

# **Franklin Housing Authority**

## **Regular Meeting Minutes**

### **January 10, 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  
Diane Padula, Commissioner  
Peter L. Brunelli, Commissioner

**Members Absent**

Christopher K. Feeley, Vice Chairman  
Andrew M. Kepple, State Appointee

**Others Present**

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

- **PUBLIC HEARING**

A review of the 2023 Annual Plan was presented including sections regarding the Capital Improvement Plan, Vacancies, Emergency Work Orders, Preventative and Deferred Work Orders, Operating Budget, the Performance Management Review, Policies and the DHCD Tenant Surveys. One resident made suggestion to consider common hallway painting and door to door notification of FHA meetings. FHA will consider common hallway painting in the next CIP if the budget allows. FHA will place additional postings of the meeting schedules in the community halls. Motion is made by Commissioner Brunelli, second by Commissioner Padula to approve the Annual Plan as presented. All in favor. So voted.

- **MINUTES**

Motion is made by Commissioner Feeley second by Commissioner Brunelli, to accept the Minutes of the Regular Meeting of December 6, 2021. All in favor. So voted.

- **ACCOUNTS PAYABLE**

Motion is made by Commissioner Padula second by Commissioner Brunelli to approve Accounts Payable for December 2021 totaling \$107,924.30. Check numbers 26308 to 26353. All in favor. So voted.

Motion is made by Commissioner Padula, second by Commissioner Brunelli to approve the credit card purchases for November 2021 totaling \$783.55. All in favor. So voted.

- **DIRESTOR REPORT**

- Commissioner Training –Review of upcoming training modules.

- COVID-19 Update – Employees from both agencies have been absent due to COVID testing results. Administrator Day and Director Audette both assisted the maintenance departments by shoveling walkways due to staff shortage.
- Bank balances review – Balance sheet review
- Waiting List – We currently have 8782 applicants waiting to be housed in Franklin.
- Rent Roll – review
- Vacancies – Congregate has 3 vacancies and 667 has the 4 fire units vacant and 2 additional, family developments have 2 vacancies. All are being prepared for new residents.
- Congregate Waiting List – Congregate waiting list has been removed from CHAMP. EOEA and DHCD are confident this will help to fill the congregated vacancies at the 37 agencies statewide that have this program.
- Recent New Lease – In December FHA leased 4 units.
  - 2- Local Emergencies
  - 1- Transfer Local Veteran
  - 1 Standard Applicant Local
- Appointment Roster – reviewed
- Next meeting is scheduled for February 7, 2022

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

- **OPERATING STATEMENTS**

- The November 2021 Operating Statements were reviewed as prepared by the Fee Accountant. Motion is made by Commissioner Brunelli second by Commissioner Padula to accept the Operating Statements as presented. All in favor. So voted.

- **COMMUNITY PRESERVATION COMMITTEE (CPC) – No update**

- **CORRESPONDENCE**

- None

- **OLD BUSINESS**

- Norfolk Management Update –
  - COVID positive staff shortage affecting 2 of 3 NHA staff
  - Issues continue with three difficult situation being handled by the Director all with DHCD assistance one with NHA Attorney.
- 667-1 Building Fire Update – Insulation completed and wallboard will soon be installed. Hopes for completion is early February.
- Agreed Upon Procedures (AUP) – Franklin Audit showed one Exception which noted that the ED did not currently have an approved DHCD Executive Director Contract. FHA responded that the resolution of a law suit concerning

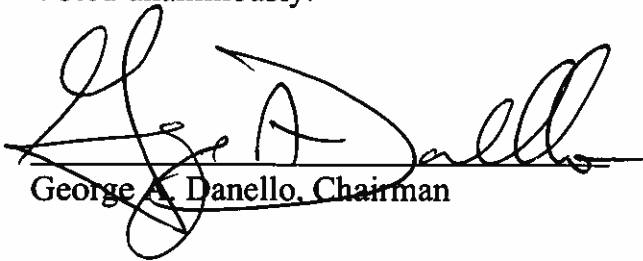
the DHCD contract is impacting the passing of that contract. ED has an active contract with the Housing Authority Board to manage the agency.

- **NEW BUSINESS**

- Annual Plan – Voted above
- FISH #101160 Change Order Request (CO) - Motion is made by Commissioner Brunelli, second by Commissioner Padula to approve the CO for FISH Project #101160 to extent the contract for 81days. All in favor. So voted.
- FISH #101144 Certificate of Final Completion (CFC) - Motion is made by Commissioner Padula, second by Commissioner Brunelli to approve the CFC for FISH Project #101160. All in favor. So voted.

- **ADJOURNMENT**

Motion is made by Commissioner Brunelli, second by Commissioner Padula 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.

