

# **Franklin Housing Authority**

## **Regular Meeting Minutes**

### **September 11, 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**

**Members Absent**

George A. Danello, Chairman  
Christopher K. Feeley, Vice Chairman  
Peter L. Brunelli, Commissioner  
Andrew M. Kepple, State Appointee  
Christopher Lennon, Tenant Board Member

- **Others Present**

Lisa M. Audette, Executive Director  
Sean Pope, Director of Facilities  
Candice Day, Administrative Assistant

- **Director of Facilities Report** – 667-4 roof replacement is primarily complete, 667-2 roof replacement has completed the bid phase and waiting approvals, the Fire Pumps at 667-4 and the 667-1 circulator pumps are in planning phase. Summer Street property is complete and the leasing process has begun. A 2022 F350 pick up truck and a Bobcat utility vehicle have been added to the maintenance equipment and a 'faulty' 2015 F250 pick up truck was traded in. We have placed some maintenance equipment on Municibid to sell to other municipalities. 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 Brunelli to accept the Minutes of the Regular Meeting of June 12, 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 June 2023 totaling \$260,371.48. Check numbers 27119 to 27172, July 2023 totaling \$54,374.31. Check numbers 27173 to 27218, August 2023 totaling \$147,772.40. Check numbers 27219 to 27264. All in favor. So voted.

Motion is made by Commissioner Feeley, second by Commissioner Brunelli to approve the credit card purchases for June 2023 totaling \$1,250.82 and July totaling \$6,123.55. All in favor. So voted.

- **DIRECTOR REPORT**

- Commissioner Training –Review of upcoming training modules.
- Court Cases – We have one active court case for non-payment.
- 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. The Director will attend.
- Waiting List – We currently have 13,769 applicants waiting to be housed in Franklin. 351 are local applicants.
- Rent Roll – review
- Vacancies –667 congregate has 1 vacant unit, 3 senior/disabled units and we have 1 family unit being prepared for a new tenant. We leased 7 units from June through August. Five to local residents, one to a local Veteran and one to a non-local applicant. We made 5 additional that were refused for various reasons, four of the refused offers were to local residents.
- Housing Stock list review
- Appointment Roster reviewed
- Next meeting is scheduled on October 16, 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 May, June and July 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)** – Commissioner Feeley report that the CPC has not met.

- **Insurance Subcommittee** – Commissioner Brunelli has reviewed the policies he received. He has concerns regarding cyber security. The Members agree that we should seek a cyber security policy. Commissioner Brunelli will assist the ED in obtaining such coverage.

- **CORRESPONDENCE**

- None

- **OLD BUSINESS**

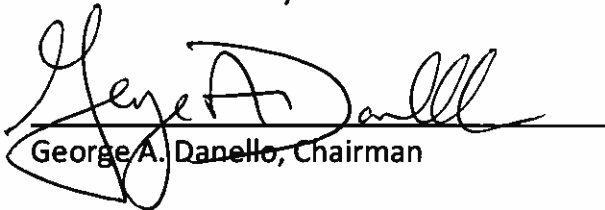
- Norfolk HA Update –The Agreed Upon Procedures (AUP) is completed with minor recommendations. Three active court cases continue for non-payment. Also, in addition to the annual Formula Funding Award, the NHA has received an award of over \$1.2 million for 2 major projects that are in the works. They are a septic system replacement for the family development and a window replacement project for 64 senior units.

• **NEW BUSINESS**

- Write Off Accounts –Motion is made by Commissioner Feeley, second by Commissioner Brunelli to authorize the write off of two accounts totaling \$21,298.15 All in favor. So voted.
- FISH 101161 Winter Street Roof Change Order –Motion is made by Commissioner Feeley, second by Commissioner Brunelli to approve a credit CO in the amount of (\$4,389). All in favor. So voted.
- FISH 101161 – Motion is made by Commissioner Feeley, second by Commissioner Brunelli to approve the Certificate of Substantial Completion and the Certificate of Final Completion for this project. All in favor. So voted.
- FISH #101167 – 667-2 Roof Replacement Project – Approval of the Low Bidder - Motion is made by Commissioner Feeley, second by Commissioner Brunelli to approve the low bidder, JJS Universal Construction Company for the bid amount of \$232,000 pending EOHLC approval. 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 5:10 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.

