

# **Franklin Housing Authority**

## **Regular Meeting Minutes**

### **December 6, 2021**

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  
Diane Padula, Commissioner  
Peter L. Brunelli, Commissioner

**Members Absent**

**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 November 8, 2021. All in favor. So voted.

- **ACCOUNTS PAYABLE**

Motion is made by Commissioner Feeley second by Commissioner Padula to approve Accounts Payable for November 2021 totaling \$177,113.26. Check numbers 26264 to 26307. A note of appreciation that several local businesses are being used for goods and services. All in favor. So voted.

Motion is made by Commissioner Feeley, second by Commissioner Brunelli to approve the credit card purchases for October 2021 totaling \$1205.84. All in favor. So voted.

- **SECRETARY REPORT**

- Commissioner Training –No Board training modules scheduled at this time.
- Maintenance Supervisor 6 month review will take place in December.
- Friday after Thanksgiving – Agency will be closed, except for emergencies, on November 26. Staff are grateful for allowing this day off.
- Congregate MAT Meeting – DHCD is withdrawing the Congregate waiting list from the CHAMP system as all 37 agencies with this program are experiencing the same issues. New processes are being developed by DHCD and EOEA to help move forward applicants that are pre-screened by Service Coordinators or EOEA.
- Bank balances review – Balance sheet review

- Waiting List – We currently have 8656 applicants waiting to be housed in Franklin.
- Rent Roll – review
- Vacancies – Congregate has 4 vacancies and 667 has the 4 fire units vacant and 4 additional being prepared for a new resident.
- Appointment Roster - reviewed
- Next meeting is scheduled for January 10, 2022 and will begin with a Public Hearing to review the Annual Plan.

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 October 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. A new member, Rick Power, was appointed to a vacant position. Committee is discussing the process that will be put in place for requesting assistance from CPC.

- **CORRESPONDENCE**

- Award Letter from DHCD for \$249,524.09 Emergency Reserve funding for FISH project #101160, Sewer Pipe project.

- **OLD BUSINESS**

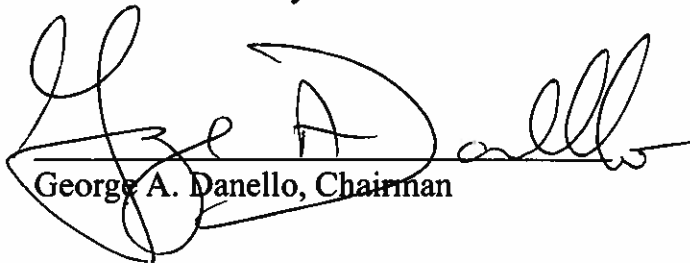
- Norfolk Management Update –
  - Norfolk AUP Exceptions were disclosed
  - Norfolk Board approved and signed the new Management Agreement
  - The RSC position in Norfolk is filled and the new employee will start January 3<sup>rd</sup>. This person will also serve the Franklin family portfolio.
- 667-1 Building Fire Update – Roof trusses installed and construction has commenced. Hopes for completion is early February.
- 667-4 Unit Fire – Unit occupied by new tenant.
- Annual Plan – Reminder that the Public Hearing is scheduled on January 10, 2022, to review the Annual Plan.
- Agreed Upon Procedures (AUP) – Franklin Audit is in process.

- **NEW BUSINESS**

- FISH #101144 Certificate of Substantial Completion (CSC) - Motion is made by Commissioner Feeley, second by Commissioner Brunelli to approve the CSC for FISH Project #101144. All in favor. So voted.
- FISH #101157 Certificate of Final Completion (CFC) - Motion is made by Commissioner Feeley, second by Commissioner Brunelli to approve the CFC for FISH Project #101157. All in favor. So voted.
- Solar Update – Members review a worksheet of the Net Metering Solar savings since the start of the contract in December 2017. Current overall savings are at \$234,239. Members agree that the program was a great move for FHA financial health.
- Board Update – Commissioner Kepple has accepted a new position with the Housing Court. He has contacted the State Ethics Board to inquire if there are any conflicts. He has been advised of his limitations on the Board and wanted to be sure the other Members were in favor of him keeping his position. Congratulations were offered and all Members were strongly in favor of Commissioner Kepple remaining in place.
- Add Expense Reimbursement Policy - Motion is made by Commissioner Feeley, second by Commissioner Brunelli to add Expense Reimbursement Policy to the Agenda. All in favor. So voted.
- Expense Reimbursement Policy - Motion is made by Commissioner Feeley, second by Commissioner Brunelli to approve the Expense Reimbursement Policy as presented. All in favor. So voted.
- Schedule conflict for the February Meeting is discussed and the Members agree that the February Board Meeting will be on February 7, 2022.

- **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 5:15 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.

