

MINUTES
Regular Meeting
Framingham Housing Authority
November 10, 2025

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

Present: Robert Downing
Stephen Joyce
Deborah Lakin
Janice M. Rogers

Absent: Robert L. Merusi

2. APPROVAL OF MINUTES OF PREVIOUS MEETINGS:

- a. Regular Meeting held on October 14, 2025

Chairman Rogers shared Commissioner Merusi requested the Board table approving the minutes of the regular meeting until next month. The Board agreed.

Upon vote, motion by Commissioner Joyce, seconded by Commissioner Downing, it was voted to table approving the minutes of the regular meeting until next month's meeting.

Vote: 4-0 (Approved)

3. COMMUNICATION:

Executive Director Landers stated there are no items under communication, just a few announcements to be made in his report later in the meeting.

4. TENANT AND PUBLIC CONCERNS OR COMMENTS:

None

5. FINANCIALS:

- a. Approval of Bills

Scott Bruce began reviewing the warrant report, beginning with page 1.

- Commissioner Downing inquired about check #182387 to Green Environmental for remediation services. Landers explained this work was for Carlson Crossing East and involved asbestos remediation services for vacant units ahead of the construction phase.
- Commissioner Downing inquired about check #182426 for Honey Dew Donuts asking why this purchase was made. Landers explained this purchase was for the

refreshments at the tree memorial dedication ceremony held for late FHA employee Elizabeth Konstas.

Bruce asked the Board if there were any questions on page 2 of the warrant and there were none.

Bruce asked the Board if there were any questions on page 3 of the warrant.

- Chairman Rogers inquired about the gas bills, asking how long the FHA would have to wait to see a difference with the geothermal system now operating. Landers explained the difference would be seen on the electric side.

Bruce asked the Board if there were any questions on page 4 of the warrant.

- Commissioner Joyce inquired about the payment to Newport Construction to which Landers explained this was for the paving completed on St. Lo Road. He explained this work was completed through the city's contract.

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

Ayes

Robert Downing
Stephen Joyce
Deborah Lakin
Janice M. Rogers

Nays

b. Credit Card Statement

Commissioner Joyce asked what the BJs purchase was for. Landers explained this was for the several retirement informational sessions Pat ran for FHA staff.

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

Ayes

Robert Downing
Stephen Joyce
Deborah Lakin
Janice M. Rogers

Nays

c. Financial Statement review

Bruce shared the following regarding the financial statements:

- The state and federal are both in decent shape for this point in the year.
- For Section 8, it looks like we will get funded through the end of the year. We just need to make sure they'll fund the gap we've had to date. It is probably about

70% to cover the deficit, but I will make sure the deficit will be covered. We are in decent shape for November and December. We will see what the new year brings.

Bruce asked if the Board had any questions about the financials to which there were none.

6. REPORT OF THE EXECUTIVE DIRECTOR:

Landers provided the following report:

- I want to thank Chairman Rogers and Commissioner Lakin for attending the geothermal tour last month. It was a big success and we got to show off our geothermal program to EOHLIC, showing them the pump house, several units, and how the system works. We thank Eversource for helping with the event. EOHLIC was impressed and happy to join the tour.
- We have our big federal inspection coming up on December 5. This inspection happens every 2 to 3 years. They will be inspecting a few of the units left on Carlson Road, all of Brady Drive, the main office, and the office Bob Connoni works out of at 9 Pusan Road. This inspection is now called NSPIRE and has specific guidelines we must meet. We are preparing for this with Steve Caissie who is working well with Maintenance to make sure everything is ready. NSPIRE is a big deal and it will take a full day or two.

Chairman Rogers asked if the FHA is informed in advance of what the inspector will be looking for. Landers explained there are specific NSPIRE guidelines that must be followed, and the FHA makes sure all units are in compliance as units are randomly selected for inspection the day of by the inspector.

Chairman Rogers asked about remaining tenants on Carlson Road. Deputy Executive Director Plant stated there were only three occupied units left on Carlson Road.

(Landers' report continues)

- Kristin and I are working on the site plan. We received approval for the Rose Kennedy Lane parking lot work. The money is there, we are just waiting for an engineer to be assigned. We anticipate this work happening this coming winter.
- We currently have solar net metering at St. Lo Road and we will be possibly expanding this for an estimated additional \$10,000 in metering credits.

Chairman Rogers asked where the solar farm is located, to which Landers explained the current one is located in Holliston.

(Landers' report continues)

- Scott and I are working on the budget. We also had union negotiations last Monday. These were the best negotiations we've had since I started here.

Commissioner Downing asked for specifics on the success of the negotiations. Landers

shared that all parties involved were happy with the terms and briefly explained anticipated raises in accordance with budget guidelines released by the state. Landers mentioned there were some language changes made, such as that pertaining to progressive discipline, and emphasized the negotiations were very positive overall.

(Landers' report continues)

- The budget is due in December. We will have a special meeting for the budget.
- We are still working on the maintenance garage. Fred Bray says he will prepare a letter for us for the planning board. We will be meeting with the architect and the next phase will be a cost estimate. We will pursue the conservation element of the project over the winter, at which time we should have the findings of the planning board.

Chairman Rogers asked when the FHA hopes to begin construction. Landers shared he anticipates a start date around the end of 2026. Landers also shared this will include mixed funding from state, federal, and FHDC II, as the garage will be used by all portions of the Authority.

Commissioner Downing inquired about the houses in discussion with the city. Landers explained the Edith Road property is the only one being discussed with the city at the moment. He clarified the FHA has okayed language prepared by the assistant city solicitor to be sent to the attorney for Citizens Bank. He shared that the land trust has not met since this, but will meet going forward.

Chairman Rogers asked Officer Lewis what "GOA" in his report meant, to which Lewis explained it means gone on arrival.

Commissioner Downing asked for an update on the possibility of hiring a mental health counselor. Plant explained she put together some materials and is looking into grant opportunities. She explained it would be costly for the FHA to create such a position. Downing suggested hiring someone part time. Landers stated he would like to see an agency provide this service as opposed to hiring someone for this. Officer Lewis shared the FPD is stretched thin with their mental health program but expansion may be possible in the future.

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

Vote: 4-0 (Approved)

7. UNFINISHED BUSINESS:

None

8. NEW BUSINESS:

- a. Motion to approve 2025 Budget Revision 1 for the following programs: 400-1, 400-9, 689.

Bruce stated that although there are two separate votes between the FHA and Musterfield meetings, he will discuss all programs during this meeting. He shared the following:

- This budget revision is really just adding Carlson Crossing in where it is applicable for salaries, contract costs, and insurance. Because Carlson Crossing is not a state program, it only applies in certain areas.
- This revision also includes updates to Maintenance salaries with the 3.5% last year.
- I also reduced the budgeted net metering as it was too high.

Upon roll call vote, motion by Commissioner Joyce, seconded by Commissioner Lakin, it was voted to approve 2025 Budget Revision 1 for the following programs: 400-1, 400-9, 689; the ayes and nays were as follows:

<u>Ayes</u>	<u>Nays</u>
Robert Downing	
Stephen Joyce	
Deborah Lakin	
Janice M. Rogers	

9. OPERATIONS AND MODERNIZATION DEPARTMENT UPDATES:

Kristin Davis provided the following Operations and Modernization Department updates:

- The Rose Kennedy Lane paving project is in the planning stages.
- For the fire alarm and fire protection upgrades project, the contractor is continuing to work with their programmer at all sites to get the new system up and running.
- The contractor for the Rose Kennedy Lane kitchen renovations expects to have the cabinets delivered mid-November. He is planning to work in empty units the week of Thanksgiving.
- The Arsenal Road hallway project was supposed to start this week, but due to a delay with materials, we are hoping it will start next week.
- The windows project on Brady Drive is complete. We've received very positive feedback from residents and the contractor was great. The project was completed at no cost to the FHA.

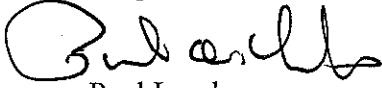
Chairman Rogers complimented the improved kitchens on Brady Drive she observed during the geothermal tour and said the contractors did an excellent job.

10. ADJOURNMENT

Upon vote, motion by Commissioner Joyce, seconded by Commissioner Lakin, it was voted to adjourn the meeting at 2:40 p.m.

Vote: 4-0 (Approved)

Respectfully Submitted,

A handwritten signature in black ink, appearing to read "Paul Landers", written in a cursive style.

Paul Landers
Executive Director