

Franklin Housing Authority

Regular Meeting Minutes

June 27, 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
Andrew M. Kepple, State Appointee

Members Absent

Peter L. Brunelli, Commissioner

Others Present

Lisa M. Audette, Executive Director
Seam Pope, Maintenance & Modernization Supervisor (MMS)
Candice Day, Administrative Assistant

- **MINUTES**

Motion is made by Commissioner Feeley second by Commissioner Kepple, to accept the Minutes of the Regular Meeting of May 9, 2022. All in favor. So voted.

- **ACCOUNTS PAYABLE**

Motion is made by Commissioner Feeley second by Commissioner Kepple to approve Accounts Payable for May 2022 totaling \$442,765.71. Check numbers 26532 to 26585. Also, Accounts Payable for June 2022 totaling \$87,559.51. Check numbers 26586 to 26623. All in favor. So voted.

Motion is made by Commissioner Feeley, second by Commissioner Kepple to approve the credit card purchases for April 2022 totaling \$399.85 and the credit card purchases for May 2022 totaling \$650.73. All in favor. So voted.

- **Move MMS up on the Agenda** – Motion is made by Commissioner Feeley, second by Commissioner Kepple to move the Maintenance & Modernization Supervisor (MMS) up on the Agenda. All in favor. So voted.
- **MAINTENANCE & MODERNIZATION SUPERVOSOR (MMS) REPORT**
 - FISH #101156 Furnace Replacement for 9 units of family housing at the 200-1 development is in process.
 - FISH #101161 Roof Replacement at Winter Street design has begun. Testing the current roof found no asbestos but did find that there is no roof insulation. Additional funds for this project will requested for insulation.
 - New maintenance procedure has resulted in a significant drop in the afterhours overtime emergency calls.

- Supervisor Pope conducted a tour of the Winter Street building for the Franklin Fire Department to help assure that they know the building components and how they work as well as the layout of the building in case of a future emergency.

- **DIRECTOR REPORT**

- Commissioner Training –Review of upcoming training modules.
- MassNAHRO Annual Conference –Took place May 22-25 at the Sea Crest Hotel.
- Bank balances review – Balance sheet review
- Waiting List – We currently have 9998 applicants waiting to be housed in Franklin. 310 are local applicants.
- Rent Roll – review – Board commends Administrator Day for her good work on the recertifications.
- Vacancies – Congregate has 2 vacancies and 667 has 2 vacant units. In the family developments we have none. We leased 5 units in May and June. All units went to local residents.
- Appointment Roster – reviewed
- Next meeting is scheduled on September 12, 2022.

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

- **OPERATING STATEMENTS**

- The April 2022 Operating Statements were reviewed as prepared by the Fee Accountant. Motion is made by Commissioner Feeley second by Commissioner Kepple to accept the Operating Statements as presented. All in favor. So voted.

- **COMMUNITY PRESERVATION COMMITTEE (CPC)** – Commissioner Feeley reports that the first round of CPC projects support has been approved by the Committee and the Town Council.

- **CORRESPONDENCE**

- ARPA Award Letter – Awarding FHA with \$245,443 additional Formula Funding through ARPA funds.
- ARPA Targeted Award Letter – Awarding FHA with an additional ARPA award to fund a fire pump for the Winter Street building. Director and MMS Pope will meet with the Franklin Fire Department to identify the scope of this project.
- Thank you email to Representative Roy for support given to the FHA for ARPA funds

- **OLD BUSINESS**

- Tenant Board Member Position – The allowed time for tenants to submit a letter of interest has expired. The Town Administrator is in receipt of the letters but has not had the time to interview the interested parties as of yet.
- Land Encroachment – Building Commissioner continues to work with this property owner to correct the violations. Chairman Danello will check with the Building Commissioner again next week.
- Norfolk HA Update – Director applied for a Septic System Replacement for the 20 unit family development in Norfolk. Also a court case in Norfolk that has been going on for over a year with several remote court appearances and the tenant support of the COA

and the Court Tenant Preservation Program has ended in a court decision to issue an Execution for Possession requiring the tenant to vacate.

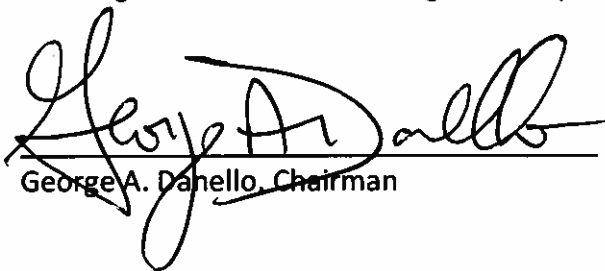
- Executive Director Salary Worksheet – The FYE2023 Budget has been reverted twice to date. The new Housing Management Specialist is requesting the ED bonus from other properties be removed from the ED Salary Worksheet stating that just the DHCD approvable salary should be on the worksheet. This varies from past years that were approved including the other property bonus as DHCD wanted the full salary transparent. Regardless, I am requesting Chairman Danello to sign a worksheet with the reduced salary on the worksheet. Motion is made by Commissioner Feeley to authorize the Chairman to sign the worksheet with the understanding that it will in no way affect the salary or bonus previously approved by the Board. Second by Commissioner Kepple. All in favor. So voted.

- **NEW BUSINESS**

- Write Off Accounts - Motion is made by Commissioner Feeley, second by Commissioner Kepple to write off two accounts totaling \$7916 due to inability to collect. All in favor. So voted.
- Community Preservation Committee (CPC) FHA representatives - Motion is made by Chairman Danello, second by Commissioner Kepple to appoint Commissioner Feeley as the FHA representative on the Town CPC Committee. All in favor. So voted.
- Sub-Committee Appointment – Motion by Commissioner Feeley to authorize the Chairman to appoint a two-member sub-committee to assist in communication between the FHA and the Affordable Housing Trust. All in favor. So voted.
- Add PMR to the Agenda – Motion is made by Commissioner Feeley, second by Commissioner Kepple to add the PMR Report to the Agenda. All in favor. So voted.
- Performance Management Review (PMR) – Members commend the Director and all staff for a great job which reflects in the FYE 3/31/2022 PMR citing 'No Findings' anywhere. Well done!

- **ADJOURNMENT**

Motion is made by Commissioner Feeley, second by Commissioner Feeley to adjourn the Regular Meeting of the Franklin Housing Authority Board of Commissioners at 5:21PM. 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.

