

Franklin Housing Authority

Regular Meeting Minutes

November 8, 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
Andrew M. Kepple, State Appointee
Diane Padula, Commissioner

Members Absent

Peter L. Brunelli, Commissioner

Others Present

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

- **MINUTES**

Motion is made by Commissioner Feeley second by Commissioner Padula, to accept the Minutes of the Regular Meeting of October 18, 2021. All in favor. So voted.

- **ACCOUNTS PAYABLE**

Motion is made by Commissioner Feeley second by Commissioner Padula to approve Accounts Payable for October 2021 totaling \$200,248.43. Check numbers 26225 to 26263. All in favor. So voted.

Motion is made by Commissioner Feeley, second by Commissioner Padula to approve the credit card purchases for September 2021 totaling \$2025.74. All in favor. So voted.

- **SECRETARY REPORT**

- Commissioner Training –No Board training modules scheduled at this time.
- Town Clerk, Franklin Fire Department and Franklin Rotary Joint Event – Town Clerk Danello informed the residents of all the services the Town Clerk's department provide and answered questions following. Doug Perro of the FFD did an informative presentation regarding Fire Safety. Residents participated in a demo and enjoyed the presentation. Lastly, the Franklin Rotarian's followed with hosting a pizza party complete with door prizes. Special thanks to Commissioner Padula as she was instrumental in putting the program together.
- Friday after Thanksgiving – Agency will be closed, except for emergencies, on November 26. Board voted in October 2018, allowing this day off.

- Congregate MAT Meeting – Two applicant were reviewed by the Congregate MAT Team. One applicant is accepted and will be housed following receipt of current income verification. The second applicant has been denied.
- Bank balances review – Balance sheet review
- Waiting List – We currently have 8379 applicants waiting to be housed in Franklin.
- Rent Roll – review
- Vacancies – Congregate has 4 vacancies and 667 has the 5 fire units vacant and one additional being prepared for a new resident. The Winter Street unit is expected to be available before the end of the month.
- Appointment Roster - reviewed
- Next meeting is scheduled for December 6, 2021.

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

- **OPERATING STATEMENTS**

- The September 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 new member will be appointed to a vacant position.

- **CORRESPONDENCE**

- None

- **OLD BUSINESS**

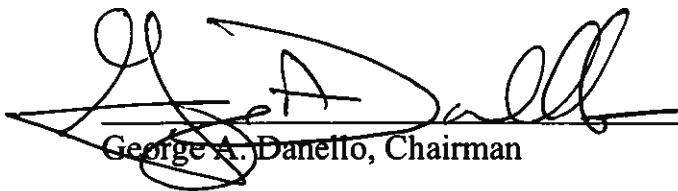
- Norfolk Management Update –
 - Norfolk AUP is scheduled on November 30, 2021.
 - Norfolk Board approved and signed the new Management Agreement
 - Interviews are in process for the RSC position in Norfolk.
- SHERA Program –This program has been extended to June 2022.
- 667-1 Building Fire Update – Roof trusses will be delivered this week and construction will start after the roof is completed.
- 667-4 Unit Fire – Unit will be offered to new tenant this month.
- Capital Improvement Plan (CIP) – The 2022 CIP is presented to the Members. Motion is made by Commissioner Feeley, second by Chairmen Danello to approve the CIP as presented. All in favor. So voted.
- Annual Plan – Reminder that the Public Hearing is scheduled on January 10, 2022, to review the Annual Plan.

- **NEW BUSINESS**

- 2022 Meeting Calander – Dates will be reviewed by Members. Conflicts may impact current schedule.
- Town Council Meeting – Franklin Housing Authority will attend the Town Council meeting on November 17th to present the housing process and the CHAMP application.
- Agreed Upon Procedures (AUP) – Franklin is scheduled for this audit on December 7th.

- **ADJOURNMENT**

Motion is made by Commissioner Feeley, second by Commissioner Padula to adjourn the Regular Meeting of the Franklin Housing Authority Board of Commissioners at 5:06 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.

