

# **Franklin Housing Authority**

## **Regular Meeting Minutes**

### **October 16, 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**

- **Others Present**

Lisa M. Audette, Executive Director  
Candice Day, Administrative Assistant

- **Add Item to Agenda**

Motion to add 'Management Service Agreement' 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 September 11, 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 September 2023 totaling \$165,347.81. Check numbers 27265 to 27289. All in favor. So voted.

Motion is made by Commissioner Feeley, second by Commissioner Brunelli to approve the credit card purchases for August, 2023 totaling \$2,214.58. Commissioner Brunelli mentions that the vehicle window replacement should be submitted to the vehicle insurance policy for payment. 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 and two for cause cases
- The meeting scheduled for December 11, 2023 will begin with a Public Hearing to review of the Annual Plan.

- FYE2024 has been re-submitted for 3<sup>rd</sup> time. After EOHLC reverting the twice, they have requested it be re-submitted in its original state.
- Summer Street administrative and construction expenses attached.
- Tenant Accounts in Arrears – review
- Bank balances review – Balance sheet 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 14,198 applicants waiting to be housed in Franklin. 375 are local applicants.
- Rent Roll – review
- Vacancies –667 congregate has 1 vacant unit and 4 one-bedroom units being prepared for a new tenants. We leased 4 units in September. three to local residents, one to a non-local emergency applicant. We made 2 additional offers that were refused 2 local residents.
- Housing Stock list review
- Appointment Roster reviewed
- Next meeting is scheduled on November 13, 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 August 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 has that he worked with ED Audette to complete a cyber security application. After review, it will be submitted for an estimate and presented to the Members in November.

- **CORRESPONDENCE**

- None

- **OLD BUSINESS**

- Norfolk HA Update –Two additional Awards were granted from EOHLC to Norfolk HA. One from compliance reserves and one from emergency funds totaling \$154K.

- **NEW BUSINESS**


- Vacation pay outs –Motion is made by Commissioner Feeley, second by Commissioner Brunelli to table this topic until the November meeting when a total dollar amount of the pay outs can be determined. All in favor. So voted.
- Health Insurance Opt-Out Incentive.

- Capital Improvement Plan (CIP)– The Executive Director and Facilities Director worked on a 5 year CIP which will be published in the Annual Plan. Since the FHA has additional high priority projects that could not fit into the CIP budget, it is the intent to ask for additional funding from EOHLC once the plan is approved. FHA has already spent down most of the CIP funding planned for the next three years so additional funds would help to address additional needs.
- Restricted Reserves - Motion is made by Commissioner Feeley, second by Commissioner Brunelli to restrict \$150,000 for the purpose of supporting a project for building envelope at the 200-1 development to include entry porches. All in favor. So voted.
- Green Harbor Energy Rebate Contract – Green Harbor Energy will pursue energy credits on behalf of the FHA for 96 air source heat pumps installed in 96 units. Green Energy has been successful in capturing energy credits for other agencies and the program is expected to expire soon. Green Energy will not get compensated unless they are successful with the application. The expected credit opportunity is for \$77,760. Motion is made by Commissioner Brunelli, second by Commissioner Feeley to enter into the contract with Green Energy. All in favor. So voted.
- Management Services Agreement — Motion is made by Commissioner Feeley, second by Commissioner Brunelli to approve the Amended Management Services Agreement to realize the ANUEL increase of 10.7% which brings the annual contract to \$80,754 The amendment term starts on January 1, 2024. 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 5:07 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.

