

Franklin Housing Authority

Regular Meeting Minutes

June 12, 2023

Chairman George A. Danello called the Regular Meeting of the Board of Commissioners of the Franklin Housing Authority to order at 4:31 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
Sean Pope, Director of Facilities
Candice Day, Administrative Assistant

- Chairman Danello welcomes Commissioner Lennon back from an illness as he continues to recover. Also, Commissioner Lennon is congratulated on his reappointment to the FHA Board for a new 5 year term from 2023 to 2028.
- **Director of Facilities Report** – 667-4 roof replacement will begin construction shortly, 667-2 roof replacement is in pre-bid phase, the Fire Pumps at 667-4 and the 667-1 circulator pumps are in planning phase. Summer Street property is currently 2.5 weeks behind schedule but is expected to be complete by August 1st. Motion by Commissioner Feeley, second by Commissioner Brunelli to accept the Director of Facilities report as presented. All in favor. So voted.

- **MINUTES**

Motion is made by Commissioner Feeley, second by Commissioner Kepple to accept the Minutes of the Regular Meeting of May 10, 2023 as presented. All in favor. So voted.

- **ACCOUNTS PAYABLE**

Motion is made by Commissioner Feeley second by Commissioner Brunelli to approve Accounts Payable for May 2023 totaling \$57,742.65. Check numbers 27084 to 27118. All in favor. So voted.

Motion is made by Commissioner Feeley, second by Commissioner Brunelli to approve the credit card purchases for May 2023 totaling \$4,691.18. All in favor. So voted.

▪ **DIRECTOR REPORT**

- Commissioner Training –Review of upcoming training modules.
- Court Cases - We had 2 court hearings in May for non-payment, both entered into a court approved repayment agreement.
- Bank balances review – Balance sheet review
- Tenant Accounts in Arrears – review
- MassNAHRO Annual Conference – This conference will take place in N. Falmouth from September 17 to 20.
- Solar Savings – A review of the savings from our solar contract shows that FHA saved over \$93,000 in the last calendar year and has recognized a total of \$344,510 since the start of the program in December 2017.
- July & August – There are no meeting scheduled. The Chairman will schedule a meeting if necessary.
- Waiting List – We currently have 15,114 applicants waiting to be housed in Franklin. 343 are local applicants.
- Rent Roll – review
- Vacancies –667 congregate has 1 vacant unit and we have 2 family units being prepared for a new tenant. We leased 3 units in May all to local residents. We made 5 additional offers in May to local residents that were refused for various reasons.
- Housing Stock list review
- Appointment Roster reviewed
- Next meeting is scheduled on September 11, 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 April 2023 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)** – No update. The Affordable Housing Trust is donating \$50,000 to the rehab of 813 Summer Street. We will need to close on a mortgage for this property upon completion. Motion is mad by Commissioner Brunelli, second by Commissioner Feeley to hire Attorney Cornetta to represent FHA at the closing. All in favor. So voted.

• **CORRESPONDENCE**

- Notification from DHCD of their name change to EOHLC – Executive Office of Housing & Living Communities.

• **OLD BUSINESS**

- Norfolk HA Update –The Performance Management Review (PMR) has been completed and the Agreed Upon Procedures (AUP) is scheduled. An Execution for Possession has been received from the court for an eviction at

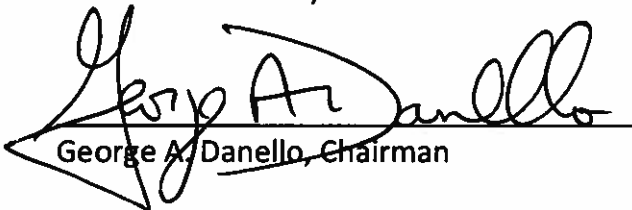
the family development. We attended a trial court hearing for another non-payment case and expect the court to issue an Execution for Possession on that one as well.

- **NEW BUSINESS**

- 2023 Fair Market Rents –Motion is made by Commissioner Brunelli, second by Commissioner Feeley to accept the 2023 Fair Market Rents as published by HUD. All in favor. So voted.
- 2023 Income Limits –Motion is made by Commissioner Feeley, second by Commissioner Brunelli to accept the 2023 Income Limits as published by HUD. All in favor. So voted.
- Grill Policy – Motion to approve the Grill Policy as amended by Commissioner Feeley, second by Commissioner Kepple. All in favor. So voted.
- Add FISH Project #101156 to the agenda - Motion is made by Commissioner Feeley, second by Commissioner Lennon to add FISH 101156 to the agenda. All in favor. So voted.
- FISH 101156 Furnace Replacement CSC/CFC - Motion is made by Commissioner Feeley, second by Commissioner Brunelli to approve the Certificate of Substantial/Final Completion CSC/CFC with a final payment of \$18,905.60. All in favor. So voted.
- Insurance Subcommittee – Motion is made by Commissioner Feeley, second by Chairman Danello to appoint Commissioner Brunelli to the Insurance Subcommittee to review agency insurance policies. 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 5:16 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.