

FALMOUTH HOUSING AUTHORITY - COMMISSIONERS GENERAL SESSION  
BOARD MEETING MINUTES

Wednesday, July 17, 2024  
115 Scranton Avenue  
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The Falmouth Housing Authority conducted a Special Session Commissioners Board Meeting Wednesday, July 17, 2024. The session began at 4:30 p.m. 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/88673999295> Meeting ID: 886 7399 9295  
Audio Access: 1-646-558-8656 Meeting ID: 886 7399 9295

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

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

OTHERS PRESENT: Laura Bancroft, Stan Hodginson-Cape Cod Five Bank,  
Teresa Ewald – Fenton, Ewald & Assoc, P.C.,  
Maureen McIver – Recording Secretary

OPEN SESSION

At 4:32 p.m. Steve Patton called the meeting to order and reviewed regulations for open and remote meetings.

-Cape Cod Five Bank – Stanley Hodkinson, VP of Government Banking  
Stanley Hodkinson, VP of Government Banking provided a PowerPoint presentation and told the Board that the Cape Cod Five Bank had been in existence for 169 years, had \$5.2 billion in assets, and made \$1.7 million in charitable contributions last year. Stanley Hodkinson has had 20 years of relationships with municipalities and presently covers an area from Provincetown to Falmouth as well as the islands.

Bobbi Richards noted most of all of the accounts of the FHA are with Cape Cod Five Bank. The housing authority must update its signatures with the bank to allow all eligible Commissioners signing authority in FHA's software system and for the bank accounts. Presently the signers are Patricia Favulli and Stephen Patton. Mr. Hodkinson will provide additional information for the Board members via email to the Director.

### **Items requiring discussion and vote:**

-Annual fiscal discussion, as presented by Fenton, Ewald & Associates

Teresa Ewald said that she would review changes to the 2023 to 2024 budget, salaries, what is built into the budget including 10 months of financials done, and a 2025 budget review. The review and a discussion included the following:

- The state 4001 program continues to struggle, with a significant deficit this year.
- EOHLC awarded \$6,000 which helps with the \$34,000 spent on legal fees.
- The Resident Services Coordinator position was funded \$60,000 - up from \$50,000 previously.
- Half a million is the spending cap and spending is \$20,000 over this.
- Consideration should be given to a reserve augmentation next year to help with the struggling state program.
- It was reviewed that the 4001 is comprised of Salt Sea, Choate, and 25 single family homes, called "scattered sites."
- Other state programs include 689 which is 8 units of special needs housing. This is a group home managed by Vinfen and is located at 58 Rose Morin Lane. This program is doing fine with \$27,000 in reserves. Additionally, the MRVP program has 32 units and is stable.
- The Federal, composed of AMP 1 and 2 aspects, is doing fine. Income has two components: rental income and subsidies.
- The two trucks purchased this year came from the \$670,000 capital fund award from the Federal program.
- Reserves are good.
- The Leased Housing Programs, DIAL and Mainstream (Section 8), are funded at 97%. The goal is to increase lease up rates. It is a challenge due to the difficult rental housing market.
- There were significant legal costs this year. Courts are becoming more available after business was slowed during Covid. The housing authority has moved cases to the court, now that they are being accepted, for action. This and the employee termination issue have lead to the legal costs.
- Litigation is expensive but doing nothing is not a viable option; some tenants refuse to pay or leave without court intervention. The situations are often complex.
- Teresa Ewald concluded that the FHA would break even except for the State 4001 program.

### Resolution 2025-006

Patricia Favulli moved to approve the 2024 budget for the 4001, 689, and MRVP programs dated January 2024. Steve Patton seconded.

A roll call vote was taken:

Stephen Patton -aye  
Patricia Favulli-aye  
Michael Galasso-abstained  
Kathleen Haynes-aye  
Jack Richardson-abstained  
3 Ayes (Patton, Favulli, Haynes,) 0-Nays 2-Abstentions (Galasso, Richardson)  
MOTION CARRIED

-FY24 budget – vote  
Resolution 2025-007  
Patricia Favulli moved to approve the fiscal year 2024 budget dated June 3, 2024 for all programs based on the presentation of the financials and discussion presented by Teresa Ewald.  
Kathleen Haynes seconded.  
A roll call vote was taken:  
Stephen Patton -aye  
Patricia Favulli-aye  
Michael Galasso-abstained  
Kathleen Haynes-aye  
Jack Richardson-abstained  
3 Ayes (Patton, Favulli, Haynes,) 0-Nays 2-Abstentions (Galasso, Richardson)  
MOTION CARRIED

-Tenant write-offs through June 30, 2024 – vote  
Resolution 2025-008  
Patricia Favulli moved to approve the tenant write-offs through June 30, 2024.  
Kathleen Haynes seconded.  
A roll call vote was taken:  
Steve Patton -aye  
Michael Galasso-abstained  
Kathleen Haynes-aye  
Jack Richardson-abstained  
Patricia Favulli-aye  
4 Ayes (Patton, Favulli, Haynes, Richardson) 0-Nays 1 Abstention (Galasso)  
MOTION CARRIED

-Public Comment  
None

-Minutes of Special Session – July 3, 2024 – vote  
Resolution 2025-009  
Jack Richardson moved to approve the minutes of Special Session July 3, 2024.  
Kathleen Haynes seconded.  
A roll call vote was taken:  
Steve Patton -aye  
Michael Galasso-aye  
Kathleen Haynes-aye

Jack Richardson-aye  
Patricia Favulli-abstained  
4 Ayes (Patton, Haynes, Galasso, Richardson)      0-Nays      1 Abstention (Favulli)  
MOTION CARRIED

-Policy: Confidentiality – vote

Resolution 2025-010

Patricia Favulli moved to approve the confidentiality policy. Kathleen Haynes seconded.

A roll call vote was taken:

Steve 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

-Policy – Security Cameras – vote

Resolution 2025-011

Patricia Favulli moved to approve the security cameras policy.

Kathleen Haynes seconded.

A roll call vote was taken:

Steve 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

-Development committee

The board discussed whether to form a subcommittee comprised of 2 board members and 3 members of the public to do the work of assessing the properties for redevelopment. Arguments in favor of this include having more people to do the considerable amount of work this involves and making the process more transparent to the public as well as highlighting the work that the FHA does. Arguments against forming a committee at this time include lack of a review of the recently issued assessment funded by the town and lack of understanding of the extent of constraints imposed on housing authorities as they undertake redevelopment. No action was taken.

-096101-44 Carolyn-low bid-Zander Corporation, \$168k-vote

Bobbi Richards noted that there had been a bid protest; John Kennedy had been the low bidder but they did not file one portion of the bid correctly. The state awarded the bid to Zander, the next lowest bidder.

Resolution 2025-012

Patricia Favulli moved to approve the bid from Zander Corporation, 096101 for 44 Carolyn for \$168,000. Kathleen Haynes seconded.

A roll call vote was taken:

Steve 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

-Fiscal Officer review of public housing and aging

1. HAP and bills – vote

Resolution 2025-013

Patricia Favulli moved to table until the August meeting.

Kathleen Haynes seconded.

A roll call vote was taken:

Steve Patton -aye

Patricia Favulli-aye

Michael Galasso-abstain

Kathleen Haynes-aye

Jack Richardson-aye

5 Ayes (Patton, Favulli, Galasso, Haynes, Richardson)

0-Nays 1-Abstention (Galasso)

MOTION CARRIED

-Maintenance Superintendent – Review of portfolio and projects (Tataket walkways, scattered sites, public housing)

Kevin Donovan reported that the ceilings at Tataket are being stripped. The crew keeps the site clean and there have been no complaints. An issue was discovered with the foundation supports.

Bobbi Richards reported that a change order has been submitted and approved for \$11,316.

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

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

2. 096096 – 20 Madeline kick off meeting held

-Assistant Director monthly report of leased activity

Leslie Pearce reviewed the Leased Housing Report for July. There were few changes.

-Executive Director report of activities and correspondence (delay of implementation of

HOTMA, tenant meetings, new fiscal year updates, security cameras, trainings,

commissioner training(s), collections/legal actions/lease violations, commissioners

required trainings (EOHLC compliance), staff trainings; small contracts approved – vote Tabled

Next meeting agenda items

i. FY24 Year-End State financial statements and certifications-vote

ii. Public Housing lease, Admissions & Occupancy Plan revisions, house rules –  
vote

iii. New project-based contract(s) - vote

Adjournment

Resolution 2025-014

At 5:46 p.m. Patricia Favulli moved to adjourn.

Kathleen Haynes seconded.

A roll call vote was taken:

Steve 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

096101 – 44 Carolyn Zander Low Bid package

096092 14 Ashton Kitchen Renovation EOHLC Scope

Vacancy Report as of 7.15.24

Draft Confidentiality policy

Draft Security camera policy

Special Session Minutes of 7.3.24

Leased Housing Summary July 2024

Write Offs for Federal and state public housing as of 6.30.24

Cape Cod Five Powerpoint presentation