



Fitchburg Housing Authority

Minutes of FHA Regular Board Meeting, January 15, 2020 50 Day Street, C.J. Durkin Community Room, Fitchburg, MA

A Regular Meeting of the Fitchburg Housing Authority was called to order by Chairperson, Linda Byrne at 8:30 AM on Wednesday, January 15, 2020 in the C.J. Durkin Community Room at 50 Day Street in the City of Fitchburg, Massachusetts.

Present:

FHA Board Members:

Linda Byrne, Chair

Mary Giannetti, Vice Chair

David Rousseau, Treasurer

David Basilio, Assistant Treasurer

Tenant-Kathy

Adam Goodwin

FHA Staff:

Douglas Bushman, Executive Director

Andrew Skoog, Deputy Director

Kim Hergert, Finance Director

Yoko Ishii, Executive Assistant / Bookkeeper

Frances Nolivos, Resident Service Coordinator

Absent: N/A

Quorum: Yes (Quorum Requirement: Three FHA Board Members)

1. Motion to Open Meeting

Chairperson, Linda Byrne opened the meeting at 8:30am.

Move: David Basilio

Second: David Rousseau

All in favor

2. Motion for Public Comments

Chairperson, Linda Byrne opened to public comments.

Move: Mary Giannetti

Second: David Basilio

All in favor

Douglas Bushman, Executive Director stated that the FHA gave more authority to program managers to deal with more issue when the last time Tenant Association meeting was held at Durkin. There is custom service line is available if the tenants want to address a concerns or claim.

3. Motion to Approve Minutes of Meeting held on December 19th, 2019

Move: Mary Giannetti

Second: David Rousseau

All in favor

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Linda Byrne, Chair commented about the Work Order about shelves at Wallace Towers. Andrew_Skoog, Deputy Director mentioned there is limited space to install an additional shelf.

4. Motion to Approve FHA Payables for December- January FY 2019 & FY 2020

After some questions were made about individual invoices, the Board approved the Payables. Linda questioned about the PHA-web invoice. And Douglas Bushman, Executive Director explained that due to staff increase, the user fee will be charged. But he added that this computer system helped a lot of efficiency in FHA operation and work order in comparison with the old system.

Move: Mary Giannetti

Second: David Basilio All in favor

5. Review of Executive Director's Report, Attachments and Supplemental Report

1) FY2019 Review

Douglas Busman, Executive Director reviewed about the operation in FY 2019, it was a great accomplished year after awarded \$12.5 million Grants. FY 2020 will calm down. He also thanked Andrew Skoog, Deputy Director & Frances Nolivos, Resident Service Coordinator's assistants for the Grants submission.

Douglas Bushman, Executive Director also noted about the concerns of the increase in personnel/staffing was that the FHA would have too many administrative staff in comparison to maintenance employees. However, the staffing plan increase both maintenance employees and the hours that they work in comparison to administrative employees. **(Attachment B)**

2) Submittal of FY2020 Budget-All Programs & Increase in Executive Director's Salary (Per Contract)

3) Review and Modification of FHA Personnel Policy- Still reviewing

4) Wallace Tower ModPhase Event & Awarded Funding \$10,324,979.00

Wallace Towers Grant Reception Event went very well in the presence of Lt. Gov. Polite & DHCD Executives.

5) Health & Safety Grant Initiative Submittal

This grant for new driveway at 110 Overland St and Concrete walk way at Canton Valley. (\$65,450.00)

6. Vacancy & HAFIS Report

Andrew Skoog, Deputy Director updated Vacancy report. The vacancy rate for January 1st, decreased of 6 units, from fifty-five (55) to forty (40) units. Again, Genesis Ruiz, Assistant Director of Family Housing has done a great job. Douglas Bushman stated that another Congregate Unit is back on line. It was originally rejected but by working with Montachusett's Home Care, Corp., EOE (Executive Office of Elderly Affairs) has now approved the request. 6 Congregate Units now. Dave Basilio, Assistant Treasurer asked the definition of Congregate Housing. Executive Director explained that the FHA are the first Housing

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Authority in Massachusetts to have Congregate Housing, and the congregate unit is not an assistant living, and it is nursing affair to step below an assistant living, Community setting with one kitchen offering variety of program and activities.

7. Condition of Occupancy Standards

The Deputy Director Andrew Skoog is undertaking a review of the Condition of Occupancy standards that all tenants have to sign upon beginning their tenancy with the FHA. The Conditions of Occupancy states in clear language what is allowed and not allowed. The goal is to have a uniform Condition of Occupancy ready by March 1st, 2020.

8. Single-Family Scattered Site Updates

Mayland St was filled. Exeter and Overland will be leased by the end of month. Douglas Bushman expressed that he instructed the staff to have an inspection twice a year on single-Family houses at its anniversary date. They are great assets to the community. The FHA used to own 18 single family homes and lost several of them due to the past mismanagement. For Milk, Forest, and Taft, we have been still negotiating with DHCD, we don't have enough fund for Federal Program to keep all three. In Spring, we will have a Bid, but it has an issue for financing, and it is difficult to start two HUD conversions. Douglas Bushman, Executive Director expressed that he would bring this issue to a State Rep. or a Senator. Linda asked who manages for scattered site. Executive Director answered that is managed by a Family Housing Manager.

Douglas Bushman also stated that he had a request by Craig Reynold, a law firm for Congress Street and Pearl Street to correct Confirmatory Deed.

Linda Byrne, Chair asked when the scattered-site visit will be in Spring. Douglas Bushman, Executive Director answered that Yoko Ishii, Executive Assistant will send an email off to the Board Members after setting up with program manager and maintenance staff.

9. Resident Service Coordinator DHCD Grant-Submitted

Still waiting for this Grant response. This grant would fund one part-time position.

10. Motion to Approve FHA's Grant Submittal for DHCD Public Housing Innovations-Gateway Cities Revitalization. (Due Date Wednesday February, 12, 2020)

Green Acres meets the criteria outlined in the grant for it is a family development and Fitchburg is a Gateway city. The Grant requires the lots of statics, economic opportunities for tenants and supports from City of Fitchburg, FSU, MOCC and local vendors. Project items will be included Admin. Office/Community Building (8000sq feet) at Green Acres. The staff has been reviewing the former HLAPP application for it, probably contains a significant amount of information required for this grant.

Move: Mary Giannetti

Second: David Basilio All in favor

11. DHCD MOD-Phase Grant DHCD MOD-Phase II-Awarded

12. Accessible Unit Initiative (AUI) Grant-Awarded

13. Low Flow Sustainability Grant for Green Acres- Still waiting for response.

14. Issue with Boilers at Green Acres

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Andrew Skoog, Deputy Director updated that several of the boilers that were installed in 2011 at Green Acres are failing, Furthermore the failures are causing a potential fire hazard. The States has approved total 19 Boilers need to be replaced including 6 boilers are critical needed to be done now. This will be FISH funding project. Douglas Busman, Executive Director thanks to the Fitchburg Fire Department and the FHA maintenance staff to deal with this issue quickly and nicely as possible so that tenants didn't cause a panic on this.

15. Motion to Enter to Executive Session

Douglas Bushman, Executive Director requested the Board to allow Frances Nolivos, Resident Service Coordinator to join the Executive Session for a first couple of minutes because her name is mentioned in the Executive Session. Executive Director reached out the attorney to get a permission for her to stay in the Executive Session.

**Move: Mary Giannetti Second: David Rousseau Roll Call Vote: All
in Favor**

**Motion to end Executive Session made by Mary Giannetti and seconded by David Basilio.
This was approved by a unanimous vote.
The Executive Session ended, and the Board Meeting adjourned at 10:40 am.**