

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

Wednesday, April 22, 2026- Virtual Meeting

**Zoom Access:**

Two Ways to Join the Session

Go to [www.zoom.com](http://www.zoom.com) and click “join” and enter the Meeting ID

Meeting ID: 833 2938 0245 Audio Dial-In: 1-646-558-8656

Or go to: <https://us02web.zoom.us/j/83329380245> and enter the Meeting ID

The Public Hearing on the State Capital Improvement Plan and the General Session Meeting of the Board of Commissioners was held on Wednesday, April 22, 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  
Hannah Vanderscheuren (arrived at 4:38 p.m.)

MEMBERS ABSENT Patricia Favulli

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

OTHERS PRESENT: Laura Bancroft, Joseph Sedlock,  
Maureen McIver, Independent Recording Secretary

**Call To Order**

At 4:31 p.m. Chair Stephen Patton called the meeting to order noting a quorum of three commissioners in attendance.

**Public Comments - none**

**Public Hearing – State Capital Improvement Plan (CIP) vote**

Mary Ellen Monty reported no additional comments were made by tenants. The plan was shared with the tenants starting in January 2026 and reminders have been provided to tenants regarding their input.

Resolution 2026-097

Kathleen Haynes moved to accept the State Capital Improvement Plan. Stephen Patton seconded.

A roll call vote was taken:

Stephen Patton-aye

Michael Galasso-aye

Kathleen Haynes-aye

3-Ayes (Patton, Galasso, Haynes)

0-Nays

MOTION PASSED

### **Reports of Officers**

-Report of the Fiscal Officer

Benjamin Anako noted a large payment released to the vendor regarding the windows project.

-Approval of HAP Payments and AP Payments – Two votes Required

#### Resolution 2026-098

Kathleen Haynes moved to accept HAP payments. Stephen Patton seconded.

A roll call vote was taken:

Stephen Patton-aye

Michael Galasso-abstained

Kathleen Haynes-aye

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

#### Resolution 2026-099

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

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

### **-Assistant Director's Report – Review of Collections to Date and Leased Housing Report**

Mary Ellen Monty reported that reviews of names pulled from the waiting list are ongoing with several lease ups this month, which will update the public housing aging report for the following month and collection efforts. There are 308 units in the portfolio 8 of which are vacant and several offline mostly due to piping at Tatakot. Commissioner Haynes asked MaryEllen Monty to explain the process for units where hoarding is evident. MaryEllen Monty shared that clean out of the unit occurs with the voluntary agreement of the household and the use of additional aides that specialize in hoarding, as it is a mental illness. The Service Coordinator, Barbara Dixon, is usually involved in those issues.

### **-Maintenance Superintendent's Activities and Portfolio Review**

Project updates: Salt Sea windows replacement; Tatakot piping replacement, security cameras additional; Mayflower-Choate basement/boiler room stairwell retaining wall repair; Harborview Ventilation bid results (exceeded budget authority; rebid to be performed)

The window project at Salt Sea is underway with 15 installed and trimmed. A walkthrough was done with the architect and the state. Kevin Donovan suggested using primed, pre dipped shingles as an efficient and cost-effective solution to doing the rest of the windows. The state rejected the suggestion. Michael Galasso asked if the FHA could appeal this decision. Bobbi Richards explained that this would likely not be successful; the state appears to view the FHA as difficult and has not been welcoming towards the idea of working with the FHA. Michael Galasso thought that this relationship should be worked on and that the state appointed commissioner could initiate this.

A walkthrough of the Tatakot pipe project was done on Friday.

Cameras at Tatakot have been installed; cameras for the exterior of Harborview are underway. Bids received for the Harborview ventilation project came in significantly over bid. Bobbi Richards reviewed that the ventilation system had been disconnected many years ago; it is unclear why this was done. The town is now requiring that there be ventilation. Two bids were made and each was over \$1 million over estimates.

There are no funds available; Bobbi Richards will seek a grant from HUD. Michael Galasso suggested that the bidding contractors be asked for specifics of the costs of the project so that the FHA could better understand why costs were so much higher than expected before another round of bidding is initiated. The retaining wall at Choat/Mayflower is scheduled to begin in several weeks. This emergency state project was identified as an emergency 1.5 years ago. The architect has had some issues during the project and was given a second chance to work on the project. Progress appears slow still and meanwhile the emergency of the failing retaining wall still exists.

Vacancy unit turns/portfolio review

There are 4-5 turnovers in process. An efficient system is now in place and most are done in a timely manner. There were several transfers this month.

**-Executive Director's Correspondence & Activities Report – Tabled**

**-Commissioners Training**

Bobbi Richards thanked Hannah Vanderscheuren for completing all her trainings. Kathleen Haynes noted that her trainings have just been completed. Stephen Patton thought that he had one left to do and will check. Michael Galasso has not completed trainings.

**-Project-based program overview**

Bobbi Richards explained that the program was more project-based certificate than voucher. Housing authorities may work with developers and up to 25% of developers' portfolios may use project-based certificates. A single developer holds all certificates from FHA. There are basic standards to qualify such as reasonable rent. Housing authorities earn points for the project-based certificates. FHA has earned a lot of points over the past few years due to its efforts of seeking and fulfilling new program grants such as Mainstream.

Michael Galasso asked if there were any criteria for awarding project-based certificates. He noted that they are worth a lot of money.

Bobbi Richards said that the FHA doesn't have requirements but before awarding, it is verified that applicants' projects are HUD compliant. The town's zoning department reviews and approves. The program has been in existence for over 20 years and there have never been criteria except for HUD compliance.

Michael Galasso asked if any housing authorities in the US have criteria. Bobbi Richards asked why he was asking.

Michael Galasso said that there was money involved. Projects should meet some standards such as energy efficiency, superior design or other benefit as an incentive.

Bobbi Richards thought that this kind of requirement could cause trouble for the FHA with HUD. There is not a lot of competition for the project-based certificates; all project-based certificates awarded meet HUD standards and local regulations.

Michael Galasso thought it was important for the town to incentivize the project-based certificates it was awarding.

Kathleen Haynes was concerned that Michael Galasso could be pushing his criteria in the process in which he had a potential interest.

Stephen Patton agreed with concerns that were expressed. He will reach out to other housing authorities to see what their policies are about project-based certificate programs. He emphasized that presently all projects are reviewed by the FHA and meet standards established by HUD.

Michael Galasso said that FHA should look for the best projects it could; the recent ones were not so good.

-Future Meeting Date and Agenda Items – Next Meeting Date is May 20, 2026

a. Executive Session and General Session Minutes of March 31, 2026 – Vote

b. Harborview ADA Bathroom Renovation #122 – Final Completion – Vote

c. Admissions & Continued Occupancy Plan (ACOP) for Federal Public Housing, Lease Amendment and Tenant Handbook Amendment - votes

d. Additional future agenda items as determined by Chair

### **Adjournment**

#### Resolution 2026-100

At 5:16 p.m. Kathleen Haynes moved to adjourn. 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**

#### Relevant Documents

Public Hearing – State Capital Improvement Plan FY27

Chapter 17 FHA Administrative Plan regarding Project Based

Leased Housing Summary April 2026

Monthly HAP Payments and AP Payments for March 2026

Public Aging Reports for March 2026