

**MINUTES  
Regular Meeting  
Framingham Housing Authority  
December 11, 2023**

1. Roll Call: @ 2:05 PM

Present:

Stephen Joyce  
Janet Leombruno  
Robert L. Merusi  
Roberta Roberti  
Janice M. Rogers

2. APPROVAL OF MINUTES OF PREVIOUS MEETINGS:

a. Regular Meeting held on November 13, 2023.

Upon vote, motion by Commissioner Leombruno, seconded by Commissioner Joyce, the Minutes of the Regular Meeting of the Board held on November 13, 2023; were approved, as amended; the ayes and nays were as follows:

<u>Ayes</u>	<u>Nays</u>
5	0

3. COMMUNICATION

None

4. TENANT AND PUBLIC CONCERNS OR COMMENTS

5. FINANCIALS

- a. Approval of Bills
- b. Credit Card Statement – did not come in on time.
- c. Financial Statement review –

Upon vote, motion by Commissioner Leombruno, seconded by Commissioner Roberti, the bills were approved; the ayes and nays were as follows:

<u>Ayes</u>	<u>Nays</u>
5	0

## 6. REPORT OF THE EXECUTIVE DIRECTOR

Board packet Department monthly reports.

Work orders, Public housing, Section 8, FSS program and Resident Services information. [Discussion] Inspection updates all property if applicable.

- Paul says work orders are in good shape.
- Has been working on budget with Scott and Jenna and voting on it at this meeting
- Master meter project on RKL; working with DPU for gas leak inspection; in the process of converting gas stoves to electric, currently underway but is time consuming
- Geothermal drill site at RKL, about 30% drilled at this point, anticipating two more months of drilling; don't think they will get to electrical portion this winter; going to get the wells in, cap it, then take up work again in April
- Brady Drive geothermal service lines will be run into buildings after the Christmas holiday, issues with admin building design, currently working to finalize and improve the design so it works as needed; will provide update on this; won't be entering buildings until probably April given design issues and winter (will be on break from Christmas until March/April unless weather permits earlier work, mock up is delayed)
- Paul provided brief explanation of how geothermal will function in FHA units; electric sides of RKL and Brady Drive are the current geothermal targeted units
- Commissioner Joyce asked about maintenance for units; Paul explained that money is in budget to service and maintain units; said that geothermal units should have less upkeep
- Paul says drilling on RKL hasn't been an issue with parking fortunately, tenants pleased
- MutualOne gave FHA \$2,500 toward the Christmas Toy Drive and to be used for after school program for end of school
- Property at 240 Beaver Street, owner may be interested in selling it, FHA will circle back to pursuing this

Upon vote, motion by Commissioner Leombruno, seconded by Commissioner Roberti, the Executive Director's report was accepted; the ayes and nays were as follows:

<u>Ayes</u>	<u>Nays</u>
5	0

## 7. UNFINISHED BUSINESS

- CPA Funds (continued discussion); Bob Merusi offers to serve on the CPA Committee; Board thanks him for volunteering to serve on the committee.

Upon vote, motion by Commissioner Joyce, seconded by Commissioner Leombruno, to recommend Robert Merusi to serve on the CPC (Community Preservation Committee); the ayes and nays were as follows:

<u>Ayes</u>	<u>Nays</u>	<u>Abstain</u>
4	0	1

## 8. NEW BUSINESS

- a. Motion to approve 2024 Budget.

Scott explanation: 7% increase in guidelines, 13% for elderly units, increase in employee benefits in 2024; insurance and benefits increase every year (total increase of approximately 18%); contract costs increased by 16% (partially due to high number of turnovers, extra budget to account for the turnovers); state allowing FHA to keep 100% of solar net metering income, used to be only 50%; estimating federal subsidy to be approximately \$1.1 million for 2024 (a projection); Section 8 a combination of admin fees and reserves. Reserves are in great shape, well about the EOHLC and HUD recommendations. ED salary calculation was updated and increased based on calculation.

Budget Questions:

Commissioner Merusi asked about money FHA gets from solar metering and how it works, Scott explained that because of the net metering, the income will be increased, but this doesn't affect the ANUEL, and the money goes straight to reserves.

Commissioner Merusi also asked about ED salary increase, Scott explained that it partially comes from EOHLC salary calculator and the management fees from Holliston and Southborough (under the 20% of fee that can be taken toward the salary from each fee)

Upon roll call vote, motion by Commissioner Joyce, seconded by Commissioner Leombruno, the 2024 Budget was approved; the ayes and nays were as follows:

<u>Ayes</u>	<u>Nays</u>
Stephen Joyce Janet Leombruno Robert L. Merusi Roberta Roberti Janice M. Rogers	

b. Motion to approve 2024 Public Housing Operating Budget

Upon roll call vote, motion by Commissioner Joyce, seconded by Commissioner Leombruno, the 2024 Public Housing Operating Budget was approved; the ayes and nays were as follows:

<u>Ayes</u>	<u>Nays</u>
Stephen Joyce	
Janet Leombruno	
Robert L. Merusi	
Roberta Roberti	
Janice M. Rogers	

c. Motion to approve 2023 Write-Offs.

Scott explains a little higher than in the past, but only slightly and still reasonable; it is partially due to programs that helped pay rent for certain programs; under the standard write-off and FHA does good job maintaining money.

Upon roll call vote, motion by Commissioner Roberti, seconded by Commissioner Leombruno, the 2023 Write-Offs were approved; the ayes and nays were as follows:

<u>Ayes</u>	<u>Nays</u>
Stephen Joyce	
Janet Leombruno	
Robert L. Merusi	
Roberta Roberti	
Janice M. Rogers	

d. Motion to approve Change Order #1 in the amount of \$2,605.00 on project #100265 Installation of Vinyl Fence on St. Lo.

Paul explains that this is because a panel was added and one more unit was added to the project; FHA adding to the project; Paul says the panel was added to prevent trash from being visible and one had been missed.

Upon roll call vote, motion by Commissioner Joyce, seconded by Commissioner Leombruno, Change Order #1 in the amount of \$2,650.00 was approved; the ayes and nays were as follows:

<u>Ayes</u>	<u>Nays</u>
Stephen Joyce	
Janet Leombruno	
Robert L. Merusi	
Roberta Roberti	
Janice M. Rogers	

e. Motion to approve the Substantial Completion of the John J. Brady Drive Kitchen Renovations Phase IV.

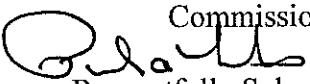
Upon roll call vote, motion by Commissioner Roberti, seconded by Commissioner Leombruno, The Substantial Completion of the John J. Brady Drive Kitchen Renovations Phase IV was approved; the ayes and nays were as follows:

<u>Ayes</u>	<u>Nays</u>
Stephen Joyce	
Janet Leombruno	
Robert L. Merusi	
Roberta Roberti	
Janice M. Rogers	

**9. OPERATIONS AND MODERNIZATION DEPARTMENT UPDATES**  
**Maintenance, capital projects Change Orders, Substantial Completion, Final Completion and Application for Payments. Safety, future planning**

- Paul provides the report
- Arsenal Hallways has another round coming; walkthrough tomorrow morning
- Kitchen renovations on Arsenal; all set to go will begin after the holidays in January
- Federal Pacific Panels and DPU Master Meter; discussions with DPU; RH White hired to do gas leak inspection; time consuming but we are getting there
- JJB 12 units kitchen renovations now substantially completed; tenants very happy with new kitchens
- Vinyl fence project went very well, Reliable Fence did a great job
- Water lines on JJB; work continues amid back and forth with contractor and conditions
- Question posed by Board pertaining to how these projects come to fruition; Paul explains that these projects were in our Capital Plan and we are slowly chipping away at getting these things addressed as funds will allow; kitchens doing a few now, bathrooms hoping for a few years down the road
- Question posed about kitchens being redone in vacant units; Paul explains that we'd have to have someone on-call for that and that during turnovers FHA puts work into kitchens as they can

10. **ADJOURNMENT** - Upon vote by Commissioner Leombruno, seconded by Commissioner Joyce, meeting was adjourned @ 2:49 PM.

  
Respectfully Submitted  
Paul Landers  
Executive Director