

# Franklin Housing Authority

## Regular Meeting Minutes

### January 8, 2024

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)  
Andrew M. Kepple, State Appointee  
Christopher Lennon, Tenant Board Member

**Members Absent**

Peter L. Brunelli, Commissioner

- **Others Present**

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

- **MINUTES**

Motion is made by Commissioner Feeley, second by Commissioner Lennon to accept the Minutes of the Regular Meeting of December 11, 2023 as presented. All in favor. So voted.

- **ACCOUNTS PAYABLE**

Motion is made by Commissioner Feeley second by Commissioner Lennon to approve Accounts Payable for December 2023 totaling \$372,026.04. Check numbers 27380 to 27434. All in favor. So voted.

Motion is made by Commissioner Feeley, second by Commissioner Lennon to approve the credit card purchases for November, 2023 totaling \$2420.40. All in favor. So voted.

- **DIRECTOR REPORT**

- Commissioner Training –Review of upcoming training modules.
- ~~Court Cases – We have 5 open court cases for non-payment and 3 for cause cases.~~
- MassNAHRO Spring Conference will be March 24-26 at UMass Amherst Conference Hotel.
- Murphy-Rosa House-Heat issue
- Dumpster Fire – 12-27-23 Ewe had a dumpster fire at the 667-3 dumpster. Cameras were checked and several residents put trash in the dumpster in the hours prior to the fire. We could not identify anyone specifically would may have caused the fire.
- Tenant Accounts in Arrears – review

- Bank balances – review
- Unit Turnover spreadsheet review
- Waiting List – We currently have 15,661 applicants waiting to be housed in Franklin. 393 are local applicants.
- Rent Roll – review
- Vacancies – 667 congregate has 1 vacant unit, 1 one-bedroom unit and 2 family units are being prepared for a new tenants.
- Housing Stock list review
- Appointment Roster review
- Next meeting is scheduled for February 12, 2024.

Motion is made by Commissioner Feeley, second by Commissioner Lennon to accept the Director's Report as presented. All in favor. So voted.

- **OPERATING STATEMENTS**

- The November 2023 Operating Statements were reviewed as prepared by the Fee Accountant. Motion is made by Commissioner Feeley, second by Commissioner Kepple to accept the Operating Statements as presented. All in favor. So voted.

- **COMMUNITY PRESERVATION COMMITTEE (CPC) – No update this month.**

- **CORRESPONDENCE**

- None

- **OLD BUSINESS**

- Norfolk HA Update – An energy audit has been performed and NHA is getting additional insulation and additional sealing around pipes and sockets. Further, weather stripping has been installed on all exterior doors. I will be meeting next week with EOHLC and Eversource to discuss air source heat pumps. The window replacement project on 64 senior units begins tomorrow, 1-9-24.
- Green Harbor Energy – Tim Graham of Green Harbor 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 the GIC health benefits. A worksheet of cost estimates for the dental insurance was presented. Motion was made by Chairman Danello, second by Commissioner Kepple to adopt a 50%-50% policy and evaluate the cost annually. Discussion included Commissioner requesting a friendly amendment to keep the split at 25% employee and 75% agency cost as is the current GIC plan. Motion is withdrawn. Motion is made by Commissioner Feeley, second by Commissioner Lennon to amend the original motion ratios to 25/75, employee/agency and review annually. All in favor. So voted.

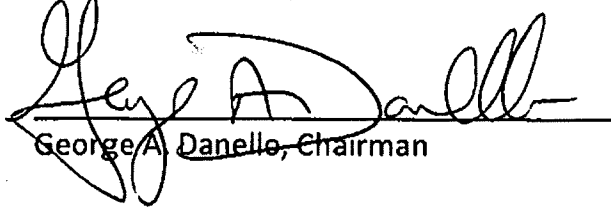
- **NEW BUSINESS**

FISH #101167 Certificate of Substantial Completion – The CSC was expected to be available in time for this meeting but is not. Therefore, this item will be reviewed next month. No vote.

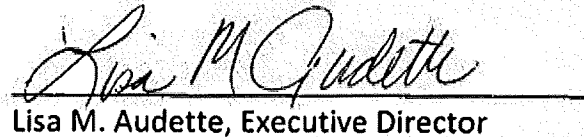
- FISH 101164 Water Pipes – The Design Fee of \$37,220 was reviewed as submitted from GCG Associates. Motion is made by Commissioner Feeley, second by Commissioner Kepple to approve the design fee as presented. All in favor. So voted.

- **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 5:12 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.