

FALMOUTH HOUSING AUTHORITY BOARD OF COMMISSIONERS
GENERAL SESSION MEETING MINUTES
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Tuesday, March 31, 2026- Virtual Meeting

Zoom Access:

Join Zoom Meeting: <https://us02web.zoom.us/j/82457056424>

Meeting ID: 842 7864 5174 Audio Dial-In: 1-646-558-8656

The General Session Meeting of the Board of Commissioners was held on Tuesday, March 31, 2026 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.

MEMBERS PRESENT: Stephen Patton, Chair
Michael Galasso
Kathleen Haynes (left at approximately 5:00pm)
Hannah Vanderscheuren

MEMBERS ABSENT Patricia Favulli

STAFF PRESENT: Bobbi Richards, Executive Director
MaryEllen Monty, Assistant Director
Benjamin Anako, Fiscal Officer
Kevin Donovan, Maintenance Superintendent
Emma Montville

OTHERS PRESENT: Tracy Marquis, Laura Bancroft, Chris Kicza

Call To Order

At 4:31 p.m. Chair Stephen Patton called the meeting to order and read regulations pertaining to remote open meetings.

-Vote to enter into Executive Session pursuant to M.G.L. c. 30A, §21(a)(3) to discuss the outcome of litigation involving a former employee as an open meeting may have a detrimental effect on the position of the public body. The Board will return to Open Session.

Resolution 2026-084

At 4:33 p.m Kathleen Haynes moved to go into executive session. Michael Galasso seconded. A roll call vote was taken:

Stephen Patton-aye
Michael Galasso-aye
Kathleen Haynes-aye
Hannah Vanderscheuren-aye
4-Ayes (Patton, Galasso, Haynes, Vanderscheuren) 0-Nays MOTION PASSED

Return to Open Session

At 4:38 p.m. The Board of Commissioners returned from executive session.

Items were taken out of order to allow for voting.

-Approval of the Minutes – General Session Minutes February 27, 2026 - vote
Resolution 2026-086
Kathleen Haynes moved to go to accept the General Session Minutes February 27, 2026.
Michael Galasso seconded.
A roll call vote was taken:
Stephen Patton-aye
Michael Galasso-aye
Kathleen Haynes-aye
Hannah Vanderscheuren-aye
4-Ayes (Patton, Galasso, Haynes, Vanderscheuren) 0-Nays MOTION PASSED

-Approval of HAP Payments and AP Payments - Two votes required
Resolution 2026-087
Kathleen Haynes moved to accept the HAP payments. Stephen Patton seconded.
A roll call vote was taken:
Stephen Patton-aye
Michael Galasso-abstained
Kathleen Haynes-aye
Hannah Vanderscheuren-aye
3-Ayes (Patton, Haynes, Vanderscheuren) 0-Nays 1-Abstention (Galasso) MOTION PASSED

Resolution 2026-088
Kathleen Haynes moved to accept the AP payments. Stephen Patton seconded.
A roll call vote was taken:
Stephen Patton-aye
Michael Galasso-abstained
Kathleen Haynes-aye
Hannah Vanderscheuren-aye
3-Ayes (Patton, Haynes, Vanderscheuren) 0-Nays 1-Abstention (Galasso) MOTION PASSED

- Amendment 14 to CFA 5001 EOHLC - \$341,778.88
Resolution 2026-089
Kathleen Haynes moved to go to accept amendment 14 to CFA 5001 EOHLC for \$341,778.88
Hannah Vanderscheuren seconded.

A roll call vote was taken:

Stephen Patton-aye

Michael Galasso-aye

Kathleen Haynes-aye

Hannah Vanderscheuren-aye

4-Ayes (Patton, Galasso, Haynes, Vanderscheuren) 0-Nays MOTION PASSED

-Ratification of Collective Bargaining Agreement (2025–2028)

Resolution 2026-090

Kathleen Haynes moved to go to accept Ratification of the Collective Bargaining Agreement effective from 2025–2028. Stephen Patton seconded.

A roll call vote was taken:

Stephen Patton-aye

Michael Galasso-aye

Kathleen Haynes-aye

Hannah Vanderscheuren-aye

4-Ayes (Patton, Galasso, Haynes, Vanderscheuren) 0-Nays MOTION PASSED

- Administrative Plan (HCV program) Adoption of Revisions

Bobbi Richards noted that there were many changes over the past 12 months and this review provided updates.

Resolution 2026-091

Kathleen Haynes moved to accept the revisions, due to HOTMA and others, to the administrative plan for the housing choice voucher plan. Stephen Patton seconded.

A roll call vote was taken:

Stephen Patton-aye

Michael Galasso-abstained

Kathleen Haynes-aye

Hannah Vanderscheuren-aye

3-Ayes (Patton, Haynes, Vanderscheuren) 0-Nays 1-Abstention (Galasso) MOTION PASSED

-Re-adoption of the Language Access Plan

Resolution 2026-092

Kathleen Haynes moved to go to accept the Re-adoption of the Language Access Plan. Hannah Vanderscheuren seconded.

A roll call vote was taken:

Stephen Patton-aye

Michael Galasso-aye

Kathleen Haynes-aye

Hannah Vanderscheuren-aye

4-Ayes (Patton, Galasso, Haynes, Vanderscheuren) 0-Nays MOTION PASSED

Harborview #122 ADA bathroom renovation substantial and final completions –
vote(s)

Chris Kicza reviewed change orders for this renovation of an existing ground floor bathroom at Harborview which was renovated with the goal of making the bathroom as accessible as possible.

Resolution 2026-093

Kathleen Haynes moved to approve the certificate of substantial completion for Harborview #122 ADA bathroom renovation for \$46,057.03 as reviewed and amended. Michael Galasso seconded. Note: vote for final completion not taken.

A roll call vote was taken:

Stephen Patton-aye

Michael Galasso-aye

Kathleen Haynes-aye

Hannah Vanderscheuren-aye

4-Ayes (Patton, Galasso, Haynes, Vanderscheuren)

0-Nays

MOTION PASSED

- Tatakert Piping – Chris/Winslow Architects

Chris Kicza provided an update: The piping project has begun with rough piping installed and an onsite inspection by Winslow to be done on Friday. Additional leaking has been discovered because the grade is too high around these units. Repair is underway from both the inside and out. Leaking issues have also been discovered in units that are outside the identified scope of work that are similar to the original leak issues that are currently being repaired with leaking manifesting itself in the lower portions of a deck of units. Change order pricing was sought and is now under review. Bobbi Richards noted that the change is significant and additional funds must be sought. The issue will be on a future agenda.

- Presentations: Harborview Refresh Plan – Tracy Marquis Architecture

Tracy Marquis explained that they were tasked with developing a concept design for refreshing the interior public areas of Harborview with the goal of making the building easier to navigate for seniors and with a coastal theme. Additional seating, new artwork, and decorative lighting have been included. Tenant comments from the past several years were incorporated and the design emphasized ease of navigating, comfort, and durability. Bobbi Richards noted that this design can now be presented to tenants; Tracy could be asked to help design a budget.

Public Comments

-Board of Commissioners open/upcoming positions

Commissioners and staff are working to notify the public of the open positions.

Report of the Assistant Director – Leased Housing overview

Mary Ellen Monty reported that many people were being housed especially at Harborview and other federal sites.

Report of the Maintenance Superintendent

Updates:

1. Security Cameras Additional –Federal Properties

-Salt Sea Windows replacement

Work is underway and going smoothly.

Bobbi Richards noted that Susan Moran secured funding for the window project two years ago. This funding will pay for the window replacement at Salt Sea; there is no current funding in place to pay for window replacements at Mayflower-Choate.

-Vacancy/portfolio review

Turnovers are progressing in a good manner. Michael Galasso requested a monthly, brief schedule for projects underway to better keep track of them.

-State-aided Housing Census Review and Affirmative Fair Housing Compliance

Stephen Patton noted that the community census revealed a minority population of 6% and the FHA has a minority population of 6.12% and still was found to be out of compliance. The state directive conflicts with the federal directive in this area.

Resolution 2026-094

Michael Galasso moved to accept the State-aided Housing Census Review and Affirmative Fair Housing Compliance Report. Stephen Patton seconded.

A roll call vote was taken:

Stephen Patton-aye

Michael Galasso-aye

Hannah Vanderscheuren-aye

3-Ayes (Patton, Galasso, Vanderscheuren)

0-Nays

MOTION PASSED

Report of the Executive Director - votes

Correspondence and Activities Report – Federalization request filed with EOHLC for 54 units; EOHLC extension to submit quarterly filings based on blizzard; evictions; PBV rules; generator capacity reviews; ACC Amendments process with Town of Falmouth moving forward; Change order 096099 Salt Sea Windows

Resolution 2026-095

Stephen Patton moved to accept the Report of Correspondence and Activities Report submitted by the Executive Director. Michael Galasso seconded.

A roll call vote was taken:

Stephen Patton-aye

Michael Galasso-aye

Hannah Vanderscheuren-aye

3-Ayes (Patton, Galasso, Vanderscheuren)

0-Nays

MOTION PASSED

Future Meeting Date and Agenda Items

-Next Meeting Date – April 22,2026 at 4:30 p.m.

-Additional future agenda items as determined by Chair

i. Public hearing state capital improvement plan

ii. Public housing revision to ACOP, Lease and Tenant handbook

iii. Project-based program overview for FHA

Adjournment

Resolution 2026-096

At 5:31 p.m. Michael Galasso moved to adjourn. Hannah Vanderscheuren seconded.

A roll call vote was taken:

Stephen Patton-aye

Michael Galasso-aye

Hannah Vanderscheuren-aye

3-Ayes (Patton, Galasso, Vanderscheuren)

0-Nays

MOTION PASSED

Relevant Documents

General Session Minutes February 27, 2026

Leased Housing Monthly Report

Correspondence and Activities Report

Monthly HAP and AP Payments Report

Harborview Refresh Presentation (Tracy Marquis/Studio O)

Housing Choice Voucher Administrative Plan Revisions

State Housing Census Data Report

State Affirmative Fair Housing Data Report

State Language Access Plan policy (no change)

Change order revised log – Tatakot Piping Replacement -Winslow Architects

Harborview ADA Bathroom Substantial Completion Certificate

Amendment 14 to CFA 5001 EOHLA - \$341,778.88

Collective Bargaining Agreement (2025–2028)