

**MINUTES**  
**Regular Meeting**  
**Framingham Housing Authority**  
**May 12, 2025**

1. Chairman called the meeting to order at 2:01 PM

Present:

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

2. APPROVAL OF MINUTES OF PREVIOUS MEETINGS:

- a. Regular Meeting held on April 14, 2025

Upon roll call vote, motion by Commissioner Joyce, seconded by Commissioner Merusi, the Minutes of the Regular Meeting of the Board held on April 14, 2025 were approved; the ayes and nays were as follows:

**Ayes**

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

**Nays**

3. COMMUNICATION

- None

4. TENANT AND PUBLIC CONCERNS OR COMMENTS

- None

5. FINANCIALS

- a. Approval of Bills

Commissioner Downing highlighted that the monthly total for this warrant was notably higher than the previous month. Scott explained the amount varies month to month and items such as the quarterly water bills often increase the total. Scott noted this was not out of the norm.

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

Ayes

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

Nays

b. Credit Card Statement

The credit card statement did not arrive in time for the meeting.

c. Financial Statement review

Scott shared the following regarding the financial statements:

- The FHA is in decent shape on its State side, though it is a little slow on the revenue side due to the solar credits. He explained Eversource is having issues with incorrect billing, so the solar service is actively working to resolve the issue. While it has been slow for Q1 and Q2, the FHA will hopefully see revenue pick up to offset this.
- We are on target on the Federal side for Q1 with the program influx.
- Not much to note currently for Section 8.

Commissioner Merusi asked about revenue sources. Scott explained that solar net metering is one source of this revenue, as is dwelling rent, interest income, operating subsidies, etc. Scott explained that solar metering is lower in the winter months.

Commissioner Merusi requested clarification regarding income for the Federal side, to which Scott explained there is income broken down on the subsequent pages of the financial statement.

6. REPORT OF THE EXECUTIVE DIRECTOR

Paul provided the following report:

- Elizabeth Konstas passed away after 19 years with the FHA. We are all going to miss her and would like to rearrange the garden outside and plant a red maple tree

with a plaque in her honor. We would also like to have an intimate ceremony with staff and her family. We think this will be a nice way for staff and family to remember her. We are planning for the second week of June and will let everyone know once details are finalized.

- The work on 84 Walnut Street and 499 Central Street is complete. Per our MOUs with the City, we will continue to maintain the properties as needed, just as we would one of our own properties. The City will be billed quarterly per the MOUs for this work.
- For the geothermal project, the DPU was out as they've finished up. Eversource is now in the monitoring phase. Discussions continue regarding the second phase. RH White is still on site and will assist as needed as residents switch over to cooling. Eversource provided landscapers to hydroseed and put loam back. Everything is in place and up and running. There was a slight billing mix-up, but Eversource is reimbursing the FHA.
- To briefly review some funding for Carlson Crossing: in addition to the \$600,000 in CPC funds, we also received \$1.05 million in ARPA funds for predevelopment on East, and \$100,000 from HOME funds. The FHA is very appreciative of all.
- We are in regular communication with Eversource regarding the transformers for West. This is not unique to the FHA as other housing authorities state-wide are facing the same issue. We will continue to meet with Eversource biweekly. A commitment from Eversource is critical for the construction finance step for East.

Commissioner Rogers asked Jackie about the outside vetting of appeals made by applicants. Jackie explained that because an independent entity handles the appeals, they can often take some time.

Commissioner Rogers inquired about the notices to quit issued, asking if they were mostly rent related. Helen explained that the FHA anticipates a few evictions due to a substantial amount of money owed in specific cases.

Upon roll call vote, motion by Commissioner Joyce, seconded by Commissioner Merusi, it was voted to approve the Report of the Executive Director; the ayes and nays were as follows:

Ayes

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

Nays

7. UNFINISHED BUSINESS

- None

8. NEW BUSINESS

- a. Motion to approve the Certificate of Substantial Completion for M-V Electrical Contractors, Inc. for the Rose Kennedy Lane Federal Pacific and Master Meter Compliance project #100292.

Kristin briefly shared the contractor has been substantially complete since March, there are no punch list items, and there have been no problems to date.

Upon roll call vote, motion by Commissioner Merusi, seconded by Commissioner Downing, it was voted to approve the Certificate of Substantial Completion for M-V Electrical Contractors, Inc. for the Rose Kennedy Lane Federal Pacific and Master Meter Compliance project #100292; the ayes and nays were as follows:

Ayes

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

Nays

- b. Motion to approve the Certificate of Final Completion for M-V Electrical Contractors, Inc. for the Rose Kennedy Lane Federal Pacific and Master Meter Compliance project #100292 at a final contract price of \$973,568.23.

Kristin explained the work is 100% completed and was completed on time with only one change order. The project went smoothly and there have been no complaints to date. The contractor did an outstanding job.

Upon roll call vote, motion by Commissioner Merusi, seconded by Commissioner Downing, it was voted to approve the Certificate of Final Completion for M-V Electrical Contractors, Inc. for the Rose Kennedy Lane Federal Pacific and Master Meter Compliance project #100292 at a final contract price of \$973,568.23; the ayes and nays were as follows:

Ayes

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

Nays

- c. Motion to approve entering into a contract with JJS Universal Construction Company in the amount of \$151,160.00 for the roof replacement project at multiple buildings on St. Lo (project# 100321).

Kristin explained this involves the replacement of 19 roofs on St. Lo. She further explained the FHA previously worked with this contractor on the 8-10 Webster Street house and it went smoothly. FHA also received a more recent reference from Concord Housing in addition to EOHLC reviewing and approving the bid.

Upon roll call vote, motion by Commissioner Merusi, seconded by Commissioner Downing, it was voted to approve entering into a contract with JJS Universal Construction Company in the amount of \$151,161.00 for the roof replacement project at multiple buildings on St. Lo (project #100321); the ayes and nays were as follows:

**Ayes**

Robert F. Downing, via phone  
Stephen Joyce, via phone  
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:

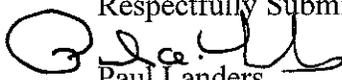
- Rose Kennedy Lane Kitchen Renovations - awaiting EOHLC approval to bid.
- Fire Alarm Upgrades at various properties - tentative start date of May 19, 2025.
- John J. Brady Drive Selective Bathroom Renovations - the project will be complete in about two weeks.
- Exterior Cleaning and Repairs & Guardrail & Fence Replacement – both contracts have been issued and FHA is awaiting documents.

Commissioner Merusi asked how the inspection process worked for the Rose Kennedy Lane kitchen project. Kristin explained that the FHA's Inspector inspected about half of the property to assess kitchen conditions and see which should be prioritized for the project. She further explained there was some asbestos removal and other minor things to be settled before units were selected.

**10. ADJOURNMENT**

Upon roll call vote, motion by Commissioner Merusi, seconded by Commissioner Downing, the meeting was adjourned at 2:37 pm.

Respectfully Submitted

  
Paul Landers  
Executive Director