

# Franklin Housing Authority

## Regular Meeting Minutes

### March 7, 2022

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  
Diane Padula, Commissioner  
Andrew M. Kepple, State Appointee  
Peter L. Brunelli, Commissioner

**Members Absent**

**Others Present**

Lisa M. Audette, Executive Director  
Candice Day, Administrative Assistant  
Sean Pope, Facilities & Modernization Supervisor

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- **MINUTES**

Motion is made by Commissioner Feeley second by Commissioner Brunelli, to accept the Minutes of the Regular Meeting of February 7, 2022. All in favor. So voted.

- **ACCOUNTS PAYABLE**

Motion is made by Commissioner Feeley second by Commissioner Brunelli to approve Accounts Payable for February 2022 totaling \$80,805.97. Check numbers 26406 to 26442. All in favor. So voted.

Motion is made by Commissioner Feeley, second by Commissioner Padula to approve the credit card purchases for January 2022 totaling \$634.97. All in favor. So voted.

- **FACILITIES & MODERNIZATION SUPERVISOR REPORT –**

- Sean Pope began his report by notifying the Board Members that his staff have been extremely challenged by having to come in for snow storms and ice for 4-5 weekends in a row, including a blizzard. Staff has been prompt, have worked tirelessly without complaint and diligent in getting the necessary work done to keep the property safe. Supervisor Pope commends his staff for their teamwork on these weekends and during regular hours. The team works well together.
- Fire Alarm and 667-2 Roof Replacement projects are complete. A new restroom renovation project will begin at the large community hall. Also, a Winter Street Roof Replacement project will soon begin with design.

- Main Sewer Line Replacement – This project is in construction phase and will cause an 8 hours electric/water shutdown on March 17<sup>th</sup>. Residents have been notified. Large hall will remain open for restrooms. Temporary lights will be brought into the restrooms if needed.
- 200-1 Development furnace replacement Project – Low bidder has been approved and accepted. DHCD has increased the funding and we expect to have a meeting in the next 2 weeks to proceed.
- Emergency Boiler Replacement Project at Winter Street – We received 2 bids. The low bidder is Aalanco Service Corp for the amount of \$47,400. This will include paying wage rates and a temporary heat source if needed. This project is funded through DHCD Emergency Funds. Motion is made by Commissioner Feeley, second by Commissioner Brunelli to accept Aalanco Service Corp. in the amount of \$47, 400. All in favor. So voted.
- Fire Units have been cleared by the building inspector. Units are expected to be available soon.

▪ **DIRECTOR REPORT**

- Commissioner Training –Review of upcoming training modules.
- Virtual Legislative Day – MassNAHRO Virtual Public Housing Advocacy Day is scheduled for March 22<sup>nd</sup> from 10:00 am to noon.
- MassNAHRO Annual Conference – Scheduled for May 22-25 at the Sea Crest Hotel.
- COVID Test kits were received from the state for our residents and will be handed out this week by the Service Coordinators.
- Encroachment on FHA Land – Members are notified that a neighbor has erected a structure partly on FHA land. We have asked the Town to enforce the Town Ordinance regarding this. We do not have any further information at this time. Members show concerns in knowingly allowing anyone open access to our property, also, setting precedence for any other neighbors to unlawfully build on our property. Further, allowing the structure to stay may eventually grant the neighbor ownership to the piece of property with an additional 10 foot set back. Members agree that we want to be good neighbors but do not want the risk of land loss or liability.
- Bank balances review – Balance sheet review
- Waiting List – We currently have 9225 applicants waiting to be housed in Franklin. 298 are local applicants.
- Rent Roll – review
- Vacancies – Congregate has 3 vacancies and 667 has the 4 fire units vacant and 2 additional, family developments have 2 vacancies. All are being prepared for new residents.
- Appointment Roster – reviewed
- Next meeting is scheduled for April 4, 2022

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 2022 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)** – Next meeting they expect to have the applications for funding ready.

- **CORRESPONDENCE**

- Award Letter from DHCD for an additional \$309,166.63.
- Resignation Letter from Commissioner Padula – After 9 years of dedicated service to the FHA, Commissioner Padula resigns her position. Members thank her for her services and commend her for keeping the FHA a priority in her participation with the Franklin Rotarians and Dean Bank.

- **OLD BUSINESS**

- 667-1 Building Fire Update –Contractor expects for completion in March. Supervisor Pope advises the Members that the electrical inspect was cleared today and the building is expected back on line in the next week.

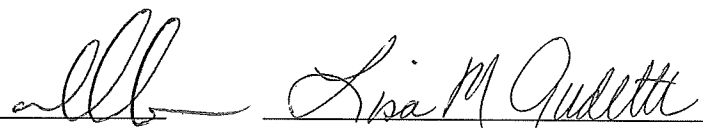
- **NEW BUSINESS**

- Contract for Financial Assistance (CFA) – Motion is made by Commissioner Feeley, second by Commissioner Brunelli to accept and authorized to sign the CFA #13 in the amount of \$825,899.09. All in favor. So voted.
- Write Off Accounts - Motion is made by Commissioner Feeley, second by Commissioner Brunelli to write off account balances for 2 vacated tenants who have passed away totaling \$4040. All in favor. So voted.

- **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 5:25 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.

