

Franklin Housing Authority

Regular Meeting Minutes

February 16, 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
Christopher Lennon, Tenant Board Member

Members Absent

Peter L. Brunelli, Commissioner
Andrew M. Kepple, State Appointee

- **Others Present**

Lisa M. Audette, Executive Director
Candice Day, Administrative Assistant

- **MINUTES**

Motion is made by Commissioner Feeley, second by Commissioner Lennon to accept the Minutes of the Regular Meeting of January 9, 2023. All in favor. So voted.

- **ACCOUNTS PAYABLE**

Motion is made by Commissioner Feeley second by Commissioner Lennon to approve Accounts Payable for January 2023 totaling \$260,022.32. Check numbers 26899 to 26939. All in favor. So voted.

Motion is made by Commissioner Feeley, second by Commissioner Lennon to approve the credit card purchases for January 2023 totaling \$1,293.53. All in favor. So voted.

- **DIRECTOR REPORT**

- Commissioner Training –Review of upcoming training modules.
- 2023 MassNAHRO Spring Conference will be held in Waltham on April 2-4.
- In January we had 3 court hearings for non-payment, one paid in full, one the tenant vacated and the third will go before the Judge. February we had 2 court hearing for non-payment, one is continued to March, the other the tenant moved out but did not vacate the unit as of yet. Court gives her until 3-31 to vacate the unit.
- Bank balances review – Balance sheet review
- Ethics Training – All Commissioners and employees are required to complete the Ethics training once again.
- Resident Service Coordinators will attend a future meeting to introduce themselves and give a synopsis of their responsibilities.

- Waiting List – We currently have 11,989 applicants waiting to be housed in Franklin. 347 are local applicants.
- Rent Roll – review
- Vacancies – Congregate has 1 vacancy, 667 has 4 vacant units and we have 1 family units vacant. We leased 2 unit in January. One to an emergency, non-local and the other to a local Veteran & minority.
- Housing Stock list review
- Appointment Roster reviewed
- Next meeting is scheduled on March 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 December 2022 Operating Statements were reviewed as prepared by the Fee Accountant. Motion is made by Commissioner Feeley second by Commissioner Lennon to accept the Operating Statements as presented. All in favor. So voted.

- **COMMUNITY PRESERVATION COMMITTEE (CPC) – Nothing to report this month.**

- **CORRESPONDENCE**

- Letter was sent to the CPC from FHA requesting consideration for funds.

- **OLD BUSINESS**

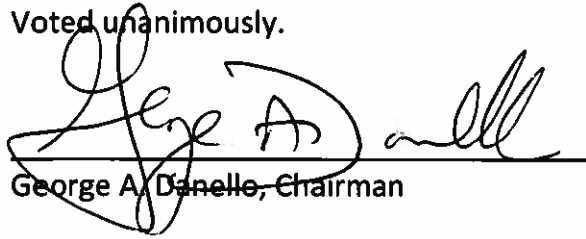
- Norfolk HA Update – Norfolk is awarded \$41,000 in ADA funds to enlarge the laundry area and make it ADA compliant. This project will take over the office space and a waiver is requested to move the office into a unit. Motion is made to accept the update on the Norfolk HA by Commissioner Feeley, second by Commissioner Lennon. All in favor. So voted.
- Summer Street Property – FHA has full title of the property and the house. Demolition has begun.

- **NEW BUSINESS**

- Business use of Personal Mobile Phones - Motion is made by Commissioner Feeley, second by Commissioner Lennon to approve reimbursement of \$390 annually for employees using their personal phones for business use. All in favor. So voted.
- FISH 101161 – 667-4 Flat Roof Replacement – Motion is made by Commissioner Feeley, second by Commissioner Lennon to accept the low bidding contractor of MDM Engineering for the amount of \$137,000 pending DHCD review. All in favor. So voted.
- FISH 101167 – 667-2 Roof Replacement – Motion is made by Commissioner Feeley, second by Commissioner Lennon to approve the Contract with Russo, Barr Associates for the design work in the amount of \$18,500. All in favor. So voted.

- **ADJOURNMENT**

Motion is made by Commissioner Feeley, second by Commissioner Lennon to adjourn the Regular Meeting of the Franklin Housing Authority Board of Commissioners at 5:14 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.

