

Franklin Housing Authority Regular Meeting Minutes January 23, 2023

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 December 12, 2022. All in favor. So voted.

- **ACCOUNTS PAYABLE**

Motion is made by Commissioner Brunelli second by Commissioner Kepple to approve Accounts Payable for December, 2022 totaling \$112,563.88. Check numbers 26846 to 26898. All in favor. So voted.

Motion is made by Commissioner Brunelli, second by Commissioner Kepple to approve the credit card purchases for December 2022 totaling \$2,165.63. All in favor. So voted.

- **DIRECTOR REPORT**

- Commissioner Training –Review of upcoming training modules.
- Director Audette explains the recommendation of the attorney not to add “Public Comment” to the monthly Agenda at this time is due to a current case in the Supreme Judicial Court on this topic. The Open Meeting Law should be followed as in the past, allowing public to witness the meeting deliberations but not to participate.
- The Members are reminded of the Grievance Procedure. Residents bring issues to the office, if they are not satisfied with the office response, they may complete a grievance form. Office then will schedule an Informal Hearing, if not settled it then will go to a formal hearing. If the issue continues to not be resolved it can be reviewed by the Board, then if still not

resolved it would be reviewed by DHCD. Some issues regarding lease violations are not grievable.

- Bank balances review – Balance sheet review
- Waiting List – We currently have 11,777 applicants waiting to be housed in Franklin. 346 are local applicants.
- Rent Roll – review
- Vacancies – Congregate has 1 vacancy, 667 has 7 vacant units and we have 1 family units vacant. We are experiencing a lot of applicants that do not respond to our mailings. We reviewed 320- 667 applicants and 620 family applicants in the last quarter of 2022. We leased 1 unit in December to a local minority.
- Court Cases – 5 active cases – One will be dismissed for payment in full, one will be appearing before the Judge, one will be reevaluated in February and two are schedule for court hearings in February.
- Housing Stock list review
- Appointment Roster reviewed
- Next meeting is scheduled on February 13, 2023.

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 November 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)** – Commissioner Feeley, housing authority CPC representative reports- A the February meeting of the CPC consideration will be given to support proposals. FHA is planning to submit a proposal to support a HILAPP Project to renovate the 667-1 development units 1 thru 40 CPT.

- **CORRESPONDENCE**

- Formula Funding Award letter for FY26 in the amount of \$245,906
- Capital Plan has been approved by DHCD – DHCD requires agencies to reach an annual Formula Funding spending benchmark of 80%. FHA is currently at a FY23 total of 141.9%.
- DHCD approved and publicly posted the FHA Annual Plan.

- **OLD BUSINESS**

- Norfolk HA Update – The new Tenant Board Member attended her first meeting last month. The new member is a family resident. The NHA's operating budget was approved by DHCD. NHA is awarded \$60,000 annually for through 2027 for the Resident Service Coordinator who also serves the Franklin HA family residents. NHA is Awarded \$116,913 in FY26 Formula Funding. Motion is made to accept the update on the Norfolk HA by

Commissioner Feeley, second by Commissioner Brunelli. All in favor. So voted.

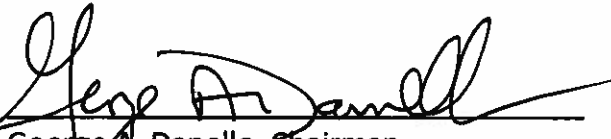
- Summer Street Property – Construction Insurance is secured. Supervisor Pope has scheduled several meetings with contractors for unit renovations.

• **NEW BUSINESS**

- ARPA Contract for Financial Assistance (CFA) - Motion is made by Commissioner Feeley, second by Commissioner Brunelli to approve the ARPA CFA in the amount of \$226,749 and authorize the Chairman to sign to contract. All in favor. So voted.
- FISH 101159 – Community Hall Restroom Upgrades Change Order – Motion is made by Commissioner Feeley, second by Commissioner Brunelli to approve the Certificate of Substantial Completion and authorize the Chairman to sign. All in favor. So voted.
- FISH 101159 – Community Hall Restroom Upgrades Change Order – Motion is made by Commissioner Feeley, second by Commissioner Brunelli to approve the Certificate of Final Completion and authorize the Chairman to sign upon receipt of paperwork. All in favor. So voted.
- Staff Safety Policy- Motion is made by Commissioner Feeley second by Commissioner Brunelli to approve the Staff Safety Policy as presented. All in favor. So voted.
- Parking Space Assignment Procedure- members are made aware of the active Parking Space Assignment Procedure – No motion is needed.
- FISH #101156 Change Order- Motion is made by Commissioner Feeley to approve FISH #101156 Change Order in the amount of \$1161.06.46 and 10 additional days. Second by Commissioner Brunelli. All in favor. So voted.
- 2023 Meeting Schedule – Motion is made by Commissioner Feeley, second by Commissioner Brunelli to approve the 2023 Meeting schedule as amended. 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.

