

Franklin Housing Authority

Regular Meeting Minutes

March 13, 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
Peter L. Brunelli, Commissioner
Andrew M. Kepple, State Appointee
Christopher Lennon, Tenant Board Member

Members Absent

None

- **Others Present**

Lisa M. Audette, Executive Director
Candice Day, Administrative Assistant
Richard Shaw, Fee Accountant

- Maintenance & Modernization Supervisor Report – Table to April
- Richard Shaw, Fee Accountant from Milne, Shaw & Robillard PC – Budget presentation – Accountant Shaw reviewed the 400-1 summary of line item changes noting the following:
 - Account Fee increase 7.78% to state side with no increase to 'other properties'
 - Audit Costs up 19% due to DHCD increase
 - Maintenance Labor up 13% due to new L & I rates and recalibration of the Supervisor position and title
 - Maintenance contracts up 19% based on actual
 - Insurance up 11% based on actual
 - Presentation of the new Admin salaries and Maintenance wages
 - Non-Routine maintenance list including a new truck and utility vehicleThe Brook Street, Plain Street, Management and Other Property accounts were reviewed. Accountant Shaw regards Franklin Housing to be in very good financial health. Members had an opportunity to ask questions. Members thanked Accountant Shaw for the informative presentation.
- Motion is made by Commissioner Feeley, second by Commissioner Brunelli to restrict \$100, 000 for the purpose of supporting the future unfunded renovations to the 200-1 properties. 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 February 16, 2023. All in favor. So voted.

- **ACCOUNTS PAYABLE**

Motion is made by Commissioner Feeley second by Commissioner Brunelli to approve Accounts Payable for February 2023 totaling \$57,519.12. Check numbers 26940 to 26981. All in favor. So voted.

Motion is made by Commissioner Feeley, second by Commissioner Brunelli to approve the credit card purchases for February 2023 totaling \$2,455.79. All in favor. So voted.

- **DIRECTOR REPORT**

- Commissioner Training –Review of upcoming training modules.
- 2023 MassNAHRO Virtual Legislative Day is March 28th – Budget priorities are in the packet
- 2023 MassNAHRO Spring Conference will be held in Waltham on April 2-4.
- Court Cases - In February we had 3 court hearings for non-payment, Two were continued to March and one the tenant vacated but did not vacate belongings as of yet. Court gives her until 3-31 to vacate the unit.
- Bank balances review – Balance sheet review
- Tenant Accounts in Arears - review
- Ethics Training – All Commissioners and employees are required to complete the Ethics training once again.
- Resident Service Coordinators will attend a future meeting to introduce themselves and give a synopsis of their responsibilities.
- Waiting List – We currently have 12,428 applicants waiting to be housed in Franklin. 343 are local applicants.
- Rent Roll – review
- Vacancies – Congregate has 1 vacancy, 667 has 2 vacant units. We leased 7 units in February. One to a non-local emergency and five to local residents.
- Housing Stock list review
- Appointment Roster reviewed
- Next meeting is scheduled on April 20, 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 January 2023 Operating Statements were reviewed as prepared by the Fee Accountant. Motion is made by Commissioner Brunelli second by Commissioner Feeley to accept the Operating Statements as presented. All in favor. So voted.

- **COMMUNITY PRESERVATION COMMITTEE (CPC)** – The CPC budget has been set and 10% is set aside for housing. Motion to accept the CPC report by Chairman Danello,

second by Commissioner Brunelli. Commissioner abstains. Four in favor. Motion passes.

- **CORRESPONDENCE**

- Letter from DHCD awarding \$22,342 for our emergency water pipe replacement project.

- **OLD BUSINESS**

- Norfolk HA Update – Norfolk also has several non-payments cases scheduled for court hearings. Also, Norfolk will be awarded about \$330,000 in DHCD Emergency Funding for a window replacement project.
- Summer Street Property – Property has been tested for asbestos and the report claims there is none. Demolition will resume with walls or ceilings that need to be cut into or removed. Chairman Danello reports that the current estimate for rehab on this unit is coming in at about \$190,000. He commends Maintenance Supervisor, Sean for his efforts to solicit local contractors and for finding quality contractors to work on this renovation. Commissioner Feeley spoke to the Tax Assessor and reports that the current tax bill will need to be paid as it should have been settled at the closing. However, moving forward, the tax will be exempt as the property is a local affordable unit owned by a non-profit. Much appreciation to Commissioner Feeley for settling this issue for the long term benefit of the program.

- **NEW BUSINESS**


- ED Salary Schedule - Motion is made by Commissioner Feeley, second by Commissioner Brunelli to approve the ED Salary Schedule that includes one additional program due to the acquisition of 813 Summer Street and the increased Management Agreement from Norfolk HA. All in favor. So voted.
- FYE 2024 Budget – Motion is made by Commissioner Feeley, second by Commissioner Kepple to approve the FYE2024 budget as presented by Richard Shaw, Fee Accountant. Roll call vote – Commissioners Danello, Feeley, Kepple and Lennon - AYE. Commissioner Brunelli recuses. Motion passes.
- Fee Accountant Contract – Motion is made by Commissioner Feeley, second by Chairman Danello to approve the Fee Accounting Contract for April 1, 2023 to March 31, 2025 in the amount of \$1710 with Milne, Shaw & Robillard. Commissioner Brunelli reports that the FHA is satisfied with the service provided by our Fee accountant and with the limited number of companies that provide this service, it is nice to know that 70 other MA PHA's are satisfied as well. All in favor. So voted.
- Write Off Accounts – Motion is made by Commissioner Feeley, second by Commissioner Brunelli to write off three accounts totaling \$2888. All in favor. So voted.

- **ADJOURNMENT**

Motion is made by Commissioner Brunelli, second by Commissioner Lennon to adjourn the Regular Meeting of the Franklin Housing Authority Board of Commissioners at 5:32 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.