

**MINUTES**  
**Regular Meeting**  
**Framingham Housing Authority**  
**October 14, 2025**

1. Chairman called the meeting to order at 2:01 PM  
Present:  
Robert F. Downing  
Stephen Joyce, via phone  
Deborah Lakin  
Robert L. Merusi  
Janice M. Rogers
  
2. PUBLIC HEARING: 2026 Annual Public Housing Agency Plan
  - Discussion
  - Motion to approve

Helen,

Overview: we serve 1,219 families, our big highlights of the year:

The FHA has updated its Section 8 Administration Plan to reflect new federal guidance, Housing Opportunity Through Modernization Act (HOTMA) implantation requirements, and HUDS's transition to the INSPIRE inspection standards. We made all our admin plan changes so we will be in compliance with that. It was supposed to start in October; it looks like it is being pushed to January. Created new waiting list for Carlson Crossing West and East. Completed Carlson Crossing West, which was one of our achievements. Other than that, updated policies. Questions were asked and answered.

Upon roll call vote, motion by Commissioner Downing seconded by Commissioner Merusi, it was voted to approve the 2026 Public Housing Agency Plan; the ayes and nays were as follows:

<u>Ayes</u>	<u>Nays</u>
Robert F. Downing	
Stephen Joyce, via phone	
Deborah Lakin	
Robert L. Merusi	
Janice M. Rogers	

3. APPROVAL OF MINUTES OF PREVIOUS MEETINGS:
  - a. Regular Meeting held on September 15, 2025

Upon roll call vote, motion by Commissioner Joyce, seconded by Commissioner Merusi, the Minutes of the Regular Meeting of the Board held on September 15, 2025, were approved; the ayes and nays were as follows:

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

4. COMMUNICATION

5 TENANT AND PUBLIC CONCERNS OR COMMENTS

Penny Smith, building 12A, the crew that is doing all the windows on JJB Drive are fabulous. Thank you, we like to hear that.

6. FINANCIALS

- a. Approval of Bills
- b. Credit Card Statement
- c. Financial Statement review

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

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

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

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

7. REPORT OF THE EXECUTIVE DIRECTOR

Paul provided the following report:

- Channel 2 came out for Geothermal, we were on the news, GBH on Saturday.
- On the 28<sup>th</sup> Amy Stitley, Undersecretary of the State is coming out with Greg Abbe, Sustainability Program Developer and Eversource, they will tour our units on Brady Drive and Rose Kennedy Lane. Counselor Malek and the mayor could join. If any board members would like to attend.
- We were awarded \$450,000 for Rose Kennedy Lane Site Improvements
- Budget guidelines
- Union negotiations are on November 3<sup>rd</sup>.
- Budgets due December 5<sup>th</sup>
- Garage renderings are done, waiting on site plans.
- We would like to make a new laundry room at building 2 Rose Kennedy Lane, just like Arsenal Road and Gallagher, right now they are in the basements, we would use same plans as Arsenal Road with local other funds and state funds.
- St. Lo – the parking lots were paved last week
- Bill and I attended the land trust meeting last Wednesday, talking about Edith Road again, this is the only home that is vacant. They would like us to buy it.
- Commissioner Merusi, what is our current staffing level?  
Paul Landers, we have been functioning with two staff members out since last March. One out on Workman's Comp and one worker on a separation agreement.

Commissioner Merusi, are we falling behind on work orders? Paul Landers, we are not falling behind on work orders. Commissioner Merusi, is the general maintenance of our properties and our equipment in decline? Paul Landers, properties are not in a state of decline. We are holding our own.

Commissioner Merusi, have the maintenance operations been noticeably hindered in any way? Commissioner Landers, there have been no noticeable hindrances.

- Paul introduced Allison Madden, our new Musterfield Activity Center Coordinator and Resident Coordinator.

Officer Lewis, we are busy, lots of calls. Commissioner Merusi, how is the drug activity? Some activity, working on stopping it. The two problems at Memorial House, one was evicted, he was 85% of problems, he was still coming around and was advised not to. There is still one problem who brings in riffraff.

When a no trespass is issued if they are invited as a guest, the order does nothing. It's tough to enforce for this reason. Calls have decreased at Memorial House though.

Commissioner Downing, how many issues are mental health? Officer Lewis said about 75% of calls. Commissioner Downing would like us to get a mental health clinician on staff. Funding for this position is an issue. Commissioner Downing, there must be grants. It must be feasible. Conversation continued. The city has a clinician we use; resident service department handles certain issues. Commissioner Downing would like it explored.

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

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

8. UNFINISHED BUSINESS

- None

9. NEW BUSINESS

- a. Motion to approve board member, Deborah A. Lakin is authorized to sign CFAs (Contracts for Financial Assistance) on behalf of the Framingham Housing Authority.

Upon roll call vote, motion by Commissioner Merusi, seconded by Commissioner Downing, it was voted to approve board member, Deborah A. Lakin is authorized to sign CFAs (Contracts for Financial Assistance) on behalf of the Framingham Housing Authority; the ayes and nays were as follows:

Ayes

Nays

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

- b. Motion to approve the substantial completion of the St Lo roof project # 100321.

Upon roll call vote, motion by Commissioner Lakin seconded by Commissioner Downing, it was voted to approve the substantial completion of the St Lo roof project #100321, the ayes and nays were as follows:

Ayes

Nays

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

- c. Motion to approve the Motion to approve the final completion of the St Lo roof project# 100321 at a final cost of \$159,595.

Upon roll call vote, motion by Commissioner Lakin, seconded by Commissioner Merusi, it was voted to approve the final completion of the St Lo roof project# 100321 at a final cost of \$159,595; the ayes and nays were as follows:

Ayes

Nays

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

- d. Motion to approve the final completion of the St Lo Vinyl Fence Replacement Project # 100323 at a final cost of \$34,279.

Upon roll call vote, motion by Commissioner Merusi, seconded by Commissioner Lakin, it was voted to approve the final completion of the St Lo Vinyl Fence Replacement Project # 100323 at a final cost of \$34,279; the ayes and nays were as follows:

Ayes

Nays

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

- e. Motion to approve entering into a one (1) year contract with BBE Corporation dba Buckley Elevator for Hydraulic Elevator Maintenance & Repair Service, at the rates quoted, with the option to extend the contract for two (2) additional one-year periods, at the full discretion of the FHA.

Upon roll call vote, motion by Commissioner Merusi, seconded by Commissioner Lakin, it was voted to approve entering into a one (1) year contract with BBE Corporation dba Buckley Elevator for Hydraulic Elevator Maintenance & Repair Service, at the rates quoted, with the option to extend the contract for two (2) additional one-year periods, at the full discretion of the FHA; the ayes and nays were as follows:

<u>Ayes</u>	<u>Nays</u>
Robert F. Downing	
Stephen Joyce, via phone	
Deborah Lakin	
Robert L. Merusi	
Janice M. Rogers	

- f. Motion to extend the contract with Sean B. McCarthy for Constable Services at the rates quoted for one (1) additional year, as stipulated in the original contract.

Upon roll call vote, motion by Commissioner Merusi, seconded by Commissioner Lakin, it was voted to extend the contract with Sean B. McCarthy for Constable Services at the rates quoted for one (1) additional year, as stipulated in the original contract; the ayes and nays were as follows:

<u>Ayes</u>	<u>Nays</u>
Robert F. Downing	
Stephen Joyce, via phone	
Deborah Lakin	
Robert L. Merusi	
Janice M. Rogers	

- g. Motion to approve entering into a two (2) year contract with McCright & Associates, LLC for Housing Choice Voucher Program Unit Inspection Services, at the rates quoted, with an option to extend the contract 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 two (2) year contract with McCright & Associates, LLC for Housing Choice Voucher Program Unit Inspection Services, at the rates quoted, with an option to extend the contract for one (1) additional year, at the full discretion of the FHA; the ayes and nays were as follows:

Ayes

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

Nays

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

Kristin went over her report.

Projects in the Design Phase:

1. *Project# 100275*  
*Rose Kennedy Lane Paving*  
*Funding Source: ARPA FF: Repaving Parking Lots*

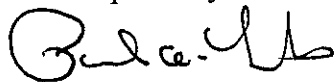
Projects In Construction:

1. *Project# 100263*  
*Fire Alarm and Fire Protection Upgrades at Everit, Hastings, Memorial,*  
*Underwood and Temple.*  
*Funding Source: ARPA Target Award State*
2. *Project 100271*  
*Kitchen Renovations RKL*  
*Funding Source: ARPA Formula Funding (State)*
3. *Project# 100299*  
*Common Area Hallway Painting Phase 3*  
*Funding Source: State Formula Funding*
4. *John J. Brady Drive Window Replacement*  
*Funding Source: Lean Program*
5. *Project# 100324*  
*ST Lo Site Paving*  
*Funding Source: State Formula Funding.*

11. ADJOURNMENT

Upon roll call vote, motion by Commissioner Downing, seconded by Commissioner Lakin, the meeting was adjourned at 3:02 pm.

Respectfully Submitted



Paul Landers  
Executive Director