

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, December 31, 2025 4:30 PM - Virtual Meeting

**Zoom Access:**

Meeting: <https://us02web.zoom.us/j/86542669641>

Meeting ID: 865 4266 9641 Audio Dial-In: 1-646-558-8656

The General Session Meeting of the Board of Commissioners was held on Wednesday, December 31, 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.

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

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

OTHERS PRESENT: Laura Bancroft, Christopher Vincent, Josh Brosnan – SunWealth,  
Maureen McIver, Independent Recording Secretary

**Call To Order**

At 4:30 p.m. Chair Stephen Patton called the meeting to order, read regulations pertaining to remote open meetings, and thanked Commissioners for their service.

**Public Comments**

An application for the vacant commissioner's position has been received by the Town of Falmouth and an interview before the Board of Selectman is pending. FHA Board members are invited to attend the meeting when scheduled.

**Approval of the Minutes** – General Session Minutes November 19, 2025 (Vote)

Resolution 2026-064

Kathleen Haynes moved to approve the General Session Minutes of November 19, 2025.

Stephen Patton seconded.

A roll call vote was taken:

Stephen Patton-aye

Kathleen Haynes-aye  
Michael Galasso-aye  
4-Ayes (Patton, Favulli, Galasso, Haynes) 0-Nays

MOTION CARRIED

## **Reports of Officers**

### **Report of the Fiscal Officer**

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

#### Resolution 2026-065

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

A roll call vote was taken:

Stephen Patton-aye

Patricia Favulli-aye

Michael Galasso-abstain

Kathleen Haynes-aye

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

#### Resolution 2026-066

A roll call vote was taken:

Stephen Patton-aye

Patricia Favulli-aye

Michael Galasso-abstain

Kathleen Haynes-aye

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

### **Review of Public Housing Aging Report**

Reviewed.

### **Assistant Director's Report on collections to date and the leased housing report**

MaryEllen Monty reported that about \$6,000 was collected this month. Bobbi Richards noted that a long time Harborview tenant passed away last night.

### **Executive Director's Items, Correspondence & Activities Report – Vote**

-Solar Amendment 3 – Josh Brosnan/Sunwealth

Josh Brosnan of Sunwealth reviewed an amendment for the solar project at Rose Morin.

Eversource approval and permits are in hand. 155 kw was approved and not the originally planned 200 kw. The PPA rate is in line at \$.18. A savings of \$600,000 is expected over the life of the project. Work is expected to begin around January 19.

Patricia Favulli requested that when an amendment is presented, that the original agreement be presented along with the amendment.

Patricia Favulli raised concerns about the tax-exempt aspect of the project; Massachusetts General Law (MGL) appears to consider the leased roof space under the solar panels to be a land value. The town of Falmouth is taxing projects accordingly.

Michael Galasso asked about the roof conditions. Josh Brosnan said that a third-party engineer had inspected the roofs which were done in 2019.

Commissioners sought to determine the costs should the panels need to be removed. Josh Brosnan will send estimated costs to remove modules, structural analyses, and wind load information to Bobbi Richards.

Resolution 2026-067

Patricia Favulli moved to accept solar amendment 3 for Sunwealth. Kathleen Haynes seconded.

A roll call vote was taken:

Stephen Patton-aye

Patricia Favulli-aye

Michael Galasso-aye

Kathleen Haynes-aye

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

0-Nays

MOTION CARRIED

-EOHLC #096099 – Salt Sea Windows & Painting – Change Order - \$22,097.32

Bobbi Richards noted that this project was state procured and administrated.

Resolution 2026-068

Patricia Favulli moved to accept the Salt Sea Windows and Painting Change Order for \$22,097.32 for vintage properties. Kathleen Haynes seconded.

A roll call vote was taken:

Stephen Patton-aye

Patricia Favulli-aye

Michael Galasso-aye

Kathleen Haynes-aye

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

0-Nays

MOTION CARRIED

-EOHLC #096111 – CSC/CFC– John Kennedy 238 Lakeview #A2

Kevin Donovan reported that the shower, cabinets, and flooring were done. There were no issues.

Resolution 2026-069

Patricia Favulli moved to approve payment for substantial completion for John Kennedy 238 Lakeview #A2. Kathleen Haynes seconded.

A roll call vote was taken:

Stephen Patton-aye

Patricia Favulli-aye

Michael Galasso-aye

Kathleen Haynes-aye

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

0-Nays

MOTION CARRIED

Resolution 2026-070

Stephen Patton moved to approve payment for final completion for John Kennedy 238 Lakeview #A2 in the amount of \$1,612.25. Kathleen Haynes seconded.

A roll call vote was taken:

Stephen Patton-aye

Patricia Favulli-aye

Michael Galasso-aye

Kathleen Haynes-aye

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

0-Nays

MOTION CARRIED

- Policy: Criminal background screening (eligibility, transfers & portability)

Bobbi Richards explained that the FHA was directed by Secretary Turner to share information discussing HUD's change of stance on criminality reviews and housing authority policies.

Secretary Turner's notice was mailed by FHA to all active landlords, tenants, and participants in federal public housing and federal housing choice voucher programs. The FHA always does a criminal review. The FHA has reviewed their process to see if there are any areas that could be improved and presented a revised criminal background screening policy for eligibility, transfers and portability.

Resolution 2026-071

Kathleen Haynes moved to approve the revised criminal background screening policy for eligibility, transfers, and portability dated December 31, 2025. Patricia Favulli seconded.

A roll call vote was taken:

Stephen Patton-aye

Patricia Favulli-aye

Michael Galasso-aye

Kathleen Haynes-aye

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

0-Nays

MOTION CARRIED

-Other activities in report: Landlord removed from program; Pre-inspections & Inspections for State/Fed; REAC in January; Training Benjamin & MaryEllen on Immigration enforcement inquiries – legal preparedness and protocols; changes to payroll for 2026; HAP Shortfall for Mainstream program; Funding from Senator Fernandes; website revision active

Resolution 2026-072

Patricia Favulli moved to accept the Report of the Executive Director dated December 31, 2025.

A roll call vote was taken:

Stephen Patton-aye

Patricia Favulli-aye

Michael Galasso-aye

Kathleen Haynes-aye

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

0-Nays

MOTION CARRIED

**Report of Maintenance Department and Projects – Discussion on vacant units requiring unit turns and ongoing/upcoming projects**

Kevin Donovan reported that there was a high volume of turnovers. Many people have passed or moved to a higher level of care. This week there were 4 completed turnovers. Walk-in showers instead of tubs are being explored for Tatakot units. Maintenance is keeping up with workorders. Snow removal has consumed staff time. All staff will be on site to remove snow at 5 a.m. tomorrow.

**Future Meeting Date and Agenda Items**

- a. Next Meeting Date – January 28, 2026 at 4:30 p.m.
- b. Criteria for Project-based developers
- c. Additional future agenda items as determined by Chair

**Adjournment**

Resolution 2026-073

At 5:17 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

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

0-Nays

MOTION CARRIED

Relevant Documents

Vendor Accounting Cash Payment/Receipt Register through November 30, 2025

HAP Accounting Cash Payment/Receipt Register through November 30, 2025

Public Aging Reports for Federal Public Housing through November 30, 2025

Public Aging Reports for State Public Housing through November 30, 2025

Town of Falmouth Board of Commissioners Application from H Vanderscheuren

General Session Minutes of November 19, 2025

Leased Housing Summary for December 2025

Sunwealth Rose Morin Solar Amendment #3 and updated proposal document

Certificates of Substantial and Final Completion from John Kennedy, EOHLC #096111

Change Order #1 for Vintage Properties, EOHLC # - \$22,097

Draft Adoption of Cross-Program Criminal Background Screening Policy

Executive Director Report for December 2025, including: Landlord removed from program; Pre-inspections & Inspections for State/Fed; REAC in January; federal policy updates; Immigration enforcement inquiries – legal preparedness and protocols; changes to payroll for 2026; HAP Shortfall for Mainstream program; Funding from Senator Fernandes-\$363,248; website revision