

Franklin Housing Authority

Regular Meeting Minutes

November 13, 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
Candice Day, Administrative Assistant

- **Add Item to Agenda**

Motion to add "FISH 101167 Change Order" to the Agenda under New Business is made by Commissioner Feeley, second by Commissioner Brunelli. 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 October 16, 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 October 2023 totaling \$143,066.42. Check numbers 27290 to 27342. All in favor. So voted.

Motion is made by Commissioner Feeley, second by Commissioner Brunelli to approve the credit card purchases for September, 2023 totaling \$4060.48. All in favor. So voted.

- **DIRECTOR REPORT**

- Commissioner Training –Review of upcoming training modules.
- Court Cases – We have three active court case for non-payment and two for cause cases
- The meeting scheduled for December 11, 2023 will begin with a Public Hearing to review the Annual Plan.
- FYE2024 Budget has finally been approved as re-submitted in its original state.

- Tenant Accounts in Arrears – review
- Bank balances – review
- Unit Turnover spreadsheet attached (new format)
- Waiting List – We currently have 14,888 applicants waiting to be housed in Franklin. 370 are local applicants.
- Rent Roll – review
- Vacancies – 667 congregate has 1 vacant unit and 2 one-bedroom units are being prepared for a new tenants.
- Housing Stock list review
- Appointment Roster reviewed
- Next meeting is scheduled on December 11, 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 September 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 this month.**

- **INSURANCE SUBCOMMITTEE – Commissioner Brunelli worked with ED Audette to respond to additional questions regarding the cyber security application. New information will be submitted shortly.**

- **CORRESPONDENCE**

- None

- **OLD BUSINESS**

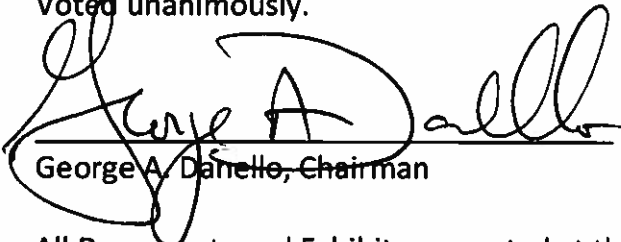
- Norfolk HA Update – NHA's budget revision has been approved by EOHLC but we continue to wait for approval of the FYE2024 operating budget. One additional Award was granted from EOHLC to Norfolk HA for \$38K+ for unit vacancy turnovers. NHA operating reserves is at 73.7% which is a great improvement from 24.6% when we took over.
- Vacation Pay-Out – Director Audette requests that the Board authorize vacation pay-out for 2-3 employees that are in jeopardy of losing unused vacation time. After discussion of the reasoning and the cost to the FHA, motion was made by Commissioner Feeley, second by Chairman Danello to pay out unused vacation time that is in jeopardy of being lost to qualified employees. Four vote AYE, Commissioners Danello, Feeley, Kepple and Lennon. Commissioner Brunelli abstains. Motion passes.

- **NEW BUSINESS**

- Executive Director Salary Schedule for FYE2025—In preparation of the FYE2025 budget which begins on April 1, 2024, the new ED salary schedule is reviewed. Motion is made by Commissioner Feeley, second by Commissioner Brunelli approve the FYE2025 ED Salary schedule as presented. All in favor. So voted.
- Dental Insurance for Retirees – A retired employee questioned if the dental insurance could be continued through retirement as is GIC benefits. A worksheet of cost for the dental insurance was presented. Motion was made by Commissioner Feeley, second by Commissioner Lennon to deny the request. After discussion the motion was retracted. Motion was made to table the dental insurance question for further information from the accountant, other agencies and legal by Commissioner Feeley, second by Commissioner Lennon. Four vote AYE, Commissioners Danello, Feeley, Kepple and Lennon. Commissioner Brunelli abstains. Motion passes.
- Dental Insurance for Retirees – Motion is made by Commissioner Kepple, second by Commissioner Lennon to extend the coverage period through January and collect the retiree's portion in December from the retiree. Three vote AYE, Commissioners Danello, Kepple and Lennon. Commissioner Feeley votes NAY, Commissioner Brunelli abstains. Motion passes.
- Board Stipend from Non-State Properties – Motion is made by Commissioner Danello, second by Commissioner Feeley to mirror the current regulation on Board Stipends for 200 developments which says that Board Members may collect a stipend based on rents collected on the units at a rate of 2%. The 2% is divided equally among Members. After further discussion and review of the impact on the property budgets, the vote was taken. All in favor. So voted.
- Roof project FISH #101167 Change Order - Motion is made by Commissioner Feeley, second by Commissioner Brunelli to approve the change order for \$7155.61 for trim boards and coil replacement and labor. All in favor. So voted.

- **ADJOURNMENT**

Motion is made by Commissioner Kepple, second by Commissioner Feeley to adjourn the Regular Meeting of the Franklin Housing Authority Board of Commissioners at 5:29 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.

