested) presented by Nick Mirrione

Nick Mirrione reported that there are 22 studios in this 40-unit development. The studios on the first floor are handicap accessible, being wheelchair accessible but lacking handicap features such as low counters. If needed, accommodations could be made for tenants with sight, hearing, and mobility issues. Nick Mirrione acknowledged the large cost to modify but said state programs offer help to do so. The units are built under the Stretch Code.

Michael Galasso began questioning Nick Mirrione regarding elements of the project being proposed. Bobbi Richards expressed concern that this presented a conflict of interest as Commissioner Galasso has a project-based request for a separate project; the Town of Falmouth has approved the project that is being presented by Mr. Mirrione. Chair Steve Patton announced that Michael Galasso should not ask any more questions regarding Mr. Mirrione's project-based certificate request. Michael Galasso asked what questions he could ask. Patricia Favulli thought that no questions would be appropriate.

Nick Mirrione said that dumpsters would be used for trash. The project agrees with ZBA specifications. An affordability monitoring has not yet been assigned. One bay of the three-car garage will be used by an onsite manager so someone will be available to address issues should they come up.

Bobbi Richards cautioned that any vote to approve should be contingent on available HUD funding. FHA currently has about 50 certificates – the exact number available was not immediately known; but issuance of the certificates that are available are based on budget authority. There will be a meeting with HUD tomorrow to clarify some details related to shortfall on the Mainstream program, an evaluation of the budget spending for the HCV program and a review of concerns, if any, on the project-based program. Bobbi Richards noted that the requests for the project-based certificates from both Commissioner Galasso and Mr. Mirrione were minimal.

-545 Main St – Renovation/New Build (7 certificates requested) presented by Michael Galasso

Michael Galasso appeared before the Board to request project-based certificates for a project that he is involved with. Gina Torielli, Executive Director of Belonging to Each Other (BTEO) was also on the call in support of the project; Ms. Torielli represents a program that is intended to co-occupy a small area of the proposed space. Commissioner Galasso had previously presented the project at an earlier stage of development. The location is ideal for public transportation, being on the bus line. All units are handicap accessible and hallways are wider than normal because the building was previously a nursing home. 3 units are fully accessible and two are accessible for tenants with impaired hearing. The carbon footprint has been lowered by 80%. Utilities are paid by the landlord and studios start at \$897. The Planning Board, ZBA, and Select Board have been supportive.

Chair Patton clarified that there are now two project-based voucher programs before the Board for a vote. He asked for a vote on the first project presented, 85 Brick Kiln Rd (10 certificates requested) presented by Nick Mirrione.

Resolution 2026-051

Patricia Favulli moved to grant 10 certificates to the 85 Brick Kiln Rd project as presented by Nick Mirrione pending HUD funding availability. Kathleen Haynes seconded.

A roll call vote was taken.

Stephen Patton - aye

Patricia Favulli - aye

Kathleen Haynes - aye

Michael Galasso - abstention

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

Chair Patton called for a vote on the 544 Main Street Project (7 certificates requested) presented by Michael Galasso. No motion was made.

Massachusetts Broadband Institute Grant Award – Presentation by Jessica Boulanger, MBI Broadband & Digital Equity Grants Manager, Massachusetts Technology Collaborative

- FHA has been awarded a MA Broadband Institute (MBI) Residential Retrofit Grant
- All five FHA public housing sites approved
- Total grant value: approximately \$500k
- MBI conducted a statewide competitive procurement and selected all vendors
- Aervivo is the MBI-designated vendor for FHA

Votes required

- Accept the MBI Residential Retrofit Grant

- Authorize FHA's participation with Aervivo as the assigned, duly procured vendor

Jessica Boulanger appeared to present and to answer questions. She explained that the program FHA would be participating in was funded by the Capital Project Funds of the US Department of the Treasury. The funding is to upgrade the wiring in affordable housing in Massachusetts. MBI acts as a "store" so they can connect housing operators with the internet service providers. Aervivo, a Californian company, submitted the winning bid. This company has been working on several rounds of residential retrofit; they are offering plans to tenants at \$15.99 to \$29.99 per month. Additionally, Aervivo is offering one computer for every 4 residents at each site as well as a digital literacy course.

Local companies were prioritized in the bidding criteria; Open Cape was specifically invited to bid but did not. This proposal will present opportunities for choice for tenants who now have only one option. FHA has the opportunity to have its legal counsel to review contracts.

Resolution 2026-052

Kathleen Haynes moved to accept the MBI Residential Retrofit Grant. Patricia Favulli seconded.

A roll call vote was taken:

Stephen Patton - aye

Patricia Favulli - aye

Kathleen Haynes - aye

Michael Galasso - nay

3 Ayes (Patton, Favulli, Haynes) 1-Nays (Galasso) MOTION CARRIED

Resolution 2026-053

Patricia Favulli moved to authorize participation with Aervivo as the assigned, duly procured vendor. Kathleen Haynes seconded.

A roll call vote was taken:

Stephen Patton - aye

Patricia Favulli - aye
Kathleen Haynes - aye
Michael Galasso - nay
3 Ayes (Patton, Favulli, Haynes) 1-Nays (Galasso) MOTION CARRIED

Michael Galasso stated that he reconsidered his vote to accept the grant.

Resolution 2026-054

Michael Galasso requested, then moved to reconsider his vote regarding acceptance of the grant. Patricia Favulli seconded.

A roll call vote was taken:

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

Resolution 2026-055

Kathleen Haynes moved to accept the MBI Residential Retrofit Grant. Patricia Favulli seconded.

A roll call vote was taken:

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

Reports of Officers

Report of the Fiscal Officer

-FY26 Budget and Certifications presented by Teresa Ewald – Fenton, Ewald, and Associates –
Vote

Teresa Ewald appeared and reviewed changes in the state and federal programs. State programs, though receiving only a 5% increase overall which was smaller than the 9% and 12% of previous years, are in good shape. Federal programs received an increase of 2.7% for non-utilities and 3.3% for utilities. Concern is for administrative fees and proration. Ms. Ewald noted that the Union and FHA agreed to a 4% increase for FY26; the future years (FY27 and FY28 will need to be revisited. Capital funds funding is also uncertain with cuts of 30% possible. Employee health insurance increased approximately 7.5% and is expected to continue to go up. Retirement increased \$20k (approximately 6.5%). Contract costs for maintenance and labor increased; we moved a part time position to full time in the department and this added slightly to costs, but materials were less this past year and that helped the maintenance end of the budget. Concern was also expressed about the lawsuit and a potential settlement that may have to be paid.

Resolution 2026-056

Patricia Favulli moved to accept the fiscal year 2026 budget as presented by Teresa Ewald. Stephen Patton seconded.

A roll call vote was taken:

Stephen Patton - aye
Patricia Favulli - aye
Kathleen Haynes - aye
Michael Galasso - abstain
3 Ayes (Patton, Favulli, Haynes, Galasso) 0-Nays 1-Abstain (Galasso) MOTION CARRIED

-Approval of HAP Payments and AP Payments – Two votes Required
Benjamin Anako reported that there was nothing unusual this month.

Resolution 2026-057

Patricia Favulli moved to accept the HAP payments. Kathleen Haynes seconded.

A roll call vote was taken:

Stephen Patton - aye

Patricia Favulli - aye

Kathleen Haynes - aye

Michael Galasso - abstain

3 Ayes (Patton, Favulli, Haynes, Galasso) 0-Nays 1-Abstain (Galasso) MOTION CARRIED

Resolution 2026-058

Patricia Favulli moved to accept the AP payments. Kathleen Haynes seconded.

A roll call vote was taken:

Stephen Patton - aye

Patricia Favulli - aye

Kathleen Haynes - aye

Michael Galasso - abstain

3 Ayes (Patton, Favulli, Haynes, Galasso) 0-Nays 1-Abstain (Galasso) MOTION CARRIED

-Review of Public Housing Aging Report – Reviewed. Benjamin Anako explained that the report contains notation regarding tenants that left the housing authority but still owe monies.

-Revised Tenant Handbook Policy on ACH Draft Payments – Vote

Chair Patton reviewed the policy aloud; Patricia Favulli agreed that the policy were clear and made sense.

Patricia Favulli motioned to accept the policy as drafted. Kathleen Haynes seconded the motion.

Resolution 2026-059

Patricia Favulli motioned to accept the Revised Tenant Handbook Policy on ACH Draft Payments as presented.

Kathleen Haynes seconded the motion. A roll call vote was taken:

Stephen Patton - aye

Patricia Favulli - aye

Kathleen Haynes - aye

Michael Galasso – no vote

3 Ayes (Patton, Favulli, Haynes) 0-Nays No Vote (Galasso) MOTION CARRIED

Assistant Director's Report

-Collections to Date

MaryEllen Monty reported that \$2,500 was collected recently from 4 people with 2 repaying full amounts owed; Leased Housing Report was reviewed.

Executive Director's Correspondence & Activities Report – Vote

-Virtual inspections requiring owner; participant optional

The FHA asked for the flexibility to do virtual inspections when in person inspections could hold up a lease being done. HUD recommends virtual inspections.

-Annual Staff Party

\$800 was requested for lunch at a local restaurant. Bobbi Richards shared that a local venue is always selected; staff perform a gift exchange. In the past Bobbi Richards covered the overage of the party, however that can be expensive and is not the goal. Board members are invited to attend.

-Annual PMR Results

The review of the PMR results were discussed. FHA improved on all areas of the review and areas requiring corrective action were different than the previous year, including the CHAMP applications portion where an issue was noted and FHA was able to successfully argue the issue which resulted in removal of the notation.

This was due to our team, especially Melissa Santos' keen review of data entered applications as the issue was related to a light colored date stamp. Inspections of the units (7 in total, which was an increase from the year prior as the program has changed slightly at the EOHLC level) were conducted by EOHLC facilities management inspector and Kevin Donovan- Maintenance Superintendent. Our maintenance team improved greatly in the work order review. Emma Montville and Kevin Donovan worked diligently to improve work order data entry and response time and their efforts were noted by the EOHLC inspector. The desk audit review revealed that the FHA was behind at the beginning of the year, which resulted in a meeting with EOHLC that included Chair Patton and Patricia Favulli (Past Chair). This affected the first two quarters, which had been discussed at previous meetings in the past year; Teresa Ewald has submitted the financial statements on FHA's behalf and the quarterly financial reporting is now up to date. Benjamin Anako is working closer with Fenton, Ewald & Associates regarding monthly financial reporting and a plan to be ahead of the reporting schedule has been discussed and emphasized. Bobbi Richards expressed frustration over a failed boiler situation that was active and monies were sought from EOHLC through either a budget revision or a separate fund if EOHLC had one available; EOHLC's response was that a budget amendment would be denied and FHA would need to fund the cost – approximately \$22k -from operating funds, which is a hardship to FHA and it makes management of the maintenance team and budget challenging. An overall comparison of the two years showed improvement across the portfolio with the exception of Commissioner Trainings. Bobbi Richards requested that the Commissioners provide a copy of their training certificates, if they took it before June 30, 2025, so that this issue can be appealed and PMR results could be challenged as it may help to avoid a strike letter. Ms. Richards explained that Commissioners are required to take the EOHLC training through its portal either 60 or 90 days from joining the Board as well as every two years.

-Commissioners Training

Commissioners were again urged to send certificates of trainings they completed to Bobbi Richards. Trainings must be done online through the established EOHLC website.

- Board Meeting Dates for Jan-June 2026 – propose 4th Wed of each month

This was agreeable to all. The December meeting for 2025 is recommended for the last Wednesday, which will be December 31, 2025.

-Authorization to Proceed with Lease Termination – Non-Occupancy Exceeding 180 days.

The Executive Director reported that a tenant at Tatakert Apartments has been absent from their unit for at least 180 days and likely for more than one year due to residing in a higher level of care. During the tenant's absence, an aide initially resided in the unit; subsequently, the aide's daughter moved in, followed by the presence of a dog, none of which were authorized occupants.

Authorization was requested to proceed with lease termination based on the tenant's non-occupancy in excess of 180 days, in accordance with lease requirements.

Although the Board had intended to approve the Executive Director's Report through a single, blanket vote, Commissioner Stephen Patton noted that multiple issues were accumulating and suggested that certain matters, including this item, should be considered and voted on separately.

Resolution 2026-060

Patricia Favulli moved to authorize a policy to proceed with lease termination for non-occupancy exceeding 180 days. Kathleen Haynes seconded.

A roll call vote was taken:

Stephen Patton - aye

Patricia Favulli - aye

Kathleen Haynes - aye

Michael Galasso - aye

4 Ayes (Patton, Favulli, Haynes, Galasso)

0-Nays

MOTION CARRIED

Resolution 2026-061

Patricia Favulli moved to accept virtual inspections requiring owner participation as an option for inspections.

Kathleen Haynes seconded.

A roll call vote was taken:

Stephen Patton - aye

Patricia Favulli - aye

Kathleen Haynes - aye

Michael Galasso - abstain

3 Ayes (Patton, Favulli, Haynes, Galasso) 0-Nays 1-Abstain (Galasso) MOTION CARRIED

-Mainstream Program (HCV) Shortfall Prediction

The program is leased at 79 but is overbudget. There is a meeting with HUD tomorrow to discuss shortfall and remedies. Bobbi Richards will keep the Board updated. Chair Patton will be on the call.

-Housing Choice Voucher Inspection Services RFP

1. RFP closes 11/28/25

2. Estimated contract value below \$100k

3. FHA requests authorization to review bids and award contract in-house to lowest responsive and responsive bidder once RFP closes

Tabled.

Resolution 2026-062

Patricia Favulli moved to accept the Executive Director's Correspondence & Activities Report.

Kathleen Haynes seconded.

A roll call vote was taken:

Stephen Patton - aye

Patricia Favulli - aye

Kathleen Haynes - aye

Michael Galasso - aye

4 Ayes (Patton, Favulli, Haynes, Galasso) 0-Nays MOTION CARRIED

Report of Maintenance Department and Projects - Discussion

-Vacant units requiring unit turns

Presently, 6 units are being turned.

-Ongoing and upcoming projects

Working with an architect, the Harborview aging in place improvements are underway.

A boiler at Salt Sea failed. Tenants are being housed at the Iris Hotel (formerly Holiday Inn) with repairs expected to be finished by Friday. The vendor procured by EOHLC has been doing preliminary work for window replacement there. Commissioner Galasso asked for additional information regarding the type of windows that were proposed for installation. The windows, by Storm Gate, are hurricane impact/severe weather compliant. Kevin Donovan shared that the project has been permitted. Bobbi Richards shared that EOHLC is in charge of the project and conducted the procurement. Commissioner Favullis shared that the manufacturer of the windows is Sturgis windows and Storm Gate is one of their residential lines. Ceiling panels and painting of ceilings at Rose Morin are still being performed.

Additional New Business – None currently.

Future Meeting Date and Agenda Items

-Proposed Next Meeting Date – December 31, 2025 at 4:30 p.m. This date was confirmed.

-Project-Based Application: Bushwood -545 Main St (tabled to January 2026)

-Additional future agenda items as determined by Chair - None proposed.

Adjournment

Resolution 2026-063

At 6:25 p.m. Kathleen Haynes moved to adjourn. Patricia Favulli seconded.

A roll call vote was taken:

Stephen Patton - aye

Patricia Favulli - aye

Kathleen Haynes - aye

Michael Galasso - aye

4 Ayes (Patton, Favulli, Haynes, Galasso)

0-Nays

MOTION CARRIED

Relevant Documents

FY26 Budget prepared by Fenton, Ewald and Associates

Project Based Request –Bushwood’s 545 Main St

Project Based Request – Dan Maclone’s 85 Brick Kiln

Overview regarding FHA Shortfall Mainstream Program (HUD) prepared by FHA

Policy: Public Housing Lease Termination & ACOP Amendment

Public Housing Aging Reports for October 2025

HAP Payments for October 2025

Accounts Payable Checks Issued Report for October 2025

Policy: Remote Video Inspections for the Housing Choice Voucher Program

FHA Preventative Maintenance Schedule and Checklist

General Session Minutes of October 29, 2025

Federal State Occupancy Report

Policy: ACH Draft Payments Revision

Executive Director’s Report of Correspondence and Activities