

MINUTES
Regular Meeting
Framingham Housing Authority
September 15, 2025

1. Chairman called the meeting to order at 2:02 PM
Present:
Robert F. Downing
Stephen Joyce, arrived @ 2:39 PM
Deborah Lakin
Robert L. Merusi
Janice M. Rogers

2. ELECTION OF OFFICERS
Chair
Vice Chair
Treasurer
Assistant Treasurer
Member

Skip Election of Officers, was verified that this was done in April of 2025

3. APPROVAL OF MINUTES OF PREVIOUS MEETINGS:
 - a. Regular Meeting held on August 11, 2025

Upon roll call vote, motion by Commissioner Downing, seconded by Commissioner Lakin, the Minutes of the Regular Meeting of the Board held on August 11, 2025, were approved; the ayes and nays were as follows:

<u>Ayes</u>	<u>Nays</u>
4	0

4. COMMUNICATION
 - a. Columbus Day is Monday, October 13th, the board meeting in October will be Tuesday, October 14th.

5. TENANT AND PUBLIC CONCERNS OR COMMENTS

Commissioner Lakin, I had a call from one of our residents, they are curious whether ICE is allowed on Framingham property. Paul, yes if they are on public property.

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

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

<u>Ayes</u>	<u>Nays</u>
4	0

Upon roll call vote, motion by Commissioner Downing, 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>
4	0

Scott,

Section 8: we have no funding from October to rest of year. We have constant phones calls regarding the short fall. In the next few weeks, we will have a better understanding of where this stands. Funding is sporadic, it depends. Right now, we have been funded through September. It is a lot of work and a lot of back and forth, but we will get there.

Scott went over financials. Questions were asked and answered. Carlson Crossing West: after we closed in July to permanent financing – the Carlson Crossing West warrant has been absorbed into the regular revolving warrant. Moving forward, there will be no Carlson Crossing separate page.

Paul, several months ago, the mayor asked the housing authority to help out with the City Land Trust. The town back in the day, had this land trust, where there are 5 properties and the town owns the land. People have mortgages, people want to either move on, sell the house, how do they get out from underneath it. One property came up, transaction was in 1998 and they left in 2000, the bank has maintained that house since mid 2000. They go by, cut lawn, flush toilet, it's now in the hands of Citizens bank, they think the value is now worth, 660,000, no one will touch it, young couple can't buy can't get a bank to go along with the city owning the land. City Solicitor asked if the housing authority could maybe buy it. If we could get it cheap, we could rent it for Section 8. There were 2 other people on the call that own houses with this land trust. We are interested. The Land Trust owns the land; bank owns the houses.

This is informational. Further meetings to come.
The city would like to get rid of the entire land trust. There are 4 or 5 houses in total.

Commissioner Merusi, discussion on reception window being closed during lunch. Paul, it was a staffing issue. Commissioner Merusi, I want to remember why we are here, to serve the people. Paul, we will revisit it.

7. REPORT OF THE EXECUTIVE DIRECTOR

Paul provided the following report:

This stems from the conference that Helen, Jackie and I attended. The Secretary of Housing wants to come out with Amy Stitely Undersecretary for Strategy & Climate to view the GEOTHERMAL, Bill is putting together a meeting with Eversource and Greg Abbe who works for EOHLIC, in charge of Sustainability. We will also see if the mayor would like to attend.

At the conference we were also able to secure some site money. Paving initiative He visited this morning and looks like we will be able to do two parking lots at RKL and drainage work. We went over entire scope; he was pleasantly surprised that we had a scope in mind.

We have some other money up on St. Lo, where we can we take advantage of the city on the call contract, due to the fact that they have already procured it. It's never been a problem. We are doing some paving up at St. Lo. Parking areas off the main road, we went over that with DHCD also.

Reminder, this Thursday is the tree ceremony in memory of Elizabeth.

The garage on Arsenal Road received a memo from City Solicitor. Attorney Antonellis is working on this we have to go for a finding before the planning board. Waiting on site plan. We own all the land; we have to show the planning board that we will not be any closer than we are now to the front setback. Discussion continued regarding wetlands and plot plans.

Paul, Maeve moved to Falmouth, she was one of a kind. She was an amazing person she sat in on interviews with us. We have a replacement, Allison. She is working out well, she just started a week ago today. Their roles have changed, more of a social worker. They run the center but put out fires all day long.

Commissioner Merusi, Andrew's report, he normally gives us a percentage on how many vouchers are active. I don't seem to see that. If he could continue to provide that information.

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

Ayes
4

Nays
0

8. UNFINISHED BUSINESS

- None

9. NEW BUSINESS

a. Motion to approve the 2026 State Annual Plan

Commissioner Joyce arrived @ 2:39 PM

Commissioner Merusi, this was a very good executive summary.

Kristien, as discussed last month, the core part of the plan is the capital plan. Our focus is going to be exterior site work, bathrooms at Hastings and vacant units. The plan includes maintenance policies as well.

Paul, our focus is on empties, which are very costly now, with our capital funds and a little bit of our operations we have been able to keep up. Three empties just came in this month; we are putting new kitchens in and new floors. Those are big turnovers.

Commissioner Merusi, performance management review, did we have any findings we are working on and if so, how are they going. Paul answered there were no findings.

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

Ayes

Nays

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

b. Review of draft 2026 Federal Annual Public Housing Agency Plan (vote in October).

Helen,

A lot of the plan was updated on what we did last year. We kept our high performer status. We did have to make changes to our termination policy for section 8 because of short-falls, HUD is requiring all the housing authorities to add it. We added language that we had to decide which HAP contracts to terminate, that we were not going to touch anyone who is disabled, elderly, a veteran, head of family, HUD Vash program, anyone that is considered hard to house. This was a major change. Revisions on Section 8 inspections. I put language in our admin plan that once this happens this will be our policy. The new INSPIRE changes, make it more landlord heavy. These are the major changes.

- c. Motion to extend the Interior Vacant Unit Painting contract with Alpha Contracting Associates, Inc. for an additional one (1) year, as stipulated in the original contract, at the rates quoted.

Upon roll call vote, motion by Commissioner Merusi, seconded by Commissioner Lakin, it was voted to approve the Interior Vacant Unit Painting contract with Alpha Contracting Associates, Inc. for an additional one (1) year, as stipulated in the original contract, at the rates quoted; the ayes and nays were as follows:

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

- d. Motion to extend the On-Call Carpentry Services contract with Scott Parker Construction & Plastering Co. for one (1) additional year, as stipulated in the original contract, at the rates quoted.

Upon roll call vote, motion by Commissioner Merusi, seconded by Commissioner Downing, it was voted to approve the On-Call Carpentry Services contract with Scott Parker Construction & Plastering Co. for one (1) additional year, as stipulated in the original contract, at the rates quoted; the ayes and nays were as follows:

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

- e. Motion to approve the Management Services Agreement Amendment between Southborough Housing Authority and Framingham Housing Authority; revisions: new management fee per budget guidelines and the original term of the agreement is extended by 24 months until September 30, 2027.

Questions were asked and answered.

Commissioner Merusi, when we first started entertaining these things, I was very cautious and skeptical, it seems to have worked out much better than I thought. My fear was resources from here being drained by the smaller authorities; that don't have the resources. I don't think that has happened. I am happy to see it. We need to keep an eye on that as a board, to make sure that our resources are not drained.

Upon roll call vote, motion by Commissioner Joyce, seconded by Commissioner Downing, it was voted to approve the Management Services Agreement Amendment between Southborough Housing Authority and Framingham Housing

Authority; revisions: new management fee per budget guidelines and the original term of the agreement is extended by 24 months until September 30, 2027; the ayes and nays were as follows:

Ayes

Nays

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

- f. Motion to approve change order #1 in the amount of \$31,000.00 on the John J. Brady Drive exterior painting and repairs project.
(Change order includes the painting of exterior doors and the installation of the shutters at the main office).

Upon roll call vote, motion by Commissioner Joyce, seconded by Commissioner Downing, it was voted to approve change order #1 in the amount of \$31,000.00 on the John J. Brady Drive exterior painting and repairs project; the ayes and nays were as follows:

Ayes

Nays

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

- g. Motion to approve the final completion of the John J. Brady Drive exterior painting and repairs project at a final cost of \$105,000.00.

Upon roll call vote, motion by Commissioner Joyce, seconded by Commissioner Lakin, it was voted to approve the final completion of the John J. Brady Drive exterior painting and repairs project at a final cost of \$105,000.00; the ayes and nays were as follows:

Ayes

Nays

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

- h. Motion to approve change order #1 in the amount of \$8,435.00 on the St Lo roofing project #100321.
(Change order is for the replacement of miscellaneous damaged sections of existing roof sheathing before installing new asphalt roofing system)

Upon roll call vote, motion by Commissioner Downing, seconded by Commissioner Lakin, it was voted to approve change order #1 in the amount of \$8,435.00 on the St Lo roofing project #100321; the ayes and nays were as follows:

Ayes

Nays

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

- i. Motion to approve change order #1 in the amount of \$6,779.00 on the St Lo vinyl fence replacement project #100323.
(Change order includes: the removal of existing damaged fence and replacement with white vinyl fence behind 25 St Lo and additional panels at 42 and 46)

Upon roll call vote, motion by Commissioner Joyce, seconded by Commissioner Merusi, it was voted to approve change order #1 in the amount of \$6,779.00 on the St Lo vinyl fence replacement project #100323; the ayes and nays were as follows:

Ayes

Nays

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

- j. Motion to approve the substantial completion of the St Lo vinyl fence replacement project #100323.

Upon roll call vote, motion by Commissioner Joyce, seconded by Commissioner Merusi, it was voted to approve the substantial completion of the St Lo vinyl fence replacement project #100323; the ayes and nays were as follows:

Ayes

Nays

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

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

Kristin, Paul,

Boiler failure at Hasting House, primary and secondary, primary, was on its last leg. It was a big undertaking. Approval from DHCD to do in-house, with on call, our electrician and plumber. It was installed and is up and running. We are lucky to have the team to put it all together. In discussion with DHCD now to get some emergency funding for the costs.

Commissioner Joyce are their other boilers within the properties similar in age and are their inspections. Paul, the one I would question is Memorial, these were done at the same time around 2009, and they were a grant when mass save was giving out Boilers. They don't make these boilers anymore, no parts. We could not rebuild it.

Kristin briefly reviewed the following projects:

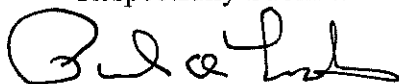
Projects in Construction:

- *Project# 100263*
Fire Alarm and Fire Protection Upgrades at Everit, Hastings, Memorial, Underwood and Temple.
Funding Source: ARPA Target Award State
- **Project# 100321**
Roof Replacements (St Lo)
Funding Source: State Formula Funding
- **Project# 100323**
Trash Corral Replacements Phase 2 (St Lo)
Funding Source: State Formula Funding
- **Project 100271**
Kitchen Renovations RKL
Funding Source: ARPA Formula Funding (State)
- **Project# 100299**
Common Area Hallway Painting Phase 3
Funding Source: State Formula Funding
- **John J. Brady Drive Window Replacement**
Funding Source: Lean Program

11. ADJOURNMENT

Upon roll call vote, motion by Commissioner Joyce, seconded by Commissioner Lakin, the meeting was adjourned at 3:07 pm.

Respectfully Submitted



Paul Landers
Executive Director