

Franklin Housing Authority

Regular Meeting Minutes

October 18, 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 Feeley second by Commissioner Brunelli, to accept the Minutes of the Regular Meeting of September 13, 2021. All in favor. So voted.

- **ACCOUNTS PAYABLE**

Motion is made by Commissioner Feeley second by Commissioner Brunelli to approve Accounts Payable for September 2021 totaling \$224,190.98. Check numbers 26147 to 26224. All in favor. So voted.

Motion is made by Commissioner Feeley, second by Commissioner Brunelli to approve the credit card purchases for August 2021 totaling \$1474.37. All in favor. So voted.

- **SECRETARY REPORT**

- Commissioner Training –Board training modules schedule is reviewed.
- Franklin Fire Department and Franklin Rotary Joint Event – October is Fire Safety month. On October 19th FFD will do a presentation of Fire Safety for our residents and the Franklin Rotarian will follow this event hosting a pizza party for the residents. I have also asked the Town Clerk to do a short presentation on services the Clerk's office offers.
- Bank balances review – Balance sheet review
- Waiting List – We currently have 8180 applicants waiting to be housed in Franklin.
- Rent Roll – review
- Vacancies – Congregate has 4 vacancies and 667 has the 5 fire units vacant. The Winter Street unit is expected to be available soon.
- Appointment Roster - reviewed
- Next meeting is scheduled for November 8, 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 August 2021 Operating Statements were reviewed as prepared by the Fee Accountant. Motion is made by Commissioner Feeley, second by Commissioner Padula 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. We are notified that a Public Hearing will take place in January 2022.

- **CORRESPONDENCE**

- None

- **OLD BUSINESS**

- Norfolk Management Update –Residents Service Coordinator position has been posted. This person will assist all Norfolk HA residents including families and also service Franklin HA family residents.
- Supportive Housing Program – TriValley Elder Services has hired a person for this position. Brittany Ruiz has started in this position and is working from the Community Hall office. Her schedule is 9-5 M-F. Brittany will be taking over the work involved in filling the Congregate units.
- SHERA Program –To date FHA has recuperated \$32,489 and NHA \$29,612 in funds.
- 667-1 Building Fire Update – Necessary supplies are taking longer than usual to come in due to COVID. This building is not expected to be completed until early 2022.
- 667-4 Unit Fire - Necessary supplies are taking longer than usual to come in due to COVID. This unit should be back online in November 2021.
- Insurance Claim 667-1 – A mold issue was found under one building in 667-1 which was caused by leaking pipes. This issue has been resolved and this claim is closed.

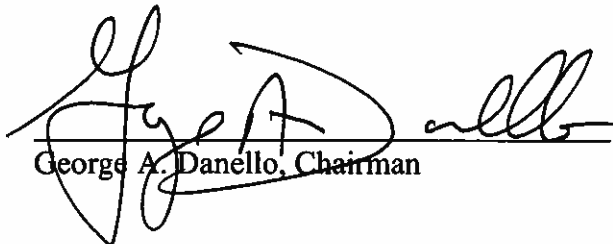
- **NEW BUSINESS**

- FISH #101160 – Sewer Pipe Replacement – Low Bidder approval - Motion is made by Commissioner Feeley, second by Commissioner Brunelli to accept the Low Bidder, Aqua Line Utility, Inc. in the amount of \$358,450. All in favor. So voted.
- ED Contract – The ED Contract is due to expire march 31, 2022. According to the contract, the Board must notify the ED at this time should they not want to extend the contract. Motion is made by Commissioner Feeley, second by Commissioner Brunelli to notify the ED that the Board plans to extend the contract. All in favor. So voted.
- Personnel Policy – Updates have been made to the Personnel Policy. Motion is made by Commissioner Feeley, second by Commissioner Kepple to accept the to adopt the changes to the Personnel Policy. Rollcall vote. AYE Commissioners Feeley, Kepple and Chairman Danello. Commissioner Brunelli recuses. Motion carries.
- Management Agreement with the Norfolk HA - Motion is made by Commissioner Feeley, second by Commissioner Brunelli to approve the Amendment to the Management Services Agreement with Norfolk HA. The Amendment extends the Contract for 23 months to December 31, 2024 and increases the Contract by 4%. All in favor. So voted.

- Law Suit – A visitor of one family resident allegedly fell on our property in July of 2020. They have secured Attorney Thomas Sparks to handle their claim.
- Capital Improvement Plan (CIP) - Motion is made by Commissioner Feeley, second by Commissioner Brunelli to table the CIP until November as it has not been completed. All in favor. So voted.
- Annual Plan – Public Hearing Date – The members will be surveyed to assure we will have a quorum on January 10, 2022 to have the necessary Public Hearing for the Annual Plan.
- Write Off Uncollectable Accounts – Two uncollectable accounts are requested to be written off the books that total \$1,943.55. Motion is made by Commissioner Brunelli, second by Commissioner Feeley to write off the accounts. All in favor. So voted.
- Vacation Time Buy Out – ED Audette request Board approval to buy out 3 weeks of unused vacation time left over from 2020 that will be lost at the end of the year. Members question if anyone else has vacation time in jeopardy of forfeiting? There are not. Motion is made by Chairman Danello, second by Commissioner Brunelli to authorize the ED to buy out 3 weeks of vacation time. All in favor. So voted.
- Add Agenda Items - Motion is made by Commissioner Feeley, second by Commissioner Brunelli to add 2 items to the Agenda. They are Certificate of Substantial Completion for project #101157 (roofs in 667-2) and FISH 101161 (667-4 Roof). All in favor. So voted.
- FISH # 101157 Certificate of Substantial Completion - Motion is made by Commissioner Feeley, second by Commissioner Brunelli to the Certificate of Substantial Completion for Project #101157. All in favor. So voted.
- FISH 101161 Resolution Architects Fee Proposal - Motion is made by Commissioner Feeley, second by Commissioner Brunelli to accept the fee proposal of \$21,600 for Resolution Architects. All in favor. So voted.
- Members are reminded that FHA will be presenting at the Town Council Meeting on November 17th at 7:00 PM.

• **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 5:35 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.

