

Franklin Housing Authority

Regular Meeting Minutes

December 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

George A. Danello, Chairman

Christopher K. Feeley, Vice Chairman (4:33 PM)

Peter L. Brunelli, Commissioner

Christopher Lennon, Tenant Board Member

Members Absent

Andrew M. Kepple, State Appointee

- **Others Present**

Lisa M. Audette, Executive Director

Candice Day, Administrative Assistant

- **FY2025 ANNUAL PLAN PUBLIC HEARING**

Director Audette presented a review of the Annual Plan including an overview of the agency, the Capital Improvement Plan, the Maintenance and Repair Plan, the operating Budget, the Performance Management Review, Policies and the tenant satisfaction surveys. One resident commented that they would encourage the FHA to seek CPA funds through the town and also to encourage more resident participation. Response was given to the resident siting that CPA funds are restricted to new buildings and not current housing stock and that the FHA actively attempted to organize a Local Tenant Organization (LTO) but resident support was not available. Also, that the FHA has a Resident Board Member who is able to bring resident suggestions to the Director. Motion was made to close the Public Hearing and to accept the FY2025 Annual Plan as presented by Commissioner Feeley, second by Commissioner Brunelli. Roll call vote.

AYE

George A. Danello, Chairman

Christopher K. Feeley, Vice Chairman

Peter L. Brunelli, Commissioner

Christopher Lennon, Tenant Board Member

Motion passes.

NAY

None

- **MINUTES**

Motion is made by Commissioner Feeley, second by Commissioner Brunelli to accept the Minutes of the Regular Meeting of November 13 and the Minutes of the Special Meeting of November 30, 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 November 2023 totaling \$63,845.58. Check numbers 27343 to 27379. All in favor. So voted.

Motion is made by Commissioner Feeley, second by Commissioner Brunelli to approve the credit card purchases for October, 2023 totaling \$2342.21. All in favor. So voted.

- **DIRECTOR REPORT**

- Commissioner Training –Review of upcoming training modules.
- Court Cases – We have two court cases we will be defending on December 19th in court.
- MassNAHRO Spring Conference will be March 24-26 at UMass Amherst Conference Hotel.
- Tenant Accounts in Arrears – review
- Bank balances – review
- Unit Turnover spreadsheet review
- Waiting List – We currently have 15,391 applicants waiting to be housed in Franklin. 410 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 review
- Next meeting is scheduled for January 8, 2024.

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 October 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 presented the proposed cyber insurance policy including the coverage and retention. Motion is made by Commissioner Feeley, second by Commissioner Lennon to accept and secure the policy proposal for \$2,678. All in favor. So voted.

- **CORRESPONDENCE**

- None

- **OLD BUSINESS**

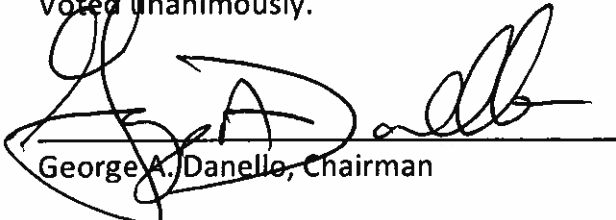
- Norfolk HA Update –NHA continues to wait for approval of the FYE2024 operating budget. The application for an increase to the RSC award has been submitted. NHA has two active eviction cases with court approved 'stays' in place at this time.
- Green Harbor Energy – Director Audette spoke with Tim Graham of Green Harbor regarding our application for energy credits for our air source heat pumps. Mr. Graham assures me that our application has been submitted and he expects it to be approved sometime in February 2024.
- 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 Chairman Danello, second by Commissioner Feeley to table the dental insurance question for further information. Three vote AYE, Commissioners Danello, Feeley and Lennon. Commissioner Brunelli abstains. Motion passes.

- **NEW BUSINESS**

- Roof Project FISH #101167 Change Order #3 - Motion is made by Commissioner Feeley, second by Commissioner Lennon to approve the change order for a credit of \$4,375.20 for sheathing. All in favor. So voted.
- Write Off Accounts – Three uncollectable accounts are presented to the Members. Two for residents leaving without notice (hospitalized) and will not return to independent living due to medical needs and therefore unable to pay balance. The third account is a family resident who moved without paying the last month rent and we are not able to locate this vacated tenant. Motion is made by Commissioner Feeley, second by Commissioner to approve the write off total of \$7223 for the three accounts. All in favor. So voted.
- 2024 Regular Meeting Schedule – The schedule is reviewed and Members will receive a revised copy to review for conflicts.

- **ADJOURNMENT**

Motion is made by Commissioner Feeley, second by Commissioner Lennon to adjourn the Regular Meeting of the Franklin Housing Authority Board of Commissioners at 5:19 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.

