

FALMOUTH HOUSING AUTHORITY - COMMISSIONERS  
REGULAR BOARD MEETING MINUTES  
Wednesday, August 28, 2024  
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The Falmouth Housing Authority conducted a General Session Commissioners Board Meeting on Wednesday, August 28, 2024. The general session began at 4:30 p.m, then go into a public hearing. Following the public hearing, the meeting returned to the general session. The Board did its best to adhere to posted time frames, but times may have varied. The meeting(s) was held via a virtual meeting pursuant to Massachusetts Governor Charles D. Baker's Order Suspending Certain Provisions of the Open Meeting Law dated March 12, 2020; extended to 2025.

The public were invited to join in the general session meeting by going to:  
Link: <https://us02web.zoom.us/j/4033039685?omn=82644720065> Meeting ID: 403 303 9685  
Audio Access: 1-646-558-8656 Meeting ID: 403 303 9685

MEMBERS PRESENT: Stephen Patton  
Patricia Favulli  
Michael Galasso  
Kathleen Haynes (arrived at 4:40 p.m.)  
Jack Richardson

STAFF PRESENT: Bobbi Richards, Executive Director  
Leslie Pearce, Assistant Director  
Benjamin Anako, Fiscal Officer  
Kevin Donovan, Maintenance Supervisor

OTHERS PRESENT: Laura Bancroft, Teresa Ewald-Fenton, Ewald & Associates, Emma Monville – FHA Maintenance Administrative Asst, Ron Jean – Delta Wye, Maureen McIver – Independent Recording Secretary

OPEN SESSION

At 4:31 p.m. Stephen Patton called the meeting to order noting regulations for virtual meetings. He noted that items may be taken out of order to accommodate the schedules of the three presenters.

After the Public Hearing, the General Session resumed at 4:41 p.m..

**Public comment**

None.

**Items requiring discussion and vote:**

-Minutes of General Session of July 17, 2024 – vote  
Tabled

-EOHLC reports presented by Fenton, Ewald & Associates, P.C.:

1. State review of census data report – vote

Resolution 2025-017

Patricia Favulli moved to approve the State review of census data report. Jack Richardson seconded.

A roll call vote was taken:

Stephen Patton -aye

Patricia Favulli-aye

Michael Galasso-aye

Jack Richardson-aye

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

2. Top Five Compensation – vote

Teresa Ewald informed that the information presented is based on the payroll and base salaries. Teresa Ewald explained that the salaries reported contained retro pays from previous years.

Resolution 2025-021

Kathleen Haynes moved to approve the top 5 compensations for fiscal year 2024. Patricia Favulli seconded.

A roll call vote was taken:

Stephen Patton-aye

Patricia Favulli-aye

Michael Galasso-abstained

Kathleen Haynes-aye

Jack Richardson-aye

4 Ayes (Patton, Favulli, Haynes, Richardson) 0-Nay 1-Abstention (Galasso)  
MOTION CARRIED

3. Lead Compliance Certification – vote

Bobbi Richards noted that this form, voted every year, is attached to tenants' leases. Bobbi Richards explained that tenants' are provided information regarding the lead status of their unit and the MA lead law at the time of initial lease up.

Resolution 2025-022

Jack Richardson moved to accept the certification.

Kathleen Haynes seconded.

A roll call vote was taken:

Stephen Patton-aye

Patricia Favulli-aye

Michael Galasso-abstained

Kathleen Haynes-aye

Jack Richardson-aye

4 Ayes (Patton, Favulli, Haynes, Richardson) 0-Nay 1-Abstention (Galasso)

MOTION CARRIED

4. Wage Match Certification – vote item tabled

5. Financial statements through 6/30/24 – vote

Teresa Ewald explained that last month's presentation was a review of the budget; this presentation will review the year end financial statements for the 4001, 667, 705, 689, and MRVP programs. The Board will be asked to approve these statements.

The 4001 program is the major program with an overrun budget which every housing authority Teresa Ewald is familiar with runs. Except for this item, the FHA did well living within its means with a \$31,000 deficit which brought the reserves to about \$91,000 which is about 24%. An exemption was granted for the \$49,000 asbestos abatement cost.

The 8-unit special needs housing 689 program lost \$4,000 but has reserves at \$21,000. VinFen and DMH who run the program have noted the availability of use of the reserves and have begun requesting improvements on the property; Bobbi Richards shared that FHA recently completed a flooring replacement on the first floor common area. The requests are not unreasonable but funding is lacking. Other funding sources were mentioned: FAHF which has funds available from the CPC and a less restrictive general fund, county funds, and MOD money.

The 28-unit MRVP was not fully leased throughout the year and \$1,600 was lost. There are \$2,300 in reserves, which are rarely used by the housing authority because this is a voucher program and the lease agreements are with private landlords.

Resolution 2025-020

Patricia Favulli moved to approve the state financial statements from 7/1/23 through 6/30/24.

Kathleen Haynes seconded.

A roll call vote was taken:

Stephen Patton-aye

Patricia Favulli-aye

Michael Galasso-abstained

Kathleen Haynes-aye

Jack Richardson-aye

4 Ayes (Patton, Favulli, Haynes, Richardson) 0-Nay 1-Abstention (Galasso)

MOTION CARRIED

-Fiscal Officer review of public housing and aging, HAP, and bills – vote

Benjamin Banako reviewed public housing and aging reports, HAP, and bills. He had compared financials from recent past months to this July's finding items consistent from month to month.

He will modify the reports for next month and seek feedback from the Board regarding whether the modifications are an improvement.

Resolution 2025-018

Patricia Favulli moved to approve the report as presented, HAP, and bills.

Jack Richardson seconded.

A roll call vote was taken:

Stephen Patton-aye

Patricia Favulli-aye

Michael Galasso-abstained

Kathleen Haynes-aye

Jack Richardson-aye

4 Ayes (Patton, Favulli, Haynes, Richardson) 0-Nay 1-Abstention (Galasso)

MOTION CARRIED

-Maintenance Superintendent – Review of portfolio and projects (Tataketa walkways, ARPA Salt Sea bathroom fan, 096092-14 Ashton, scattered sites, public housing)

Kevin Donovan reported 7 turnovers this month. Two units may be subbed out due to the high volume and poor condition. The Tataketa walkways are under construction. The Trek system appears to be very good quality. Tenants report happiness with the project and the quality of the work.

1. Electric Panel Replacements at Rose Morin as presented by Delta Wye –

Laracy Electrical Contractors, Inc - \$158,300.00 – vote

Representatives Ron Jean and Joseph Saint Germain appeared with a presentation.

The 5 bids ranged from \$158,000 to \$425,000. The scope was to replace the existing Federal Pacific panels. Laracy Electrical Contractors, Inc was the low bidder at \$158,300.00. They propose to have 3-4 electricians on the job and do 3-4 panels per day, taking 4-5 weeks to do the work.

Resolution 2025-019

Patricia Favulli moved to approve Laracy Electrical Contractors, Inc to replace the electric panels at Rose Morin for \$158,300.00 as presented by Delta Wye.

Jack Richardson seconded.

A roll call vote was taken:

Stephen Patton -aye

Patricia Favulli-aye

Michael Galasso-aye

Kathleen Haynes-aye

Jack Richardson-aye

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

2. Harborview Carpet Flooring Repl – MassFloors – CSC/CFC and retainage

\$7155.30-votes

Kevin Donovan reported that the work looks great. The tenants are pleased with the replacement.

Resolution 2025-023

Patricia Favulli moved to approve the final completion and retainage to MassFloors for \$7155.30. Kathleen Haynes seconded.

A roll call vote was taken:

Stephen Patton -aye

Patricia Favulli-aye

Michael Galasso-aye

Kathleen Haynes-aye

Jack Richardson-aye

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

3. 096090-86 Meredith Roof Repl – CSC/CFC FRG –votes

Kevin Donovan reported that the work appears to be very good.

Resolution 2025-024

Patricia Favulli moved to approve final completion payment of work done to replace the roof at 86 Meredith.

Kathleen Haynes seconded.

A roll call vote was taken:

Stephen Patton -aye

Patricia Favulli-aye

Michael Galasso-aye

Kathleen Haynes-aye

Jack Richardson-aye

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

4. Project-based contract – 738 E Falmouth Hwy, 1 unit – vote

Nick Mironi, on behalf of the Dan Maclone, appeared to explain that the recent purchase is hoped to be linked to an abutting property at Rebecca Ann Lane. 10 units are the expectation. 1 project based voucher is proposed to try to develop a working relationship with the FHA.

Michael Galasso thought that more should be known about the proposal. Will units be energy efficient? Have amenities?

Bobbi Richards noted that approval would ensure that the unit, currently occupied by an elderly disabled tenant, would remain affordable. She reminded that the Board has tasked her with the goal to get more project-based development agreements in place. Thus far, all project-based voucher units in Falmouth, except for the emergency Cape Cod Apartments have been established using one primary agency, and Ms. Richards is concerned about the appearance of a monopoly as it relates to the project-based units program. Efforts have been made to increase outreach on the availability of project-based agreements with FHA.

Resolution 2025-022

Kathleen Haynes moved to approve the project-based voucher at 738 E Falmouth Highway.

Steve Patton seconded.

A roll call vote was taken:

Stephen Patton -aye

Patricia Favulli-abstained

Michael Galasso-aye

Kathleen Haynes-aye

Jack Richardson-aye

4 Ayes (Patton, Galasso, Haynes, Richardson) 0-Nays 1-Abstention (Favulli)

MOTION CARRIED

Bobbi Richards informed that all units must pass a quality standard set by HUD and that FHA uses third party inspectors for its housing choice voucher, which includes the project-based program, inspections.

-Assistant Director monthly report of leased activity  
Leslie Pearce reported a deluge of vacancies in the last 30 days.

-Development

-Executive Director report of activities and correspondence [new fiscal year updates, trainings, collections/legal actions/lease violations, commissioners required trainings (EOHLC compliance), staff trainings; small contracts approved] -vote

Bobbi Richards reported using AI for the report and was pleased with the results. A review of legal activity is contained in the report.

Steve Patton inquired about commissioners required trainings (EOHLC compliance). All have complied except Michael Galasso who said that he is working on it and Jack Richardson who was unable to log in. Bobbi Richards will seek to resolve the logging in issue.

#### Resolution 2025-025

Patricia Favulli moved to accept the report of the Executive Director.

Kathleen Haynes seconded.

A roll call vote was taken:

Stephen Patton -aye

Patricia Favulli-aye

Michael Galasso-aye

Kathleen Haynes-aye

Jack Richardson-aye

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

-Next meeting agenda items - Special Session to discuss Needs Assessment –

Wednesday, 9/11/24 at 4:30 p.m.

g. Adjournment

#### Resolution 2025-026

At 5:58 p.m. Kathleen Haynes moved to adjourn.

Patricia Favulli seconded.

A roll call vote was taken:

Stephen Patton -aye

Patricia Favulli-aye

Michael Galasso-aye

Kathleen Haynes-aye

Jack Richardson-aye

5 Ayes (Patton, favulli, Galasso, Haynes, Richardson)      0-Nays      MOTION CARRIED

#### Relevant Documents

State FY24HAFIS reports for MRVP, 689-1, 400-1  
Bid Award documents related to Electric panel replacement at Rose Morin, led by Delta Way  
(primary engineer, and Laracy Electrical-low bidder)  
Draft Housing Search Coordinator grant request to Cape Cod Foundation-Falmouth Fund  
Executive Director's Correspondence report of 8.28.24  
GASB 74 75 -FY24 Summary Report  
July 2024 Check Register  
Landlord Payments through 7.31.24  
Falmouth Financials from Fenton, Ewald & Associates through 5.31.24  
FHA Public Aging Reports (Federal, State) through 7.31.24  
FRG Small projects Requisition Form, Certificate of Substantial and Final Completion-\$1098.00  
Certificate of Final Completion – Mass Floors - \$\$7,155.30  
Leased Housing Summary, August 2024  
Photographs of Walkway progress at Tataket Apartments  
Draft General Session Minutes of 7.17.24  
PBV Proposal – Dan Maclone – 738 E Falmouth Hwy, East Falmouth  
Federal/State Occupancy Report as of August 2024  
State Programs Race and Ethnicity/Census Report for FY24

public housing and aging report, HAP and bills, State financial statements, Top 5 compensations,  
report of the Executive Director, report of leased activity,