

**MINUTES**  
**Regular Meeting**  
**Framingham Housing Authority**  
**February 10, 2020**

1. Roll Call:

**Present:**

Janet Leombruno

Phyllis A. May

Robert L. Merusi

Janice M. Rogers, arrived @ 5:31 PM

Stephen P. Starr

2. APPROVAL OF MINUTES OF PREVIOUS MEETINGS:

a. Regular Meeting held on January 13, 2020;

Upon vote, motion by Commissioner May, seconded by Commissioner Leombruno, the Minutes of the Regular Meeting of the board held on January 13, 2020 were approved, the ayes and nays were as follows:

<u>Ayes</u>	<u>Nays</u>	<u>Abstain</u>
3	0	1

3. COMMUNICATION

4. TENANT AND PUBLIC CONCERNS OR COMMENTS

None

5. FINANCIALS

a. Approval of Bills

b. Credit Card Statement

c. Financial Statement review

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

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

Upon vote, motion by Commissioner Leombruno, seconded by Commissioner Merusi, the Credit Card Statement was approved; the ayes and nays were as follows:

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

6. REPORT OF THE EXECUTIVE DIRECTOR

Board packet Department monthly reports;  
Work orders, Public housing, Section 8, FSS program and Resident Services information. [Discussion] Inspection updates all property if applicable.

The board had a question on computers being updated to Windows10. Windows10 has been around. Helen, we had Windows 7. The support just ended so were forced into upgrading.

Commissioner Rogers arrived

Chairman Starr, the reports are well written and speak for themselves this month.

Commissioner May, regarding Suzanne's report. It has been extended another two months. Helen, the original grant expired at the end of January and HUD put out an automatic two-month extension because they have not reviewed the applications yet. Chairman Starr, I was going to ask on that, it must be difficult for her not knowing. Helen said I'm thinking that since its been extended until the end of March they may make a decision by the beginning of March.

Commissioner Rogers, I want to comment on Keegan's report, he always seems to be able to put something really positive.

Paul, we have REAC inspection coming up, they gave a 14-day notice, its next Tuesday and Wednesday. We are getting Carlson Road and Brady Drive ready.

If you remember last year, we got points taken off for a couple of ruts in the grass. Which was very disappointing. If you don't get a high score, they come out yearly.

They take 20% of your federal site, they go inside units, checks stove, hot water, housekeeping, doors, etc., There are about 6 elements of the REAC, finances, rent ups, etc.

Last year they got us on glass from a windshield and 2 ruts in grass from someone that just moved out. Our own inspector has done a great job going through the units, the family is tough.

Tomorrow night Helen and I have a neighborhood meeting at the Woodrow Wilson School to discuss the issues at Pelham. I reached out to City Counselor Bryant, had a meeting with me, she knew I was meeting with the Mayor, she said I'm trying to get this meeting together to discuss what happened at Pelham, since your part of the neighborhood, will you come. We want to be good neighbors.

Paul spoke about the police switching the sub-station at Pelham. Moving it from one location to another. In 1994 I believe is when they first teamed up with the police station. We have 57 units in Pelham, one of our units on our roll became the substation so now they want to move that location. We will get the unit back but it's a lot of paperwork that Helen has to negotiate through. We can't find a 1994 lease that we had to take a state unit offline and give it to the police dept. How do you approach DHCD about moving a police sub-station down the street on a deal that they were never even privy too? Meanwhile, the police are waiting. They want to move it so its more centrally located.

Pelham opened a new community center. They are taking the old community center that they used for a computer lab and after school program they are giving that to the police dept.

In the meeting with the Mayor she did thank me. She said your camera's really work down there on Carlson Road because the state police looked at them and was appreciative of the camera system and the well-lit development. My meeting with the mayor, it was an hour long, she made some good points. She feels like she doesn't have to worry about the housing authority. I showed her the project again, she is all about it.

I was disappointed on the bus stop. We did a lot of research, drawings and when we were about to get going on it the WRTA put a wrench in the whole thing, saying there was no turnoff. We can't afford to do that. I drove around the city there are not many turnoffs. Conversation continued.

We are pretty busy, health and safety aware. We are well on our way of working on that. We put the tree bid out. Kudos to Kristin.

Upon roll call vote, motion by Commissioner Leombruno, seconded by Commissioner Merusi, the Executive Directors Report was approved; the ayes and nays were as follows:

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

7. UNFINISHED BUSINESS

a. Ongoing Union negotiations

Paul, I would like to not have Executive Session tonight. Update: The Maintenance Union had taken a vote for what was offered. They came back, the big sticking point is the job descriptions in the contract. They want to sign off on any advertisement or job Ad. We would have to negotiate any job Ad with them prior to putting an Ad out to hire an employee.

Chairman Starr, may I interrupt. should this be a discussion under executive session or your working on it? are you not ready to come to the board and discuss? Paul said that is correct I will get back to you.

b. Hoops & Homework, Inc. MOU/Annual Report

Chairman Starr, we don't have this in front of us because we are waiting for the annual report, we will have in two weeks so I asked Helen if we could postpone this item until we have an annual report in front of us.

8. NEW BUSINESS

a. Motion to approve DHCD Top Five Highest Paid

Upon roll call vote, motion by Commissioner Rogers, seconded by Commissioner Leombruno, it was voted to approve DHCD Top Five Highest Paid; the ayes and nays were as follows:

<u>Ayes</u>	<u>Nays</u>
Janet Leombruno	
Phyllis A. May	
Robert L. Merusi	
Janice M. Rogers	
Stephen P. Starr	

b. Motion to approve Year End Financials including Certificate of Compliance with notification procedures for federal and state lead paints laws:

- 400-1
- 689 Handicapped
- MRVP Mass Rental Voucher
- 400-9 Pelham.

400: Scott, we are doing well on the State side. The net meter revenue really helped we made about \$500,000. We budgeted for about \$300,000 last year so the extra \$200,000 got us to a net income before capital expenditures about \$200,000 so that really did help us. Discussion continued on Year End Financials, questions were asked and answered.

The Balance Sheet – provides historical data up to a point in time.  
Quarterly Operating Statement - is the operations through that year.

689: This program going forward we will keep an eye on, there is not as much wiggle room, we are looking at a rent increase to help us out on revenue side, we have not had a rent increase in two years.

MRVP (Massachusetts Rental Voucher Program): a break even in revenue

Pelham: doing fine, a breakeven in revenue

Both state and public housing, biggest thing that helps us out is the force account labor, all the modernization projects, the additional funding we put in there then it gets syphoned out and does its own reporting. Helps those programs getting all the revenue from capital funding projects.

Upon roll call vote, motion by Commissioner Leombruno, seconded by Commissioner Rogers, it was voted to approve Year End Financials including Certificate of Compliance with notification procedures for federal and state lead paints laws:

- 400-1
- 689 Handicapped
- MRVP Mass Rental Voucher
- 400-9 Pelham.

the ayes and nays were as follows:

Ayes  
Janet Leombruno  
Phyllis A. May  
Robert L. Merusi  
Janice M. Rogers  
Stephen P. Starr

Nays

Paul, Tom leaves for Florida tomorrow morning.

- c. Seeking board approval to enter into a contract in the amount of \$13,000.00 with Andrew Brockway and Associates for architectural services on the next phase of kitchen renovations on John J. Brady Drive.

Upon roll call vote, motion by Commissioner Rogers, seconded by Commissioner Leombruno, it was voted to approve entering into a contract not to exceed \$15,000.00 with Andrew Brockway and Associates for architectural services on the next phase of kitchen renovations on John J. Brady Drive; the ayes and nays were as follows:

<u>Ayes</u>	<u>Nays</u>
Janet Leombruno	
Phyllis A. May	
Robert L. Merusi	
Janice M. Rogers	
Stephen P. Starr	

- d. Seeking board approval on Priority Specs for the following Projects on John J. Brady Drive:
  1. Kitchen fixtures (please refer to the full list on the architect recommendation letter) for the John J. Brady Drive Kitchen project.
  2. Exterior Sliding Patio Doors.

Upon vote, motion by Commissioner Leombruno, seconded by Commissioner May, it was voted to approve Priority Specs for the following Projects on John J. Brady Drive:

1. Kitchen fixtures (please refer to the full list on the architect recommendation letter) for the John J. Brady Drive Kitchen project.
2. Exterior Sliding Patio Doors.

The ayes and nays were as follows:

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

- e. Seeking board approval on priority specs of Harvey windows for the next phase of the Hilapp project. We have used Harvey windows on all the previous phases of this project.

Upon vote, motion by Commissioner May, seconded by Commissioner Merusi, it was voted to approve Priority Specs of Harvey windows for the next phase of the Hilapp project; the ayes and nays were as follows:

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

- f. Seeking board approval to enter into a contract with the low bidder for tree trimming and stump grinding on St Lo.

Upon roll call vote, motion by Commissioner Leombruno, seconded by Commissioner Rogers, it was voted to approve entering into a contract with the low bidder, Stumpy's Tree Service in the amount of \$12,000.00 for tree trimming and stump grinding on St. Lo., the ayes and nays were as follows:

<u>Ayes</u>	<u>Nays</u>
Janet Leombruno Phyllis A. May Robert L. Merusi Janice M. Rogers Stephen P. Starr	

- g. Seeking board approval to extend the contract with Automatic Appliance for supply of appliances for one additional year, January 14, 2020 to January 14, 2021. This is the last extension allowed under this contract.

Upon roll call vote, motion by Commissioner Rogers, seconded by Commissioner Leombruno, it was voted to approve to extend the contract with Automatic Appliance for supply of appliances for one additional year, January 14, 2020 to January 14, 2021. This is the last extension allowed under this contract; the ayes and nays were as follows:

<u>Ayes</u>	<u>Nays</u>
Janet Leombruno Phyllis A. May Robert L. Merusi Janice M. Rogers Stephen P. Starr	

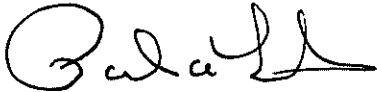
9. **OPERATIONS AND MODERNIZATION DEPARTMENT UPDATES**  
**Maintenance, capital projects Change Orders, Substantial Completion, Final Completion and Application for Payments. Safety, future planning**

Kristin went over her board report: HILAPP (St Lo – windows, siding and exterior doors); REAC Inspections, Fire Unit John J. Brady Drive, Rose Kennedy Lane Window Replacement (formula funding), Roofs St. Lo and Arsenal, Patio doors John J. Brady and Phase 2 Kitchen Project John J. Brady Drive.

Discussion on the force account.

10. **ADJOURNMENT** - Upon roll call vote, motion by Commissioner Leombruno, seconded by Commissioner Rogers, meeting was adjourned at 6:34 PM.

Respectfully Submitted

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

Paul Landers  
Executive Director