

# **Franklin Housing Authority Regular Meeting Minutes October 17, 2022**

Commissioner Peter L. Brunelli called the Regular Meeting of the Board of Commissioners of the Franklin Housing Authority to order at 4:30 PM.

- **ROLL CALL**

**Members Present**

Peter L. Brunelli, Commissioner

Andrew M. Kepple, State Appointee  
Christopher Lennon, Tenant Board Member

**Members Absent**

George A. Danello, Chairman

Christopher K. Feeley, Vice Chairman

**Others Present**

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

- **MINUTES**

Motion is made by Commissioner Kepple second by Commissioner Lennon, to accept the Minutes of the Regular Meeting of October 17, 2022. All in favor. So voted.

- **ACCOUNTS PAYABLE**

Motion is made by Commissioner Kepple second by Commissioner Lennon to approve Accounts Payable for September, 2022 totaling \$104,463.69. Check numbers 26720 to 26756. All in favor. So voted.

Motion is made by Commissioner Kepple, second by Commissioner Lennon to approve the credit card purchases for September 2022 totaling \$5,691.35. 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.
- Annual Plan – Annual Plan has been posted and the Public Hearing will take place prior to the Board Meeting on December 12, 2022.
- Resident Appreciation Luncheon – A well-received chowder and clam cake luncheon took place on October 4<sup>th</sup> sponsored by the Franklin Housing Authority Board of Commissioners. About 65 residents attended and were please to hear Representative Jeffrey Roy talk about the work he is doing in the State House for the betterment of the Town of Franklin. Also, Town Administrator, Jamie Hellen

spoke to the residents about recent accomplishments within the Town and future goals.

- Bank balances review – Balance sheet review
- Waiting List – We currently have 11,224 applicants waiting to be housed in Franklin. 211 are local applicants.
- Rent Roll – review
- Vacancies – Congregate has 2 vacancies and 667 has 1 vacant unit that we are on our 4<sup>th</sup> offer for. In the family developments we have 3 vacancies. We leased 1 units in September to a non-local emergency.
- Appointment Roster – reviewed
- Next meeting is scheduled on November 14, 2022.

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

- **OPERATING STATEMENTS**

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

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

- **CORRESPONDENCE**

- None

- **OLD BUSINESS**

- Norfolk HA Update – We have received the Execution for Possession on one unit that we have been in court for about 6 times in the past 2 years. That tenant will be leaving shortly or the Sherriff's Department will be called to handle the matter. A second resident household is in process of vacating due to a NTQ. This tenant vacates prior to having to present the case in court.
- FISH 101156 – The Air Source Heat Pumps have not yet been received for this project but are expected within a week. One tenant continues to post negative accusation and lies on Facebook but we are unable to respond due to confidentiality regulations.

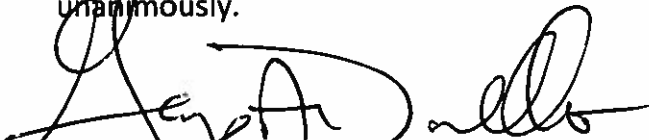
- **NEW BUSINESS**

- Management Services Agreement (MCA) Amendment – An Amendment to the MCA was discussed and considered. Motion is made by Commissioner Kepple to approve the MSA Amendment that increases the contract sum by 9% to \$72,948.25 beginning January 1, 2023. Commissioner Lennon seconds the motion. All in favor. So voted.

- New Maintenance Hire – Thomas Mosley has joined the FHA Team as a part time maintenance man. He will begin on October 19<sup>th</sup>.
- FISH #101160, Sewer Line Certificate of Final Completion - Motion is made by Commissioner Kepple, second by Commissioner Lennon to approve the Certificate of Final Completion for FISH 101160. All in favor. So voted.
- Add to the Agenda - Motion is made by Commissioner Kepple, second by Commissioner Lennon to add two topics to the Agenda. Health Incentive and Resident Service Coordinator (NOFA) All in favor. So voted.
- Health Incentive – Motion is made by Commissioner Kepple, second by Commissioner Lennon to authorize the payment of a \$1000 Health Incentive to one employee that did not take health insurance for the past year. This saved the FHA almost \$20,000. All in favor. So voted.
- Resident Service Coordinator (RSC) Application for Funding – The Norfolk HA hired a RSC on January 1, 2022 who serves all of NHA residents and FHA family residents. This program has been very helpful to residents and a worthy compliment to the staff of both agencies. In order to continue the services, we need to submit a application for funding. We need Board approval from both agencies. The application is requesting an additional \$10,000 per year for the position and to fund the position for 5 years 2023-2027 with a total request of \$300,000. Motion is made by Commissioner Kepple, second by Commissioner Lennon to authorize the submission of the application on behalf of the FHA. All in favor. So voted.

• **ADJOURNMENT**

Motion is made by Commissioner Kepple, second by Commissioner Lennon to adjourn the Regular Meeting of the Franklin Housing Authority Board of Commissioners at 4:55 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.

