

Franklin Housing Authority

Regular Meeting Minutes

March 18, 2024

Chairman George A. Danello called the Regular Meeting of the Board of Commissioners of the Franklin Housing Authority to order at 4:30 PM.

- **ROLL CALL**

Members Present

George A. Danello, Chairman
Christopher K. Feeley, Vice Chairman
Peter L. Brunelli, Commissioner
Andrew M. Kepple, State Appointee
Christopher Lennon, Tenant Board Member

Members Absent

None

- **Others Present**

Lisa M. Audette, Executive Director
Candice Day, Administrative Assistant
Sean Pope, Director of Facilities
Richard Shaw, Fee Accountant

- **FYE 3/31/2025 Budget Review with Richard Shaw, Fee Accountant**

Richard Shaw reviewed the following items identified in the budget handout:

- Increases to Legal exemption of 25% to \$7500
- Increases to insurance and utilities are over 30%
- Income is up due to SS increases reflected in rents
- Net annual income is budgeted at \$16,300
- Presentation of the new Admin salaries and Maintenance wages
- Non-Routine maintenance list including a new truck and utility vehicle
- Brook Street Budget, Plain Street Budget, Management Account and Other Properties were reviewed
- Accountant Shaw reports the agency is in good financial health

Motion is made by Commissioner Feeley, second by Commissioner Lennon to approve the FYE2025 budget as presented by Richard Shaw, Fee Accountant. All in favor. So voted.

- **FACILITIES REPORT** – Sean Pope, Director of Facilities reports on projects in process and current phase on projects. Also, FHA is planning clean up of the southwest corner of the property. Trees compromising buildings or neighboring properties will be removed and debris cleared. Procurement of bids is in process. The Murphy Rosa house heat situation remains unresolved. Additional emails will be sent to get the process moving. Motion is made by Commissioner Feeley, second by Commissioner Lennon to accept the Facilities Report as presented. All in favor. So voted.

- **MINUTES**

Motion is made by Commissioner Feeley, second by Commissioner Brunelli to accept the Minutes of the Regular Meeting of February 12, 2024 as presented. All in favor. So voted.

- **ACCOUNTS PAYABLE**

Motion is made by Commissioner Feeley second by Commissioner Brunelli to approve Accounts Payable for January 2024 totaling \$43,209.29. Check numbers 27487 to 27517. All in favor. So voted.

Motion is made by Commissioner Feeley, second by Commissioner Brunelli to approve the credit card purchases for January 2024 totaling \$1,374.18. All in favor. So voted.

- **DIRECTOR REPORT**

- Commissioner Training –Review of upcoming training modules.
- Court Cases – We have 1 open court cases for non-payment and 1 for-cause cases. Both will be in court this week.
- Public Housing Notices (PHN) – All Public housing Notices are available at Mass.gov
- MassNAHRO Spring Conference will be March 24-26 at UMass Amherst Conference Hotel. I will be attending
- Green Harbor rebate check for ASHP's was received in the amount of \$78,570. \$8,730 was 10% of the gross check that went to the Green Harbor for processing our applications.
- Approximate cost for replacing/repairing sidewalks in 667-1 and 667-2 is \$150K. A project was written in the Capital Planning System that estimates this cost.
- Tenant Accounts in Arrears – review
- Bank balances – review
- Unit Turnover spreadsheet review
- Waiting List – We currently have 16,623 applicants waiting to be housed in Franklin. 389 are local applicants.
- Rent Roll – review
- Vacancies –667 congregate has 1 vacant unit, 2 one-bedroom units and 2 family units are being prepared for a new tenants.
- Housing Stock list review
- Appointment Roster review
- Next meeting is scheduled for April 22, 2024.

Motion is made by Commissioner Feeley, second by Commissioner Brunelli to accept the Director's Report as presented. All in favor. So voted.

- **OPERATING STATEMENTS**

- The January 2024 Operating Statements were reviewed as prepared by the Fee Accountant. Motion is made by Commissioner Feeley, second by Commissioner Brunelli to accept the Operating Statements as presented. All in favor. So voted.

- **COMMUNITY PRESERVATION COMMITTEE (CPC) – No update this month.**

- **CORRESPONDENCE**

- None

- **OLD BUSINESS**

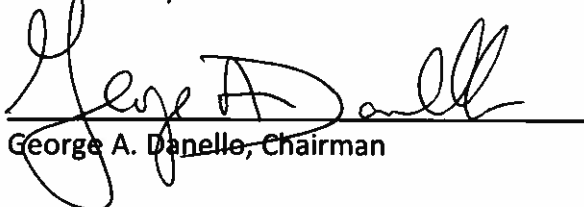
- Norfolk HA Update – Office has been moved into a one-bedroom unit to make way for a project to enlarge the Laundry Room and make it ADA compliant. The window Replacement project is nearly complete and a new air source heat pump project is expected to begin shortly. Norfolk had a unit fire in the senior complex. No one was hurt but the unit has substantial damage. The tenant was relocated to a vacant unit. The insurance deductible is now \$9000.

- **NEW BUSINESS**

- Wage Match Authorization PHN 2-23-03 – Members review the agreement with the Department of Revenue (DOR) regarding the Wage Match System and the limited employees authorized to process and review the information. Motion is made by Commissioner Feeley, second by Commissioner Brunelli to authorize the Chairman to sign the annual certification. All in favor. So voted.
- Cultivation Policy – Members review the Cultivation Policy which limits indoor cultivation to small 'window sill' plants and houseplants. Motion is made by Commissioner Feeley, second by Commissioner Brunelli to approve the Cultivation Policy. All in favor. So voted.
- Marijuana Policy – Members review the Marijuana Policy which establishes guidelines for the use and possession of marijuana. Motion is made by Commissioner Feeley, second by Commissioner Brunelli to approve the Cultivation Policy. All in favor. So voted.
- FISH 101167 – Certificate of Final Completion (CFC) – Motion is made by Commissioner Feeley, second by Commissioner Brunelli to approve the CFC for project #101167. All in favor. So voted.
- Chairman Danello reminds fellow Commissioners that they are not an avenue to resolve issues between residents or applicants and the office. All issues must be reduced to writing and sent to the office for resolution. If unsatisfied with the resolution, they can contact EOHLC. Member understand the steps to the grievance policy.

- **ADJOURNMENT**

Motion is made by Commissioner Feeley, second by Commissioner Brunelli to adjourn the Regular Meeting of the Franklin Housing Authority Board of Commissioners at 5:30 PM. Voted unanimously.


George A. Danello, Chairman


Lisa M. Audette, Executive Director

All Documents and Exhibits presented at the meeting are available for review at the office of the Franklin Housing Authority located at 1000 Central Park Terrace, Franklin, MA during regular office hours.

