

# Franklin Housing Authority

## Regular Meeting Minutes

### February 12, 2024

Chairman George A. Danello called the Regular Meeting of the Board of Commissioners of the Franklin Housing Authority to order at 4:31 PM.

- **ROLL CALL**

**Members Present**

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

- **MINUTES**

Motion is made by Commissioner Feeley, second by Commissioner Kepple to accept the Minutes of the Regular Meeting of January 8, 2024 as presented. All in favor. So voted.

Motion is made by Commissioner Brunelli, second by Commissioner Feeley to accept the Minutes of the Special Meeting of February 8, 2024 as presented. All in favor. So voted.

- **ACCOUNTS PAYABLE**

Motion is made by Commissioner Feeley second by Commissioner Brunelli to approve Accounts Payable for January 2024 totaling \$104,717.99. Check numbers 27435 to 27486. All in favor. So voted.

Motion is made by Commissioner Feeley, second by Commissioner Brunelli to approve the credit card purchases for December, 2023 totaling \$827.82. All in favor. So voted.

- **DIRECTOR REPORT**

- Commissioner Training –Review of upcoming training modules.
- Court Cases – We have 3 open court cases for non-payment and 3 for-cause cases.
- Public Housing Notices (PHN) – All Public housing Notices are available at Mass.gov
- MassNAHRO Spring Conference will be March 24-26 at UMass Amherst Conference Hotel. I will be attending

- Tenant Accounts in Arrears – review
- Bank balances – review
- Unit Turnover spreadsheet review
- Waiting List – We currently have 16,155 applicants waiting to be housed in Franklin. 398 are local applicants.
- Rent Roll – review
- Vacancies – 667 Congregate has 1 vacant unit, 3 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 March 18, 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 December 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.**

- **CORRESPONDENCE**

- None

- **OLD BUSINESS**

- Norfolk HA Update – Window Replacement project is underway. We are working on getting air source heat pumps for 84 units at Hillcrest Village.
- Green Harbor Energy – Tim Graham of Green Harbor expects checks to be disbursed sometime in February 2024.
- Murphy Rosa House Heat Issue – Emerson Swan has 3 of the WSHP's and is attempting to repair them at their facility.
- FISH #101167 Certificate of Substantial Completion – The CSC was reviewed and motion is made to approve the CSC by Commissioner Feeley, second by Commissioner Brunelli. All in favor. So voted.
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- **NEW BUSINESS**

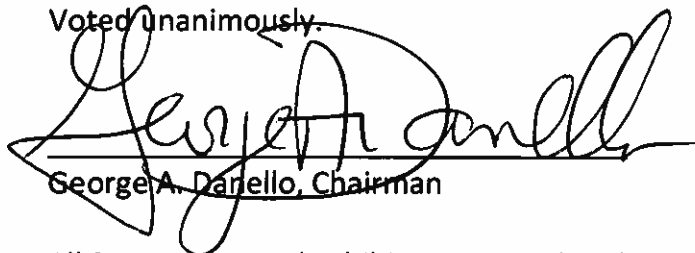
- ED Salary Schedule – Members review the new ED Salary Schedule which reflects a 2% increase to the base salary for the FYE 2025. Further, the contract for managing the NHA was updated several months ago. The salary schedule reflects an increase to the ED salary based on 30% of that contract. Motion is made by Commissioner Feeley, second by Commissioner Brunelli to approve the ED Salary Schedule as presented. All in favor. So voted.
- Plant Cultivation Policy – ED Audette has outlined a plant cultivation policy due to the increase of residents that are cultivating marijuana and other

plants using grow pods or grow light inside the units. This activity is increasing our electric bills and the watering of the plants is damaging walls and flooring of the units. KP Law is reviewing the policy that is expected to be available for review next month.

- **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 5:03 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.

