

Franklin Housing Authority

Regular Meeting Minutes

April 12, 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 4:32 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

- **MINUTES**

Motion is made by Commissioner Feeley second by Commissioner Brunelli, to accept the Minutes of the Regular Meeting of March 8, 2021. All in favor. So voted.

- **ACCOUNTS PAYABLE**

Motion is made by Commissioner Feeley second by Commissioner Brunelli to approve Accounts Payable for March 2021 totaling \$62,663.88. Check numbers 25863 to 25912. All in favor. So voted

Motion is made by Commissioner Brunelli, second by Commissioner Padula to approve the credit card purchases for February 2021 totaling \$106.57. 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 was completed on April 2, 2021. We received the Moderna vaccination.
- Legislative Day – Virtual Legislative took place on March 23rd. Legislative priorities list in in Board packet.
- MassNAHRO Virtual Conference – April 14 & 15 will be the virtual MassNAHRO conference.
- 667 Unit Off Line – This unit should be back online this month.
- SHERA – Subsidized Housing Emergency Rental Assistance – A program designed for the landlord to apply for money to pay off delinquent rental accounts for a 1 year during COVID-19
- Bank balances review – Balance sheet review
- Waiting List – We currently have 6806 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 May 10, 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 February 2021 Operating Statements were reviewed as prepared by the Fee Accountant. Motion is made by Commissioner Brunelli, second by Commissioner Feeley to accept the Operating Statements as presented. All in favor. So voted.

- **CORRESPONDENCE**

- None

- **OLD BUSINESS**

- Norfolk Management Update – Norfolk residents who signed up for the COVID-19 vaccination have now received both shots in Franklin at the Senior center. Shut ins shots were administered by the Norfolk Fire Department.
- Tenant Board Member – After our last Board meeting, I received clarification regarding the timing of the placement of a tenant Board Member. A tenant will need to be on the Board by May, 2022 when George's term expires. Both Commissioner Padula and Brunelli have offered their seat for the tenant member. More discussion will take place regarding this in early 2022.

- **NEW BUSINESS**

- Top 5 Salaries, TAR report and Lead Law Compliance Certification – Members review the top 5 salary sheet and the notes that explain overages which are staff COVID-19 hazard pay and COVID 2 week vacation buy back for unused vacation time. All salary differences were previously voted by the Board. Motion is made by Commissioner Feeley, second by Commissioner Brunelli to approve the top 5 salary, TAR and Lead Law Compliance as presented. All in favor. So voted.
- COVID-19 Hazard Pay – members ask for a report at the next meeting of the total hazard payouts. Motion is made by Commissioner Feeley, second by Commissioner Danello to continue paying hazard pay to the staff through May 2021. Four in favor. Commissioner recused himself from this vote. So voted.
- Supporting Housing Program – Application is made through EOEa, Executive Office of Elder Affairs, for Franklin Housing Authority to be a Supportive Housing Site for its elderly/disabled residents inclusive of the congregate site at Winter Street. This program will assign a 30-35 hour coordinator to FHA to fill the congregate with residents, oversee the congregate program and provide services, training, events and daily meals to all of our senior/disabled residents. Motion is made by Commissioner Feeley, second by Commissioner Brunelli to apply for the Supportive Housing Program through EOEa. All in favor. So voted.
- Resident Service Coordinator (RSC) – Our current RSC program gives us 6-8 hours of a RSC who is shared with four other towns. Franklin will need to separate from this program should the Supportive Housing Site Program be approved for Franklin. Motion is made by Commissioner Feeley, second by Commissioner Padula to separate from the current RSC program if an on-site EOEa program is approved. All in favor. So voted.
- RSC Application in Norfolk to include Franklin family residents – Norfolk Housing Authority is applying for a RSC through a new Notice of Funding Available (NOFA). This RSC would serve both the senior/disabled residents and the family residents. Franklin HA family residents do not have a RSC. We would like to be included in the application for RSC at the NHA for our family residents. Motion is made by Commissioner Feeley, second

by Commissioner Padula to join Norfolk on the application for a RSC for the Franklin family residents. All in favor. So voted.

- GCG Associates – FISH #101160 for 667-3-Sewer Pipe Replacement –A work Order for Scope of Services is presented to the Members to approve GCG Associates for services for the amount of \$22,740. Motion is made by Commissioner Feeley, second by Commissioner Brunelli to accept the Scope of Services. All in favor. So voted.
- Sweeper – FHA has a sweeper that was purchased in 2003 for \$3,300 to sweep the sand off our roads. Since 2010 we no longer use sand during the winter, only salt. The salt is provided to us by the Town of Franklin at no cost. Maintenance wants to reclaim the space this piece of equipment is taking in the garage. We would like to offer it to the Town as they can use this sweeper. Motion is made by Commissioner Feeley, second by Commissioner Brunelli to offer the sweeper to the Town. All in favor. So voted.
- Food Pantry Property – The franklin Food Pantry is asking s once again to look at the possibility of purchasing the lot next to them. They could share in the cost as they need the parking spaces for the pantry. Members reviewed this option and all agree that this property is not an option for FHA purposes. We would have a mortgage on the property but not have any income from it. The property would not support itself. – Members discuss that if someone else purchases the property and builds an affordable unit on the lot, we possibly could consider purchase of the unit then when and if it could support a mortgage.
- Annual Elections – Motion is made by Commissioner Brunelli, second by Commissioner Padula to nominate George Danello for Chairman and Christopher Feeley for Vice Chairman. All in favor. Motion carries. Motion is made by Commissioner Feeley, second by Commissioner Padula to nominate Peter Brunelli as Treasurer. All in favor. Motion carries.
- Community Preservation Committee (CPC) – Motion is made to add CPC to the Agenda by Commissioner Feeley, second by Commissioner Brunelli. All in favor. So voted. Commissioner Feeley is the FHA representative on the CPC and he informs the Members that the CPC has been meeting for information and review of CPC guidelines. He is encouraged by the future funding that could be used for the betterment of the Town and the Housing Authority. The State CPC match is expected about November 2022. Commissioner Feeley will keep the Members updated at the FHA meetings.

• **ADJOURNMENT**

Motion is made by Commissioner Brunelli, second by Commissioner Feeley to adjourn the Regular Meeting of the Franklin Housing Authority Board of Commissioners at 5:27 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.

