

Franklin Housing Authority

Regular Meeting Minutes

September 20, 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
Christopher Lennon, Tenant Board Member

Members Absent

Peter L. Brunelli, Commissioner

Others Present

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

- **INTRODUCTION of NEW BOARD MEMBER** – Chairman Danello welcomes Christopher Lennon to the Board as the Tenant Board Member. Christopher Lennon is a resident of FHA's 667 development and he informed the Members of his past public service including years as a fire fighter, umpire and Lions Club Member. Welcome Christopher Lennon.
 - **Motion to Alter Agenda** – Motion is made by Commissioner Feeley, second by Commissioner Kepple to move Maintenance & Modernization Supervisor to the top of the agenda. All in favor. So voted.
 - **MAINTENANCE & MODERNIZATION SUPERVISOR (MMS) REPORT** – MMS Pope updated the Members on the open FISH Projects. This included the completion or near completion of four projects, #101144, 101157, 101160 & 101165. FISH #101156 Furnace Replacement is in process with some supply delays. FISH 101159 Community Restroom Upgrades has secured a contractor and supplies are on order, FISH 101161 Flat Roof Replacement is about to advertise for a contractor, FISH 101164 Water Lines is about to be in design phase. Lastly, we had a waterline leak at 667-2 that spiked the water/sewer bill. An emergency repair was completed and an abatement has been applied for through the water department.
- **MINUTES**

Motion is made by Commissioner Feeley second by Commissioner Kepple, to accept the Minutes of the Regular Meeting of June 27, 2022. All in favor. So voted.

- **ACCOUNTS PAYABLE**

Motion is made by Commissioner Feeley second by Commissioner Kepple to approve Accounts Payable for June 1 through August 31, 2022 totaling \$590,221.40. Check numbers 26586 to 26719. All in favor. So voted.

Motion is made by Commissioner Feeley, second by Commissioner Kepple to approve the credit card purchases for June 2022 totaling \$629.17 and the credit card purchases for July 2022 totaling \$315.69. and the credit card purchases for August 2022 totaling \$1366.56 All in favor. So voted.

- **DIRECTOR REPORT**

- Commissioner Training –Review of upcoming training modules.
- MassNAHRO Fall Conference –Will take place November 13-15 in Danvers.
- Tenant Postings on Face Book – A tenant is posting on Face Book defaming FHA for the delay in contractor supplies for the furnace replacement project and her rent increases. Unfortunately, we are unable to respond with the truthful facts as we are bound by confidentiality laws. Be advised, no tenant is without heat (some temporary sources) and all rents are based on tenant household income.
- Bank balances review – Balance sheet review
- Waiting List – We currently have 10,977 applicants waiting to be housed in Franklin. 319 are local applicants.
- Rent Roll – review
- Vacancies – Congregate has 2 vacancies and 667 has 1 vacant unit that we are on our 4th offer for. In the family developments we have 2 vacancies. Ruggles Street has one vacancy. We leased 3 units in July and August. Two units were leased to local residents and one was a non-local emergency.
- Appointment Roster – reviewed
- Next meeting is scheduled on October 17, 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 June and July 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 another land purchase is in the works.

- **CORRESPONDENCE**

- Letter from DHCD approving Operating Budget

- **OLD BUSINESS**

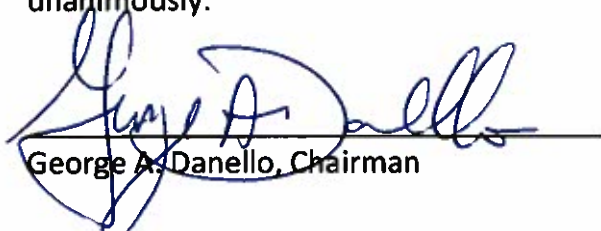
- Land Encroachment – Chicken run has been dismantled and removed. Members note and appreciate the assistance of the Building Commissioner, Gus Brown for the resolution of the issue.
- Norfolk HA Update – The Public Hearing for the Norfolk HA's Annual Plan is scheduled for September 21, prior to the Board Meeting. Director applied for a Septic System Replacement Project for the 20 unit family development in Norfolk which was approved for \$640,000.
- ARPA Targeted Award – FHA applied for a Fire Pump for 667-4 which is approved for \$226,800.

- **NEW BUSINESS**

- Performance Management Review (PMR) – No Findings – Members commend Director Audette, MMS Pope and all the staff for a job well done.
- Annual Report – accepted to file
- Agreed Upon Procedures (AUP) – Audit scheduled for September 28
- Fair Housing Marketing Plan – Motion is made by Commissioner Feeley, second by Commissioner Kepple to approve the Fair Housing Marketing Plan as presented. All in favor. So voted.
- Limited English Proficiency (LEP) Policy - Motion is made by Commissioner Feeley, second by Commissioner Kepple to approve the Limited English Proficiency (LEP) Policy as presented. All in favor. So voted.
- Reasonable Accommodation Policy - Motion is made by Commissioner Feeley, second by Commissioner Kepple to approve the Reasonable Accommodation Policy as presented. All in favor. So voted.
- FISH #101160, Sewer Line Certificate of Substantial Completion - Motion is made by Commissioner Feeley, second by Commissioner Kepple to approve the Certificate of Substantial Completion for FISH 101160. All in favor. So voted.

- **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 5:24 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.

