

Franklin Housing Authority

Regular Meeting Minutes

February 7, 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
Diane Padula, Commissioner
Andrew M. Kepple, State Appointee
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 January 10, 2022. All in favor. So voted.

- **ACCOUNTS PAYABLE**

Motion is made by Commissioner Feeley second by Commissioner Brunelli to approve Accounts Payable for January 2022 totaling \$112,491.45. Check numbers 26354 to 26405. All in favor. So voted.

Motion is made by Commissioner Feeley, second by Commissioner Padula to approve the credit card purchases for December 2021 totaling \$1372.70. All in favor. So voted.

- **DIRESTOR REPORT**

- Commissioner Training –Review of upcoming training modules.
- Blizzard of 2022 – January 29th we were hit with a substantial snow storm which required maintenance personnel to work nearly around the clock to clear and make area safe for our residents. Staff returned on Sunday as well for several hours. The staff did an amazing job and are commended for their stamina and diligence during this substantial storm.
- Bank balances review – Balance sheet review
- Waiting List – We currently have 8998 applicants waiting to be housed in Franklin. 317 are local applicants.
- Rent Roll – review

- Vacancies – Congregate has 3 vacancies and 667 has the 4 fire units vacant and 3 additional, family developments have 1 vacancy. All are being prepared for new residents. Two units filled in January were transfers. Six congregate applicants are being reviewed by TryValley.
- Recent New Lease – In January FHA leased 2 units.
 - 2- Transfers
- Appointment Roster – reviewed
- Next meeting is scheduled for March 7, 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 December 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) – No update**

- **CORRESPONDENCE**

- None

- **OLD BUSINESS**

- 667-1 Building Fire Update – Walls and ceilings installed and painted. Contractor expects for completion in March.

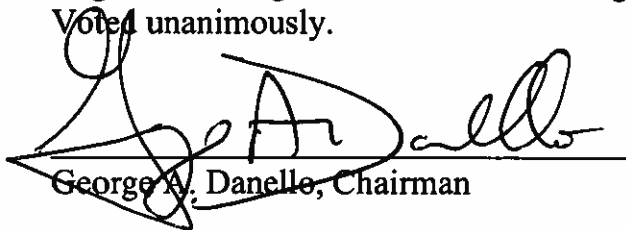
- **NEW BUSINESS**

- FISH #101156 Low Bid Contractor Approval – Motion is made by Commissioner Feeley, second by Commissioner Brunelli to accept the low bidding contractor, Performance Plumbing and Heating for the base bid amount of \$249,288 and four alternates of \$32,206 for a total of \$378,112 pending available funding from DHCD. All in favor. So voted.
- FISH #101165- Winter Street Emergency Boiler Replacement Project – A DCAMM waiver has been approved to move forward with this project. Several contractors have been assessing the project and we hope to get a few bids in within the next 2 weeks. Staff is checking the building regularly to be sure there is no heat loss to the building. Motion is made by Commissioner Feeley, second by Commissioner Brunelli to move forward with this emergency project. All in favor. So voted.
- Tenant Board Member Position – Members are notified that all FHA residents will receive a notice for an upcoming open position. The Town Clerk will be receiving the notice of intent for any interested applicant and the Town Council will appoint an applicant to the position.

- Management Agreement with Norfolk – This Amendment to the Service Agreement adjusts the annual contract sum to \$66,925, prorated monthly to \$5577.09. Motion is made by Commissioner Feeley, second by Commissioner Padula to approve the Amendment to the Management Service Agreement. All in favor. So voted.
- ED Compensation from Management Agreement – Motion is made by Commissioner Feeley, second by Commissioner Brunelli to adjust the ED compensation to 30% of the new Amendment of the Management Service Agreement (\$20,077.50). All in favor. So voted.
- New ED Salary Schedule –The new Executive Directors salary schedule, PHN 2022-02, allows a 5% increase to the Base Salary for ED's. Further, Franklin Housing has 4 units of FHA owned property. An increase to \$1700 per bedroom/year from \$1537 is requested. Lastly, FHA has a new Supportive Senior Program funded through Elder Affairs that counts as an additional program bringing FHA number of programs to 9 programs. Members review the schedule. Motion is made by Commissioner Feeley, second by Commissioner Brunelli to approve the New Salary Schedule as presented. All in favor. So voted.
- Executive Director Contract – Commissioner Brunelli makes a motion to extend the ED contract for 5 years, second by Commissioner Feeley. Discussion took place regarding the DHCD Contract for ED's and the ongoing litigation regarding the DHCD contract. Attorney Randazzo met remotely with Chairman Danello, Vice Chairman Feeley and Director Audette to discuss the pro's and con's to both contracts. Caution for explicit language is suggested by the Attorney for this vote. Commissioner Brunelli withdraws his previous motion after discussion. Commissioner Brunelli motions that the Board vote to further extend the existing employment agreement with Executive Director, Lisa M. Audette, originally dated April 14, 2014 and extended through March 31, 2022 by prior vote of the Board, for a five-year term commencing on April 1, 2022 and running through March 31, 2027. Motion is seconded by Commissioner Feeley. All in favor. So voted.

• **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 5:08 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.

