

Franklin Housing Authority

Annual Meeting Minutes

April 20, 2023

Chairman George A. Danello called the Annual 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

- **Resident Service Coordinators**

- Samantha Czernicki was introduced as the FHA Resident Service Coordinator for the senior/disabled population at Central Park Terrace and Winter Street. She explained the services she has provided to our residents such as assistance with rent recertification paperwork, applications for SS and benefits and Living in Place support, SNAP and rental assistance. A monthly newsletter is distributed to each unit and activities are planned in the community hall.
- Erin Ferguson was introduced as the Norfolk HA Resident Service Coordinator for both senior/disabled and family population in Norfolk. Also, Erin supports the Franklin family population. In addition to the list of services above, Erin also assists with fuel assistance, budget training and is planning to have group training and support sessions for the family residents.

Members thank the two Resident Service Coordinators for their introduction and for the work they do to support our residents.

- **MINUTES**

Motion is made by Commissioner Feeley, second by Commissioner Brunelli to accept the Minutes of the Regular Meeting of March 13, 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 February 2023 totaling \$79,110.58. Check numbers 26982 to 27041. All in favor. So voted.

Motion is made by Commissioner Feeley, second by Commissioner Brunelli to approve the credit card purchases for March 2023 totaling \$1974.86. All in favor. So voted.

- **DIRECTOR REPORT**

- Commissioner Training –Review of upcoming training modules.
- 2023 MassNAHRO Spring Conference was held in Waltham on April 2-4. Commissioner Lennon attended as well as the director.
- Court Cases - In March we had 2 court hearings for non-payment, both were continued to April and two additional non-payment cases were added.
- 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.
- Waiting List – We currently have 12,855 applicants waiting to be housed in Franklin. 352 are local applicants.
- Rent Roll – review
- Vacancies –667 has 4 vacant units and we have one family unit being prepared for a new tenant. We leased 2 units in March. One to a non-local emergency and one was a local transfer.
- Housing Stock list review
- Appointment Roster reviewed
- Next meeting is scheduled on May 8, 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 February 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)** – No CPC update. However, Commissioner Feeley informs the Members that the Franklin Affordable Housing Trust has dedicated \$50,000 for the construction of updates to the Summer Street Property. We are very grateful to the Housing Trust Committee and Commissioner Feeley for his efforts.

- **CORRESPONDENCE**

- None

- **OLD BUSINESS**

- Norfolk HA Update –Norfolk is awarded \$44,000 in ADA funds to update the laundry area and make it wheelchair assessable. Also \$330,000 in DHCD Emergency Funding is awarded for a window replacement project. Both of these awards are in addition to the Formula Funding budget.

- Summer Street Property – the roof has been replaced with a new asphalt shingled roof. Windows and siding are expected in the next 3-4 weeks along with a new heating system and upgraded electrical system.

- **NEW BUSINESS**

- Inspector General Guidance PHN 2023-05 – Fiscal responsibilities were discussed among the Members. Commissioner Brunelli requests a copy of all insurance policies for review. The DHCD Board Training Manual was previously distributed to all Members. Motion is made by Commissioner Feeley, second by Commissioner Brunelli to accept and file PHN 2023-05. All in favor. So voted.
- Wage Match Authorization PHN 2-23-03 – Members review the agreement with the Department of Revenue (DOR) regarding the Wage Match System and the limited employees authorized to process and review the information. Motion is made by Commissioner Feeley, second by Commissioner Brunelli to authorize the Chairman to sign the annual certification. All in favor. So voted.
- Annual Elections – Motion is made to keep all current positions as is by Commissioner Brunelli, second by Commissioner Lennon. They are: Chairman-George A. Danello, Vice Chairman-Christopher K. Feeley, Treasurer-Peter L. Brunelli. Roll call vote: Commissioners Danello, Feeley, Brunelli, Kepple and Lennon vote yes. Five in favor. Zero against. Motion carries.
- Commissioner Kepple informs the Members that housing court is expected to terminate the Zoom hearing process in June. It's expected that all hearings will be in person. This process change will cost the agencies much more money for attorney fees and much more time for the ED to appear in person to hearings.

- **ADJOURNMENT**

Motion is made by Commissioner Brunelli, second by Commissioner Lennon to adjourn the Annual Meeting of the Franklin Housing Authority Board of Commissioners at 5:18 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.

