

Franklin Housing Authority

Regular Meeting Minutes

June 22, 2021

Chairman George A. Danello called the Regular Meeting of the Board of Commissioners of the Franklin Housing Authority to order at 4:32 PM.

- **ROLL CALL**

Members Present

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

Members Absent

Diane Padula, Commissioner

Others Present

Lisa M. Audette, Executive Director
Candice Day, Administrative Assistant

- **MINUTES**

Motion is made by Commissioner Brunelli second by Commissioner Kepple, to accept the Minutes of the Regular Meeting of May 10, 2021. All in favor. So voted.

- **ACCOUNTS PAYABLE**

Motion is made by Commissioner Feeley second by Commissioner Brunelli to approve Accounts Payable for May 2021 totaling \$191,647.56. Check numbers 25963 to 26005. All in favor. So voted.

Motion is made by Commissioner Feeley, second by Commissioner Brunelli to approve the credit card purchases for April 2021 totaling \$326.44. All in favor. So voted.

- **SECRETARY REPORT**

- Commissioner Training –Board training modules schedule is reviewed.
- Building Off Line – Four units contained in one building will be offline due to fire damage.
- Franklin Housing Fire Fund – Area donations that were collected and funds deposited at Dean bank will be disbursed among the four fire victims. Cash totaled \$2851 and gift card donation totaled \$695.
- Bank balances review – Balance sheet review
- Waiting List – We currently have 7244 applicants waiting to be housed in Franklin.
- Rent Roll – review
- Vacancies – Congregate has 4 vacancies and 667 has 1 unit vacant plus the 5 fire units.
- Appointment Roster - reviewed
- Next meeting is scheduled for September 13, 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 March 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.

- **COMMUNITY PRESERVATION COMMITTEE (CPC)** – FHA CPC Member, Commissioner Feeley updates the Board on the status of the CPC and its' budget.

- **CORRESPONDENCE**

- Thank you from the Town of Franklin for a donation to DPW

- **OLD BUSINESS**

- Norfolk Management Update – Our application for a Residents Service Coordinator has been approved by DHCD. This person will assist all Norfolk HA residents including families and also service Franklin HA family residents. Initial though is to provide an office for this person at the FHA as NHA does not have space.
- Supportive Housing Program – TriValley Elder Services is working on hiring a person for this position. Meanwhile, a free lunch program will launch on June 28 for our 667 residents.
- Maintenance Position – The Maintenance Supervisor position has been filled by North Attleboro resident, Sean Pope. He started in his position on June 21, 2021. We look forward to many years of service from this highly qualified candidate. Members request Mr. Pope to attend the next meeting for introduction.

- **NEW BUSINESS**

- Contract for Financial Assistance #12 – Amendment #12 of our contract for financial assistance reflects and increase of \$416,431.00 in Formula Funding. Motion is made by Commissioner Brunelli, second by Commissioner Feeley to accept the Award Amendment #12. All in favor. So voted.
- Building Fire 667-4 – A fire started in unit #97 of the 29 unit Winter Street Building. One person is in the hospital for smoke inhalation and is expected to fully recover. All displaced residents other than #97 have been allowed back into their units. Unit #97 will require a full rehab.
- COVID-19 Hazard Pay – Members discuss the new guidelines from Governor Baker regarding the reopening of Massachusetts. Much appreciation to the staff for their dedicated service through the pandemic. They have greatly appreciated the COVID pay during the challenging time. Motion is made by Chairman Danello, second by Commissioner Feeley to discontinue paying hazard pay to the staff on July 1, 2021. Three in favor. Commissioner Brunelli recused himself from this vote. Motion carries.
- Fair Market Rents and Income Limits - Motion is made by Commissioner Feeley, second by Commissioner Brunelli accept the new Fair Market Rents and Income Limits for 2021. All in favor. So voted.
- SHERA Program Clerk – A Clerk has been hired to manage the SHERA Program for the agency. This position is approximately 10 hours per week for about 10 weeks. This person will apply for funding for unpaid rents on behalf of residents who have struggled during the pandemic. We expect to recuperate \$10-15,000 through this program. A tally will be kept for future review.

- Agreed Upon Procedures (AUP) Report – Member review the audit results which shows zero finding or exceptions. Members commend the FHA staff for a fantastic job! Motion is made by Commissioner Feeley, second by Commissioner Brunelli to accept the report as presented. All in favor. So voted.
- FISH #101144 Fire Alarm System – Megco Electric – Kick Off Meeting completed. Construction will soon begin.
- FISH #101151 Support Beam Project – Final Punchlist is in process of completion.
- FISH #101156 Furnace Replacement – Designer Selection Phase is in Process.
- FISH #101157 Roof Replacement – Approval to Bid Phase - May need a summer Special meeting to approve a contractor.
- FISH #101160 Main Sewer Pipe Replacement – Construction Document preparation phase.

• **ADJOURNMENT**

Motion is made by Commissioner Feeley, second by Commissioner Brunelli to adjourn the Regular Meeting of the Franklin Housing Authority Board of Commissioners at 5:36 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 and Documents listed on the Agenda.

