

Franklin Housing Authority

Regular Meeting Minutes

March 8, 2021

The Regular Meeting of the Franklin Housing Authority Board of Commissioners took place remotely due to COVID-19 by Zoom Meeting where Board Members and public can join the meeting from computer, tablet, smartphone or telephone.

Chairman Danello called the Meeting to order at 4:33 PM.

Members Present

George A. Danello, Chairman
Christopher K. Feeley, Vice Chairman
Diane Padula, Commissioner
Peter L. Brunelli, Commissioner
Andrew M. Kepple, State Appointee

Members Absent

Others Present

Lisa M. Audette, Executive Director
Candice Day, Administrative Assistant
Richard Shaw, Fee Accountant

• MINUTES

Motion is made by Commissioner Brunelli second by Commissioner Kepple, to accept the Minutes of the Regular Meeting of January 11, 2021. All in favor. So voted.

• ACCOUNTS PAYABLE

Motion is made by Commissioner Brunelli, second by Commissioner Kepple to approve Accounts Payable for January 2021 totaling \$97,909.28. Check numbers 25778 to 25816. All in favor. So voted

Motion is made by Commissioner Kepple, second by Commissioner Brunelli to approve Accounts Payable for February 2021 totaling \$59,711.41. Check numbers 25817 to 25862. All in favor. So voted

Motion is made by Commissioner Feeley, second by Commissioner Padula to approve the credit card purchases for December 2020 totaling \$1595.69. All in favor. So voted.

Motion is made by Commissioner Feeley, second by Commissioner Kepple to approve the credit card purchases for January 2021 totaling \$1414.11. All in favor. So voted.

• SECRETARY REPORT

- Commissioner Training –Board training modules schedule is reviewed.
- COVID-19 Vaccination Clinic – The FHA had a vaccination clinic for residents and staff on March 5 and the second will be April 2, 2021. We received the Moderna vaccination.
- Legislative Day – Virtual Legislative Ay is scheduled for March 23rd.
- MassNAHRO Virtual Conference – April 14 & 15 will be the virtual MassNAHRO conference.

- 667 Unit Off Line – We have a mold issue in a vacant unit that will be addressed before we will lease this unit.
- Bank balances review – Balance sheet review
- Waiting List – We currently have 6516 applicants waiting to be housed in Franklin.
- Rent Roll – review
- Vacancies – Congregate has 2 vacancies and 667 has 3 units vacant.
- Appointment Roster - reviewed
- Next meeting is scheduled for April 12, 2021

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

- **OPERATING STATEMENTS**

- The December 2020 and January 2021 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.

- **CORRESPONDENCE**

- Award Letters – Two award letters were received from DHCD for funding from special accounts. \$148,448 came from DHCD Sustainability Initiative for saving energy by replacing 9 oil furnaces in the 200 development with heat pumps. \$22,500 from DHCD compliance Reserve for asbestos abatement on pipes in our 667-3 sewer pipe replacement project.

- **OLD BUSINESS**

- Norfolk Management Update – One resident in Norfolk received a very stern warning letter due to an outburst during an in person meeting. The tenant acted in a threatening and bullying manner in response to not getting his issue addressed as he suggested. He is disinvited to the office whenever maintenance is not in the building. We have not had any further communication with this resident.

- **NEW BUSINESS**


- FYE 2022 Budget Review and Approval –Richard Shaw, Fee Accountant of Milne, Shaw and Robillard presented the budget. Maintenance L & I rates have not been received as of yet so the maintenance wages are estimated. Administrative salary line has been increased by 3% and will be divided between the two office staff as the Director sees appropriate. No increase for the ED. Extraordinary maintenance budget was reviewed and includes the replacement of one truck, office computers, security cameras among other usual expenses. Motion is made by Commissioner Feeley, second by Commissioner Kepple to approve the budget as presented. Roll call vote. AYE Commissioners Danello, Feeley, Kepple and Padula. AYE from Commissioner Brunelli with abstention from the maintenance wage section. Motion carries.
- Accounting Contract – Motion is made by Commissioner Brunelli, second by Commissioner Feeley to approve the Accounting Contract as presented. All in favor. So voted.
- COVID Hazard Pay – The current COVID-19 contact risks were reviewed and discussed. Members continue to support the supplemental Hazard Pay for all staff of \$3 per hour for each hour working on site, 'boots on the ground'. Motion is made by Commissioner Kepple, second by Commissioner Feeley to continue paying Hazard pay through the month

of April, 2021. It will be reviewed again at the April meeting. Roll call vote: Commissioners Danello, Feeley, Kepple & Padula vote AYE. Commissioner Brunelli recuses himself from this vote. Motion carries.

- Resolution Architects – FISH #101157 for 667-2-Roofs, A work Order for Services is presented to the Members for Resolution Architects for architectural services for this project for the amount of \$17,800. Motion is made by Commissioner Feeley, second by Commissioner Brunelli to accept the Scope of Services. All in favor. So voted.
- Low Bid Contractor – FISH #101144 Fire Alarms – Members review the bid tabulation sheet showing MEGCO Electric as the low bidder for the project construction amount of \$319,800. Motion is made by Commissioner Feeley, second by Commissioner Brunelli to accept the Low Bidder of MEGCO Electric. All in favor. So voted.
- Tenant Board Member – Members discuss the PHN 2021-01 regarding a Town Appointed Board Member for the Franklin Housing Authority. It is understood that the next open seat for a Board position must be given to a Tenant of the FHA. Since the next seat to expire is State Appointee Kepple's seat (who cannot be removed), the guidelines state that the following seat, once the term is up, will be the Tenant Board Member seat, unless another seat comes available prior to that term expiration. Two Board Members mentioned that they may be stepping aside for various reasons. Should this happen prior to June 2022, that vacant seat would be the Tenant Board Seat. At that time the agency would immediately post notices and provide each household with a notice that a Tenant Board Member is being sought.

• **ADJOURNMENT**

Motion is made by Commissioner Padula, second by Commissioner Feeley to adjourn the Regular Meeting of the Franklin Housing Authority Board of Commissioners at 5:50 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.

Documents and Exhibits: Agenda and the previous month documentation of: Meeting Minutes, Accounts Payable, Charge Card Purchases, Secretary's Report, Operating Statements and Correspondence listed on the Agenda. Additional: Budget Presentation, Accountants Contract, Wrok Order (10157), Bid tabulation sheet (101144).

