

MINUTES
Regular Meeting
Framingham Housing Authority
December 8, 2025

1. Chairman called the meeting to order at 2:10 p.m.

Present: Deborah Lakin
 Robert L. Merusi
 Janice M. Rogers

Absent: Robert Downing
 Stephen Joyce

2. APPROVAL OF MINUTES OF PREVIOUS MEETINGS:

- a. Regular Meeting held on October 14, 2025

Upon vote, motion by Commissioner Merusi, seconded by Commissioner Lakin, it was voted to approve the October 14, 2025 Regular Meeting minutes.

Vote: 3-0 (Approved)

- b. Regular Meeting held on November 10, 2025

- Chairman Rogers noted the November minutes should be amended to say, “minutes of the regular meeting” instead of “all three meetings.”

Upon vote, motion by Commissioner Lakin, seconded by Commissioner Merusi, it was voted to approve, as amended, the November 10, 2025 Regular Meeting minutes.

Vote: 2-0-1 (2 in favor, 0 opposed 1 abstention)

3. COMMUNICATION:

- Executive Director Landers shared that Congresswoman Clark’s office is hosting a senior resources fair at the Callahan Center on Friday and that the FHA was asked to participate. He stated Jackie Vega will be there and the FHA will have a table set up to explain the housing application process.

4. TENANT AND PUBLIC CONCERNS OR COMMENTS:

None

5. FINANCIALS:

a. Approval of Bills

Scott Bruce reviewed the warrant report, beginning with page 1. He asked if there were any questions on page 1 and there were none.

Scott asked the Board if there were any questions on page 2.

- Commissioner Merusi asked about the Hackett Feinberg charge, to which Deputy Executive Director Plant explained this was the payment for a delayed invoice from the attorney for Carlson Crossing.

Scott asked the Board if there were any questions on page 3 and there were none.

Upon roll call vote, motion by Commissioner Merusi, seconded by Commissioner Lakin, it was voted to approve the bills; the ayes and nays were as follows:

Ayes

Deborah Lakin
Robert L. Merusi
Janice M. Rogers

Nays

b. Credit Card Statement

- It was noted the statement did not arrive in time for the meeting.

c. Financial Statement Review

- Scott explained the state side is doing okay, stating the administrative expenses are a little high, partially due to the 5-week month. He stated he will be looking into reallocation for the year end.
- Scott explained we are doing well on the federal side, with nothing to note there.
- Scott explained for Section 8, the FHA will finish in the red for the year end, but hopefully they will make us whole at some point early next year. He noted it is a slow process to get the money.

- Chairman Rogers asked what the FHA is doing with the shortfall, to which Scott explained the FHA has shortfall calls and these are expected to continue next year. He stated it involves constant communication with our HUD representatives.
- Helen stated that Scott put a lot of work in before the government shutdown, which put the FHA in better shape than some other authorities.
- Commissioner Merusi inquired about the end of the fiscal year and if there are any drastic changes for 2026 in terms of reallocation. Scott responded that there are none at this point, but there may be some decent changes with Carlson Crossing East and integrating that into the mix. He further explained the budget cycle for the next few years will potentially change with the addition of East.

6. REPORT OF THE EXECUTIVE DIRECTOR:

Paul provided the following report:

- We just had a lot of capital projects approved and funded. We are in good shape with some projects coming up and some ready to go right now.
- We just had our big federal inspection, NSPIRE, on Friday. They inspected Brady Drive, one unit on East, and Bob's office. It went really well overall. The inspector was impressed with how the FHA handled it. Steve Caissie, our inspector, escorted the federal inspector. We spent three weeks preparing for it. Steve did a great job.

Commissioner Merusi asked why the state was so involved with the funding of Carlson Crossing as it was a federal project and was subject to federal inspections. Paul explained it was because of the tax credits. It was explained that the federal government has tax credits that the state issues. Plant explained Spectrum is the company that audits the FHA to ensure we are in compliance.

Chairman Rogers asked if Carlson Crossing will be completely voucher based and Paul confirmed it is.

Commissioner Merusi asked how many vouchers the FHA has already given on West. Helen explained that all 68 vouchers have been given. She further explained this is part of our total voucher count, which is 1,052. Helen stated we are not leasing right now because we cannot afford the current rents as part of the state-wide shortfall issue. She further stated that there are 57 vouchers sitting at HUD reserved for East.

(Paul's report continues)

- Steve has also been going through the public housing units, so there are a lot of ongoing inspection work orders. He also oversees the modernization projects, makes sure everything goes smoothly, and is a valuable employee.
- We also have a geothermal meeting this week for Phase 2 on Rose Kennedy Lane. Rose Kennedy Lane will be completely geothermal once this project goes through.
- I have been working on the budget with Scott and Jenna. I am happy to report that the maintenance union negotiation is complete and just needs signatures. Helen is coordinating the administrative staff union agreement and there are just a few minor details to finalize.
- We have a meeting next week with the land trust. We will get some more insight regarding the next steps with the auction for the house. We will keep the Board posted.

Chairman Rogers asked if it will be a general auction and Paul confirmed it will.

Chairman Rogers requested clarification pertaining to the city wanting the FHA to bid on the property at the auction, but that we have no idea who else may be bidding. She suggested some bidders may not be aware of the land trust element. Paul confirmed both points.

Commissioner Merusi asked whether the land trust must provide a land lease to the owner of the house. Paul confirmed that the city cannot pick and choose and that the lease would stipulate that whoever owns the house gets the lease on the land.

Chairman Rogers noted Officer Lewis was present at the meeting and asked if he had any updates, to which he confirmed there were no updates to provide at this time. Janice asked what "RC" meant in his report, to which Lewis confirmed it should read "RO" for restraining order. Lewis briefly explained the restraining order situation for that specific incident.

Upon vote, motion by Commissioner Lakin, seconded by Commissioner Merusi, it was voted to accept the Report of the Executive Director.

Vote: 3-0 (Approved)

7. UNFINISHED BUSINESS:

None

8. NEW BUSINESS:

a. Motion to approve the 2025 Write-Offs

- Scott explained that some of the write-offs on the federal side were due to the Carlson Crossing project and that he anticipates it stabilizing over the next few years.
- Vega briefly explained her process for repayment agreements, detailing that in-house agreements are made for low rent balances and court agreements are used for larger balances.

Upon roll call vote, motion by Commissioner Merusi, seconded by Commissioner Lakin, it was voted to approve the 2025 Write-Offs; the ayes and nays were as follows:

Ayes

Deborah Lakin
Robert L. Merusi
Janice M. Rogers

Nays

b. Motion to approve entering into a one (1) year contract with AI's Landscaping Service, Inc. for On-Call Landscape Maintenance, with an option to extend for one (1) additional year, at the full discretion of the FHA.

Upon roll call vote, motion by Commissioner Lakin, seconded by Commissioner Merusi, it was voted to approve entering into a one (1) year contract with AI's Landscaping Service, Inc. for On-Call Landscape Maintenance, with an option to extend for one (1) additional year, at the full discretion of the FHA; the ayes and nays were as follows:

Ayes

Deborah Lakin
Robert L. Merusi
Janice M. Rogers

Nays

c. Motion to approve entering into a one (1) year contract with All About Air for On-Call HVAC Services at the rates quoted, with an option to extend for one (1) additional year, at the full discretion of the FHA.

Upon vote, motion by Commissioner Merusi, seconded by Commissioner Lakin, it was voted to approve entering into a one (1) year contract with All About Air for On-Call HVAC Services at the rates quoted, with an option to extend for one (1) additional year, at the full discretion of the FHA; the ayes and nays were as follows:

Ayes

Deborah Lakin
Robert L. Merusi
Janice M. Rogers

Nays

d. Motion to approve Massachusetts State-Aided Property Insurance Program Participation Agreement: The Board of Commissioners had an opportunity to review and understand the requirements of the Massachusetts State-Aided Housing Insurance Program and agrees to abide by its terms.

- Helen explained the state procures the property insurance for all authorities throughout the state and since some authorities have not paid their bills, all now must sign that they will pay. She further explained that the rates are still the same, that the FHA has a \$9,000.00 deductible, that this deductible could be reduced if something major were to happen, and the policy includes limited liability for slip and falls. She explained that the FHA has had this coverage since its inception. Paul stated they have always worked well with the FHA and respond quickly.
- Commissioner Merusi asked if the FHA has had any fires. Paul cited one fire on Rose Kennedy Lane and another on Brady Drive from 2013 and 2011 respectively. He clarified the FHA has been fortunate to avoid any other incidents. Landers also shared the Framingham Fire Department held a fire safety discussion at Hastings House on Friday and had a great conversation with residents.

Upon roll call vote, motion by Commissioner Merusi, seconded by Commissioner Lakin, it was voted to approve Massachusetts State-Aided Property Insurance Program Participation Agreement and acknowledge the Board of Commissioners had an opportunity to review and understand the requirements of the Massachusetts State-Aided Housing Insurance Program and agrees to abide by its terms; the ayes and nays were as follows:

Ayes

Deborah Lakin
Robert L. Merusi
Janice M. Rogers

Nays

9. OPERATIONS AND MODERNIZATION DEPARTMENT UPDATES:

Kristin Davis provided the following updates:

- For projects in the design phase, we met with the engineer for the Rose Kennedy Lane parking lot repaving project. They will be submitting a fee and once approved, we can begin the design process.
- The state formula funded capital projects have been approved. We will be planning projects over the next few months and decide which we will do in-house using force account, and which will be bid out. The most notable projects are the site and fencing work on Rose Kennedy Lane, intercom upgrades at Hastings, and vacant unit work on Rose Kennedy Lane and Arsenal Road.
- For projects currently under construction, the fire alarm project is nearing completion. Everyone will be out tomorrow for the commissioning of the fire pump at Hastings.
- The contractor for the Rose Kennedy Lane kitchen renovations has completed two of the twelve units. They will be starting two more units this week.
- The hallway project has some delays, primarily due to the delay in materials. The contractor is waiting on delivery of the stair treads before resuming work. They are working with the post office on the mailboxes as there are accessibility requirements to be met.

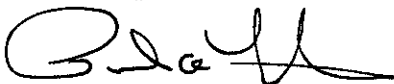
Commissioner Merusi asked Paul to discuss the on-call painting contract on unit turnovers and how it works completing turnovers using capital funds. Paul explained that some of the turnover cost comes out of operations but noted EOHLIC now provides authorities with "aging in place" funds as well as initiatives for turnovers. He further explained that if Steve identifies a unit in need of substantial renovation, he can then go to Kristin and ask about designing a project for that specific unit.

10. ADJOURNMENT:

Upon vote, motion by Commissioner Lakin, seconded by Commissioner Merusi, it was voted to adjourn the meeting at 3:01 p.m.

Vote: 3-0 (Approved)

Respectfully Submitted,



Paul Landers
Executive Director