

MINUTES
Regular Meeting
Framingham Housing Authority
June 9, 2025

1. Chairman called the meeting to order at 2:00 PM

Present:

Robert F. Downing
Stephen Joyce
Deborah Lakin
Robert L. Merusi
Janice M. Rogers

2. APPROVAL OF MINUTES OF PREVIOUS MEETINGS:

- a. Regular Meeting held on May 12, 2025

Upon vote, motion by Commissioner Downing, seconded by Commissioner Merusi, the Minutes of the Regular Meeting of the Board held on May 12, 2025 were approved.

Vote: 5-0 (Approved)

3. COMMUNICATION

- None

4. TENANT AND PUBLIC CONCERNS OR COMMENTS

- None

5. FINANCIALS

- a. Approval of Bills

- Commissioner Merusi asked about the payment to NENA Construction. Paul explained this was a retainage payment for the work done for the Rose Kennedy Lane door project.
- Commissioner Downing asked about petty cash and Paul explained this covers small, cash-required costs, such as inspection stickers for FHA vehicles.
- Commissioner Downing asked how often the FHA audits its inventory of phones and computers. Helen explained that the inventory is regularly checked.

Upon roll call vote, motion by Commissioner Joyce seconded by Commissioner Downing, the bills were approved; the ayes and nays were as follows:

Ayes

Robert F. Downing
Stephen Joyce
Deborah Lakin
Robert L. Merusi
Janice M. Rogers

Nays

b. Credit Card Statement

- Chairman Rogers acknowledged there are two credit card statements to review, as the statement for the previous month did not come in time for last month's meeting.
- Commissioner Merusi asked about the credit card for Carlson Crossing and asked if that would be included with the Board packet materials. Helen and Paul clarified that the card has not been used yet. Merusi asked that it be included in the monthly packet. Scott clarified that it would be included with the FHDC II packet.
- Commissioner Downing asked about charges for trainings on the warrant and that they be specified going forward so the Board could know what the training was for. Paul confirmed such specifications will be provided going forward.

Upon roll call vote, motion by Commissioner Joyce, seconded by Commissioner Downing, it was voted to approve the two credit card statements; the ayes and nays were as follows:

Ayes

Robert F. Downing
Stephen Joyce
Deborah Lakin
Robert L. Merusi
Janice M. Rogers

Nays

c. Financial Statement review

Scott shared the following regarding the financial statements:

- The State side is doing okay. We are lagging a little bit on the net metering, but I have been asking about this, and they are still working with Eversource on the billing issues. This should improve as the money comes in.
- The Public Housing side is also doing okay.
- Section 8 is still in shortfall, but I am working with HUD, and it looks like we should have some resolution within the next two months which should put us in better shape.

Commissioner Merusi asked about the State side and legal budget. Scott explained the budget includes several lines and totals about \$50,000.00. Scott acknowledged this is an estimate made during the budgeting process, but that legal expenses have to be paid regardless.

Commissioner Merusi asked about the Section 8 salaries portion of the budget and asked if the department is fully staffed. Paul confirmed the department is fully staffed.

6. REPORT OF THE EXECUTIVE DIRECTOR

Paul provided the following report:

- MutualOne has generously given us \$10,000 for our summer program for the Musterfield. We are grateful as always for this.
- There is a lot of work going on for Brady Drive. All of the buildings have been washed, entrance ways are being painted, there are new shutters, and new fencing will be put up tomorrow between us and MassBay. There are also new guardrails going in.
- We secured a grant with Eversource through the LEAN Program for window replacements on Brady Drive. This work is scheduled for July. Paul briefly explained how the application process works and explained that the 568 windows will be replaced at no cost to the Authority as the LEAN Program is fully responsible for procuring and supplying the materials.
- We had a walkthrough with EOHLC at Memorial House to see what could be done. We received funds for a new AC system, a new push bar security system for the doors, and to add 8 more cameras. We will also be updating the common area lighting. There are currently 17 vacant units. EOHLC wants to see if these upgrades will help get the units leased.

Chairman Rogers inquired about the pull list through CHAMP and the potential for pulling more than 100 people at a time. Jackie briefly explained how she goes about pulling a list and the restrictions in place through CHAMP that can make housing applicants a lengthy process.

Commissioner Downing asked if the FHA will be hiring any police details. Paul says the FHA will try a detail for Friday and Saturday nights.

Commissioner Merusi asked about Memorial House issues. Paul shared that the problems have improved and that the property is in a better place.

Commissioner Downing asked about the tenant meetings detailed in Helen's report. Helen shared that these meetings are held to get feedback from residents and that most items brought up are small issues that can be addressed.

Upon vote, motion by Commissioner Merusi, seconded by Commissioner Joyce, it was

voted to approve the Report of the Executive Director.

Vote: 5-0 (Approved)

7. UNFINISHED BUSINESS

- None

8. NEW BUSINESS

- a. Motion to extend the contract with Automatic Appliance Service, Inc. for one (1) additional year, as stipulated in the original contract, at the rates quoted.
 - Bill briefly explained the price increases for the extension year. Paul explained this will be our last year working with Automatic Appliance as they are closing.

Upon roll call vote, motion by Commissioner Joyce, seconded by Commissioner Downing, it was voted to extend the contract with Automatic Appliance Service, Inc. for one (1) additional year, as stipulated in the original contract, at the rates quoted; the ayes and nays were as follows:

Ayes

Robert F. Downing
Stephen Joyce
Deborah Lakin
Robert L. Merusi
Janice M. Rogers

Nays

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

Kristin briefly reviewed the following projects:

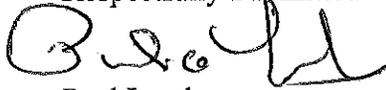
- Arsenal Common Area Hallway Project: project is currently out to bid
- Rose Kennedy Lane Kitchen Renovations: EOHLC has issued approval to bid, which will be out this month.
- Fire Alarm Upgrades: work has begun, completing 3 units per day at the sites.
- Brady Drive Bathroom Renovations: last two units completed last week, walkthrough for punch list this week.
- Brady Drive Exterior Cleaning and Repairs: work has begun.
- St. Lo Roof Replacements: contract is under EOHLC control, waiting for it to be issued.

Commissioner Merusi asked about the cleaning of the buildings and its budgeting. Paul explained it was included in the Capital Plan.

10. ADJOURNMENT

Upon vote, motion by Commissioner Joyce, seconded by Commissioner Downing, the meeting was adjourned at 2:47 pm.

Respectfully Submitted

A handwritten signature in black ink, appearing to read "Paul Landers", written over the printed name.

Paul Landers
Executive Director