

Franklin Housing Authority Regular Meeting Minutes November 14, 2022

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
Peter L. Brunelli, Commissioner
Andrew M. Kepple, State Appointee
Christopher Lennon, Tenant Board Member

Members Absent

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 October 17, 2022. All in favor. So voted.

- **ACCOUNTS PAYABLE**

Motion is made by Commissioner Brunelli second by Commissioner Feeley to approve Accounts Payable for October, 2022 totaling \$96,231.94. Check numbers 26757 to 26802. All in favor. So voted.

Motion is made by Commissioner Brunelli, second by Commissioner Kepple to approve the credit card purchases for October 2022 totaling \$4,855.60. All in favor. So voted.

- **DIRECTOR REPORT**

- Commissioner Training –Review of upcoming training modules.
- Bank balances review – Balance sheet review
- Waiting List – We currently have 11,224 applicants waiting to be housed in Franklin. 216 are local applicants.
- Rent Roll – review
- Vacancies – Congregate has 1 vacancy, 667 has 3 vacant units and we have 3 family units vacant. We are experiencing a lot of applicants that do not respond to our mailings. The last list pull of 100 applicants only resulted in 3 responses. The amount of time and expense involved in managing the CHAMP waiting list is

extreme. Carole is outstanding at working the CHAMP system and following the regulation but lack of adequate response from the applicant is overwhelming. We leased 2 units in October. One to a non-local and the other was a transfer.

- Appointment Roster – reviewed
- Next meeting is scheduled on December 12, 2022.

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

- **OPERATING STATEMENTS**

- The September 2022 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)** – The state is allocation and additional \$20 million in funding to CPC's. The CPC is anxious to see the local allocation.

- **CORRESPONDENCE**

- None

- **OLD BUSINESS**

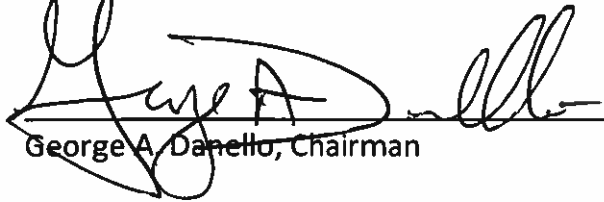
- Norfolk HA Update – Norfolk received an ARPA Award of \$116K. Also, the Town Administrator is speaking to interested NHA residents for the open position on the Board.
- FISH 101156 – The Air Source Heat Pumps have all been received and installed for this project. No tenant suffered loss during this delayed process, just minor inconvenience. The tenant who posted extensive negative comments and lies on Facebook neglected to notify their following of the restoration of heat.

- **NEW BUSINESS**

- Agreed Upon Procedures (AUP) - Motion is made by Commissioner Feeley to accept the AUP as presented which included only one exception that was in relation to the ED having an in-house contract and not the DHCD contract. Commissioner Brunelli seconds the motion. All in favor. So voted.
- ARPA Contract for Financial Assistance (CFA) - - Motion is made by Commissioner Brunelli, second by Commissioner Feeley to approve the ARPA CFA in the amount of \$245,443 and authorize the Chairman to sign. All in favor. So voted.
- FISH 101156 – No cost time extension change order – Not available, no action
- Motion to add 'Summer Street' to the agenda by Chairman Danello, second by Commissioner Brunelli. All in favor. So voted. Chairman Danello brought the Members up to date on the progress to obtain ownership of a property on Summer Street. Discussion took place referencing the need of well and septic inspection.

- **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 5:00 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.

