

Fitchburg Housing Authority Minutes – Regular Meeting

CJ Durkin Community Room, Fitchburg, MA

December 14, 2018

PRESENT:

Linda Byrne, Chair
Mary Giannetti, Vice Chair
David Rousseau, Treasurer
David Basilio, Assistant Treasurer
Andrew Van Hazinga, Member

ALSO PRESENT:

Benjamin Gold, Interim Executive Director
Denise Ivaldi, Recording Secretary
Cindy Driscoll, Director of Housing Management Services

1. At 10:32 a.m. the meeting opened. The Chair declared a quorum present and called the meeting to order.

2. The minutes of November 14, 2018 were presented. Mary Giannetti had a question on the budget wording in the minutes. She asked that the minutes be held for review until the next meeting. David Rousseau made a motion to hold November 14, 2018 minutes for review at the next meeting. David Basilio seconded; all were in favor.

3. Executive Director Report:

- FHA/LHA Update – Four employees from Leominster were moved to new office space, three to 50 Day and one to 54 Wallace. They were moved on December 12th. Phones and internet are all working for these employees.
- The employees moved were Kim/Finance, Anna/Attorney, Yajaira/Applications-Receptionist and Jose/Inspections-Work Orders.

David Rousseau made a motion to change the open office hours to 9:00 a.m. to 3:00 p.m. five days a week. Mary Giannetti seconded, all were in favor.

4. Financial Report:

The November Financial Report was not completed in time for the board meeting. A Cash Flow Chart was included for review.

5. Modernization Report:

- 200-1 Green Acres Basement Moisture Remediation – No update, DHCD still reviewing.
- 689-1 76 Mechanic Fire Sprinkler Installation – Work complete. Waiting for Substantial and Final Completion documents.
- 667-1/705-2 Canton Valley Fire Alarm Upgrade – Walk-through with the Engineer and the Fire Department.

David Rousseau asked for status on the fan for the Community Room and dishwasher for the kitchen. Ben Gold replied he had received a quote on the fan for \$2,500. He will leave it up to the board and the new administration on what to do.

6. State-Aided Housing Report: Cindy Driscoll was present to give an update on CHAMP.

- Scheduled for January 1st, may be mid-January.
- If a Manager has an empty unit, the system will pull down the next applicants. If an emergency, no matter where they are from, they will go to the top.
- A test run is being completed right now.
- 253 housing authorities are involved in the State Centralized Waiting List.
- We can accept both the new State application and the existing applications. Individuals can apply on-line.
- All emergency applications to be processed first. State/CHAMP had ten (10) days to response, they have changed it to 21 days to respond.
- Data base migrated in October, not able to enter any new data since then.
- We are moving forward with filling our vacancies.
- 60 letters were sent out to two bedroom applicants.
- We are working with 22 applicants, obtaining documents, etc.
- We have eight (8) lease-ups in December pending. We are working with 14 families to fill the 22 vacancies.

A board member asked if the two MOC units at Green Acres could be used for the board to meet there periodically.

7. Section 8 Housing Choice Voucher Report: No discussion

8. Old Business: None

9. New Business: The following resolution was presented:

The Chair stated that we would be appointing a new Executive Director today, Douglas Bushman.

RESOLUTION AUTHORIZING THE APPOINTMENT OF
THE NEW EXECUTIVE DIRECTOR OF THE
FITCHBURG HOUSING AUTHORITY

Resolution 2018-12-01

Whereas: Due to the expiration of the Management Contract between the Leominster Housing Authority and Fitchburg Housing Authority, the Fitchburg Housing Authority has the need to hire an Executive Director, and

Whereas: The Executive Director Search Committee has made a recommendation that the Fitchburg Housing Authority appoint Douglas Bushman as the new Executive Director.

NOW THEREFORE BE IT RESOLVED,

That the Executive Director Search Committee has negotiated a contract, including compensation and benefits package, in accordance with the board's selection. Douglas Bushman has agreed to execute a contract with the Fitchburg Housing Authority, and

FURTHER, Douglas Bushman's contract is effective January 11, 2019 through December 31, 2020 with an annual salary of \$117,367 and a minimum of 37.5 hours per week.

RESOLVED, Motion made by David Rousseau to authorize the Fitchburg Housing Authority to appoint Douglas Bushman as the new Executive Director of the Fitchburg Housing Authority with a contract effective January 11, 2019 through December 31, 2020 with an annual salary of \$117,367 and a minimum of 37.5 hours per week.

SECONDED, Mary Giannetti seconded the motion, and the motion was passed by a unanimous vote.

The Chair said she was thrilled to have an Executive Director.

Mr. Bushman thanked Commissioner Rousseau, Chair Byrne and the other members. He told his Mayor that he was leaving, will tell his staff on Monday. He can't wait to start working with the board and the Tenant Association. On his first day, he will have a mandatory meeting with all staff at 9:30 a.m. and an additional meeting with maintenance at 10:30 a.m.

He told the board that he received money in Marlborough through persistence. He also had a summer picnic with his staff, gave out plaques which made for a happy team. He noted the CHAMP presentation was nice but the residents of Fitchburg will take precedence. He asked about a LEAN Study for Fitchburg.

Chair Byrne thanked Mr. Bushman. Ben Gold gave thanks to the board and congratulated them.

10. Other Correspondence:

- PHN Notices
- December NAHRO Newsletter
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11. Resident Participation: None

12. There being no further business, motion to adjourn the meeting at 10:16 a.m. was made by Mary Giannetti. Andrew Van Hazinga seconded; all were in favor.