

Franklin Housing Authority

Regular Meeting Minutes

May 10, 2023

Chairman George A. Danello called the Annual Meeting of the Board of Commissioners of the Franklin Housing Authority to order at 4:33 PM.

- **ROLL CALL**

Members Present

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

Members Absent

Peter L. Brunelli, Commissioner
Christopher Lennon, Tenant Board Member

- **Others Present**

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

- **Director of Facilities Report - Review**

- **MINUTES**

Motion is made by Commissioner Feeley, second by Commissioner Kepple to accept the Minutes of the Regular Meeting of April 20, 2023 as presented. All in favor. So voted.

- **ACCOUNTS PAYABLE**

Motion is made by Commissioner Feeley second by Commissioner Kepple to approve Accounts Payable for April 2023 totaling \$125,025.36. Check numbers 27042 to 27083. All in favor. So voted.

Motion is made by Commissioner Feeley, second by Commissioner Kepple to approve the credit card purchases for April 2023 totaling \$3,950.39. All in favor. So voted.

- **DIRECTOR REPORT**

- Commissioner Training –Review of upcoming training modules.
- Court Cases - In March we had 4 court hearings for non-payment, two were continued to May and one paid in full and one was entered into a court approved repayment agreement.
- Bank balances review – Balance sheet review
- Tenant Accounts in Arears - review
- Ethics Training – All Commissioners and employees have completed the Ethics training.
- Waiting List – We currently have 13,269 applicants waiting to be housed in Franklin. 352 are local applicants.
- Rent Roll – review

- Vacancies –667 has 3 vacant units and we have two family unit being prepared for a new tenant. We leased 2 units in March. One to a non-local emergency and one was a local transfer.
- Housing Stock list review
- Appointment Roster reviewed
- Next meeting is scheduled on June12, 2023.

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

- **OPERATING STATEMENTS**

- The March 2023 Year End Operating Statements were reviewed as prepared by the Fee Accountant. Motion is made by Commissioner Feeley second by Commissioner Kepple to accept the Operating Statements as presented. All in favor. So voted.

- **COMMUNITY PRESERVATION COMMITTEE (CPC)** – No meeting since the last update.

- **CORRESPONDENCE**

- None

- **OLD BUSINESS**

- Norfolk HA Update –One court eviction from February we continue to wait for the Court Execution for Possession. Meanwhile the tenant continues to pay no rent. The attorney has reached out to the court several times and we hopefully will receive the Execution for Possession soon.
- Summer Street Property – Windows and siding are installed along with upgraded electrical system. Construction continues.

- **NEW BUSINESS**

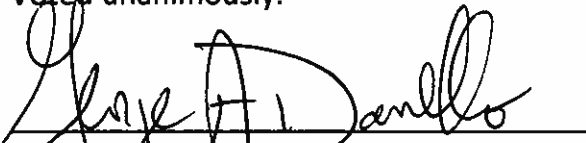
- Executive Director Salary Schedule –Two schedules were presented with a \$39 difference in the salary. The reason for this is we are waiting for DHCD to review a disagreement regarding adding the Summer Street property to the total unit count for the agency. Motion is made by Commissioner Feeley, second by Commissioner Kepple to approve both of the ED Salary Schedules as presented. All in favor. So voted.
- Budgets with Adjusted Salary Schedule –Motion is made by Commissioner Feeley, second by Commissioner Kepple to approve and sign the budget pages. All in favor. So voted.
- Lead Law Certification – Lead Law notification procedures were reviewed. Motion is made by Commissioner Feeley, second by Commissioner Kepple to sign the Certification of Compliance for the Lead Law All in favor. So voted.
- FYE 3/31/2023 Top 5 Report and Year End Financial Statements Certification with TAR's Data. Motion is made by Commissioner Feeley, second by Commissioner Kepple to approve and sign the Certification forms for Top 5

compensation and Year End Financial Statements with TAR's Data. All in favor. So voted.

- **ADJOURNMENT**

Motion is made by Commissioner Feeley, second by Commissioner Kepple to adjourn the Annual Meeting of the Franklin Housing Authority Board of Commissioners at 5:00 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.

