

Franklin Housing Authority

Regular Meeting Minutes

May 10, 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 4:30 PM.

- **ROLL CALL**

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

- **NEW BUSINESS**

- Fire Insurance Adjuster and Loss Claim - Members discuss the benefit of having a Public Adjuster for the fire loss and the extremely unique insurance policy carried by the state for public housing agencies. While the adjuster is very highly regarded, the differences between using an adjuster for this project may be different as there is a ceiling limit as to replacement value on the state policy. The cost for a Public Adjuster will have to come out of FHA's operating reserve and will not be a covered expense from the policy. Joining on the meeting from DHCD were: Ben Stone, Associate Director, Sarah O'Leary, Risk Management Specialist and Bill Miller, Supervisor of Construction Management Unit. Members asked several questions of DHCD regarding the policy, cost of reconstruction and renovations, procurement and oversight. After all questions were satisfied, DHCD disconnected from the meeting. Motion is made by Chairman Danello, second by Commissioner Brunelli to use the DHCD appraiser for the claim and release the public adjuster from services. Vice Chairman Feeley will contact the public adjuster and obtain a final invoice for services. All in favor. So voted.

- **MINUTES**

Motion is made by Commissioner Brunelli second by Commissioner Padula, to accept the Minutes of the Regular Meeting of April 12, 2021. All in favor. So voted.

- **ACCOUNTS PAYABLE**

Motion is made by Commissioner Padula second by Commissioner Brunelli to approve Accounts Payable for April 2021 totaling \$140,854.79. Check numbers 25913 to 25962. All in favor. So voted.

Motion is made by Commissioner Brunelli, second by Commissioner Kepple to approve the credit card purchases for March 2021 totaling \$139.90. All in favor. So voted.

- **SECRETARY REPORT**

- Commissioner Training –Board training modules schedule is reviewed.
- Building Fire – Unit 32 CPT had accidental fire on April 29, 2021 at 11:07 AM. Franklin Fire Department cleared the fire at 12:43 PM. Along with Franklin, five additional Companies participated. They were Norfolk, Wrentham, Bellingham, Medway and Plainville. At 4:15, the building was smoking and the FFD was called to return. Upon arrival, the roof was fully engulfed in flames. Five additional Companies joined to battle the building fire. The scene was cleared at 8:33 PM leaving a four unit building completely uninhabitable and a second, four unit building uninhabitable due to the lack of utilities. Of the eight units, one person was hospitalized with burns and seven others were either placed in a hotel or left with family members. The Red Cross was on scene and provided each fire victim with a cash card for immediate necessities.
- Building Off Line – Four units contained in one building will be offline due to fire damage.
- Donation Check – DCU donated \$5000 to Franklin Housing Authority in March. Since we do not have any business dealings with DCU, the check was held back until verification of authenticity. These funds will be used for tenant related benefits that arise over time such as resident cookout or event, common room furnishings or programs or services not otherwise available under the state budget guidelines. A thank you letter will be forwarded to DCU for the generous donation along with an offer for positive P.R. for the bank.
- Friends of Franklin – Friends of Franklin donated gift cards from Target, Kohl's and Star Market to all of the displaced people from the fire.
- 667 Unit Off Line – One 667 Unit that was taken off line due to mold has been professionally cleaned and has been put back on line housing a tenant on April 29th.
- Bank balances review – Balance sheet review
- Waiting List – We currently have 7066 applicants waiting to be housed in Franklin.
- Rent Roll – review
- Vacancies – Congregate has 3 vacancies and 667 has 1 unit vacant plus the 4 fire units.
- Appointment Roster - reviewed
- Next meeting is scheduled for June 14, 2021

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

- **OPERATING STATEMENTS**

- The March 2021 Operating Statements were reviewed as prepared by the Fee Accountant. Motion is made by Commissioner Brunelli, second by Commissioner Padula to accept the Operating Statements as presented. All in favor. So voted.

- **CORRESPONDENCE**

- None

- **OLD BUSINESS**

- Norfolk Management Update – Unit inspections completed for the 667 development.
- Supportive Housing Program - This application for available funding through EOEa has been approved. We hope to have a person on board by June 21st at 35 hours weekly. They will have an office in the large community building. They will serve all of our seniors, disabled people and process applicants for the congregate units which will help to get them filled.
- Top 5 Salaries, TAR and Lead Certifications – Members will all need to sign the certification pages.

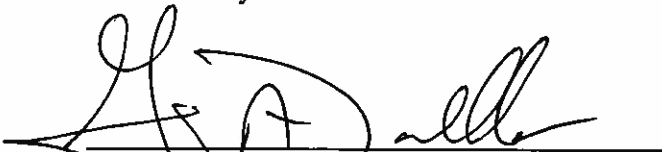
- **NEW BUSINESS**

- COVID-19 Hazard Pay – Members reviewed a report of the total hazard payouts to date and discussed pay moving forward. Motion is made by Chairman Danello, second by Commissioner Kepple to continue paying hazard pay to the staff through June 2021. Four in favor. Commissioner Brunelli recused himself from this vote. Motion carries.
- Maintenance Position – Members are advised that the ad for a new maintenance supervisor is in process and expected to be posted this week. It is intended to hire this position so that the new person will have 1-2 months to work with Mike, who is retiring. Members will receive a copy of the ad when it is completed.
- Open Flame – Candle Policy – Motion is made by Commissioner Brunelli, second by Commissioner Kepple to approve the Open Flame – Candle Policy as presented. All in favor. So voted.
- Building Fire Update – Discussed earlier in meeting.
- Scholarship – MassNAHRO Scholarship Committee has selected Christopher Cheing, resident of FHA's 200-1 development, the recipient of the Representative Kevin G. Honan \$5000 Scholarship. Christopher currently attend Vassar College and is very grateful for this scholarship.

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

- **ADJOURNMENT**

Motion is made by Commissioner Brunelli, second by Commissioner Padula to adjourn the Regular Meeting of the Franklin Housing Authority Board of Commissioners at 6:05 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.

