

Franklin Housing Authority

Annual Meeting Minutes

April 4, 2022

Chairman George A. Danello called the Annual 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
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 March 7, 2022. All in favor. So voted.

- **Move FYE 2023 Budget on Agenda** - Motion is made by Commissioner Feeley second by Commissioner Brunelli, to move the review of the budget and the presentation from the Fee Accountant up on the Agenda. All in favor. So voted.
- **FYE 2023 BUDGET** – Richard Shaw of Milne, Shaw & Robillard, PC is the Fee Accountant for the FHA and is here to review the financial health of the agency and present the FYE 2023 budget. A review of the February 2022 Operating Statements started the presentation. Mr. Shaw progressed to presenting the budget highlighting the following: reserve level is very healthy at 70.1% of Maximum, DHCD has allowed \$6000 for legal services and \$1500 for technology improvement exemptions for this budget, current restricted reserves are at \$300K, 4% increase to the Admin Salary line, ED salary schedule, bonuses and Management Agreement income increases recognized, L & I rate increases for maintenance and the schedule of non-routine items. Other program budgets including the 689-1, 689-A, Other Houses and the Management Agreement with Norfolk were presented and all are in good shape.

- **ACCOUNTS PAYABLE**

Motion is made by Commissioner Feeley second by Commissioner Brunelli to approve Accounts Payable for March 2022 totaling \$158,245.30. Check numbers 26443 to 26493. All in favor. So voted.

Motion is made by Commissioner Feeley, second by Commissioner Brunelli to approve the credit card purchases for February 2022 totaling \$631.93. All in favor. So voted.

- **DIRECTOR REPORT**

- Commissioner Training –Review of upcoming training modules.
- MassNAHRO Annual Conference –May 22-25 at the Sea Crest Hotel.
- Bank balances review – Balance sheet review
- Waiting List – We currently have 9540 applicants waiting to be housed in Franklin. 318 are local applicants.
- Rent Roll – review
- Vacancies – Congregate has 2 vacancies and 667 has 2 vacant units. In the family developments we have 1 vacancy. We leased 9 units in March. Four transfers, 2 locals, one Veteran and two non-local emergencies.
- Appointment Roster – reviewed
- Next meeting is scheduled for May 9, 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 February 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)** – CPC has not yet had their April meeting. Commissioner Feeley alerts the Members that the Town is now accepting proposals for the historical church. Members agree that it should be looked at again for a possible site for housing units.

- **CORRESPONDENCE**

- None

- **OLD BUSINESS**

- 667-1 Building Fire Update – Units are all leased! We have 2 new residents and 2 FHA residents transferred into this building.
- Currently we have two tenants interested in filling the Tenant Board Member position. Tenants have until April 28th to submit a letter of interest.
- Land Encroachment – Town met with the neighbor and are now waiting for a response from the neighbor regarding how they plan to correct the issue. BOH has also addressed this issue. FHA will wait for the results of the Town's actions.

- **NEW BUSINESS**

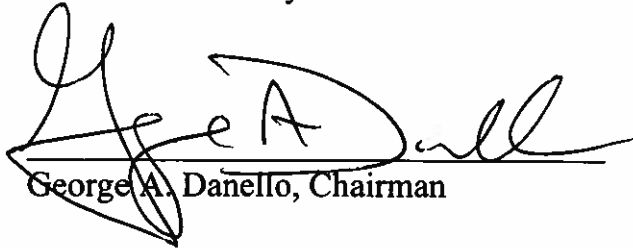
- FYE 2023 Budget- Motion is made by Commissioner Feeley second by Commissioner Brunelli to accept the FYE 2023 Budgets as presented with the exception of the maintenance labor. All in favor. So voted.
- Motion is made by Commissioner Feeley second by Commissioner Kepple to accept the FYE 2023 Budgets regarding maintenance labor as presented. Roll

call vote. Commissioners Danello, Feeley, Kepple vote yes. Commissioner Brunelli is recused from this vote. Motion carries.

- FISH 101165 Emergency Boilers- Certificate of Substantial Completion (CSC) – Motion is made by Commissioner Brunelli, second by Commissioner Kepple to approve the CSC for FISH 101165. All in favor. So voted.
- FISH 101165 Emergency Boilers – Certificate of Final Completion (CFC)- Motion is made by Commissioner Feeley, second by Commissioner Brunelli to approve the CFC for FISH 101165. All in favor. So voted.
- Contract for Legal Services - Motion is made by Commissioner Feeley, second by Commissioner Brunelli to accept the contract for Legal Service from Curley & Curley, PC. All in favor. So voted.
- Proposal from Joel D'Errico – Motion is made by Commissioner Feeley, second by Commissioner Kepple to give Mr. D'Errico a letter of support for his plan to build a development and restrict all first floor units to seniors and designate them as Affordable Units. All in favor. So voted.
- Annual Elections – Motion is made to keep all current positions as is by Commissioner Brunelli, second by Commissioner Feeley. They are: Chairman-George A. Danello, Vice Chairman-Christopher K. Feeley, Treasurer-Peter L. Brunelli, Assistant Treasurer-Andrew M. Kepple. Roll call vote: Commissioners Danello, Feeley, Brunelli, Kepple vote yes. Four in favor. Zero against. Motion carries.

• **ADJOURNMENT**

Motion is made by Commissioner Feeley, second by Commissioner Brunelli to adjourn the Annual Meeting of the Franklin Housing Authority Board of Commissioners at 5:20 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.

