



Fitchburg Housing Authority

Minutes of FHA Regular Board Meeting, June 24, 2020

22 Valley Street, Canton Valley Community Room, Fitchburg, MA

Pursuant to Massachusetts Governor Baker's Executive Order issued on March 12th, 2020 in response to the declared Covid-19 State of Emergency epidemic and per the guidelines set by DHCD's Public Housing Notice 2020-11, and 2020-16, a Regular Meeting of the Fitchburg Housing Authority was called to order by Chairperson, Linda Byrne at 8:30 AM on Wednesday, June 24 2020 by teleconference for the public in the Canton Valley Community Room in the City of Fitchburg, Massachusetts.

Present:

FHA Board Members:

Linda Byrne, Chair

Mary Giannetti, Vice Chair (Remote, Left at 9am)

David Rousseau, Treasurer

David Basilio, Assistant Treasurer

Adam Goodwin, Member

FHA Staff:

Douglas Bushman, Executive Director

Andrew Skoog, Deputy Director

Kim Hergert, Finance Director

Yoko Ishii, Executive Assistant / Bookkeeper

Erica Shorts, Assistant Elderly Housing Director (Left at 9:15am)

Nathan Walker, Nick Fortin- FHA Intern

Kathy, Durkin Tenant

Dr. David Wise, FSU Crocker Center (Left at 8:45am)

Absent: None

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: Adam Goodwin All in favor

2. Motion to Open Public Comments

Move: Adam Goodwin

Second: David Basilio All in favor

No Comments from the public. Mr. Bushman introduced Dr. Wise of FSU Crocker Center, Two interns Nathan Walker & Nick Fortin. Dr. Wise explained the relationship between FHA and FSU, and it will be a good partnership for the betterment of the city of Fitchburg. Dr. Wise left at 8:45am.

Douglas Bushman received a certificate from the FHA Chair Linda Byrne on behalf of the Board for his excellent work over the year for FHA.

3. Motion to Approve Minutes of Meeting held on May 20nd, 2020

Move: David Rousseau

Second: David Basilio All in favor

4. Motion to Approve Executive Session Minutes of Meeting held on May 20nd, 2020

Move: David Basilio

Second: David Rousseau All in favor

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5. **Motion to Approve FHA Payables for May-June FY 2020**

Move: Adam Goodwin Second: David Basilio All in favor

6. **Review and Modifications of FHA Personnel Policy**

The Executive Director updated about the FHA Personnel Policy, which is still reviewing. The policy will be submitted on/by September.

7. **Motion to Approve April & May Financial FY 2020.**

Douglas Bushman, Executive Director updated the Financial. It was good month.

Move: Adam Goodwin Second: David Basilio All in favor

8. **Motion to Approve Cooperation Agreement between FHA and FPD.**

Andrew Skoog, Deputy Director and Erica Shorts, Assistant Director of Elderly Housing explained the background of this agreement. They had a meeting with FPD officials including Chief Ernest F. Martineau, Captain Matthew D. LeMay, and Lieutenant Jeffrey J. Howe. The FPD requested that the FHA board vote to request that a member of the FPD attend FHA Board meeting during public comments in order to increase the flow of information between the two public agencies, The Executive Director states this will increase cooperation and the safety of our customers and staff.

Move: David Rousseau Second: David Basilio All in favor

9. **Review of Executive Director's Report**

- 1) Impact of COVID 19 on FY 2020 & FY2021 Budget
- 2) MA NAHRO Annual Convention- New Date: November 15-18.
- 3) Audit & Management Review –
DHCD AUP, Authority Wide Audit, HUD HCVP (Section 8) Audit :On-Going.
HUD Fitchburg Place Audit, HUD GASB-75 Review, DHCD PMR :Completed.

10. **Motion to Approve Submitted DHCD Performance Management Review**

Executive Director updated that DHCD completed its Desk Review for PMR. There were no on-site visit and/or inspection of units due to COVID-19 crisis. It is notable the progress made and that DHCD did not issue any Findings against the FHA. However, Correction Action was noted in responding to DHCD required HAFIS submittals. The Deputy Director will train Housing Managers for HAFIS submittal.

Move: David Basilio Second: David Rousseau All in favor

11. **Fitchburg Place Limited Partnership FY2019 Audit & 2019 Cast Disbursement to FHA \$27,959.00**

Mary Giannetti, Vice Chair (Remote, Left at 9am)

12. **Motion to Approve DHCD Self-Sufficiency Program Grant Submission**

Executive Director stated this DHCD grant to fund self-sufficiency Coordinators for those residing in family public housing and those who have been issued MRVP vouchers. If awarded, the FHA would be able to fund one full time position to assist eligible individuals secure employment.

Move: David Rousseau Second: David Basilio All in favor

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13. **Record Destruction Round 2** -On going for C.J. Durkin
14. **Blueprints & Architectural & Technical Drawing Organizing**
-On going, will be completed by the end of 2020.
15. **Census Assistance**-The FHA has informed the local Census team that we are willing to allow them to utilize our community space for training and information meetings.
16. **FHA's Response to the Coronavirus**
Thanks to Mary Gianneti, Vice Chair, Community Health Connections staff came on site to the Durkin Apartment to test FHA staff & some selected tenants for COVID-19. The Executive Director updated several proactive actions to ensure the safety of FHA staff, tenants, and customers including great partnership with the Fitchburg Public Health Department. In addition, 8000 masks and ice cream distribution were taken place in the end of May.
17. **Waiting for Response Grant Submittal to UMass Health Alliance-Clinton**
18. **Waiting for Special Funding.**
Milk Street, 13 Normandy Green Acres, Residents Empowerment Program
David Rousseau, Treasure asked more information about the Resident Empower Program. The Executive Director answered that he just asked special funding for resident service from the state since the state has surplus at the time.
19. **Vacancy Report**
Andrew Skoog, Deputy Director, updated the Vacancy Report. As of June 1, the vacancy is 29 units. (Last year was 40 units.) He stated projected vacancy in July is 32 units (13 units is asbestos off-line units.) Although the FHA is not yet at 3% standard, the trend is very positive. The Executive Director explained Vacancy Fee Assessment issue and explained that steps have been taken to improve this problem and train the FHA Housing Directors/Managers in HAFIS reporting in order to build redundancy and prevent further fees in the future.
20. **Creative Place Making Grant Submitted-Waiting the response**
21. **Security Cameras at CJ Durkin**
The Deputy Director explained the issues and the process of correction/repositioning of the Security Camera at CJ Durkin. The Executive Director added that the camera system is requesting at the part of Green Acres Grant.
22. **Best Gardening Award-Green Acres**
Douglas Busman, Executive Director stated that the First Winner of this award was given at our 76th anniversary of the D-Day event this year.
23. **Assistance from Fitchburg DPW**
The Executive Director thanked to the Fitchburg DPW Commissioner Nicolas Bosonetto for the assistance of fixing potholes at Green Acres.
24. **Green Acres D-Day Event**
On Saturday June 6, the FHA held the second D-Day event at Green Acres on Normandy Road. Using this event for the Spring Cleaning have done. The Maintenance Staff, Christy Mylott & Frances Nolivos, Resident Service Coordinators, Yoko Ishii & Nathan Walker did an outstanding job in making Green Acres shine for this event. Attendance was deliberately kept low due to the COVID-19 crisis this

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year. The Executive Director express a special thanks to U.S. Army SFC Stephen Workman, Mayor Stephen DiNatale, and Linda Byrne, FHA Chair.

25. Single-Family Scatter Sites

Fully occupied except for Pleasant & Prospect. Forest & Taft St are doing the third week of modernization. Milk St will be cleaning the debris at yard right now. Before November, Force Account will be used for Interior work at Milk Street since we don't have enough funds for contractor to do it. Forest and Taft are HUD Conversion.

26. Wallace Tower-100th Birthday Ms. Rythen.

Mayor DiNatale came for the party. Fire truck and Police Department also came out. Julio Palacios, maintenance and Frances Nolivos, Resident Service Coordinator did a great job.

27. Congregate Housing Issues

The Executive Director explained the issue of MHCC for the Congregate Housing when COVID-19 hit. The Board discussed about the various issues of MHCC & Congregate Housing.

28. 2nd Capital Improvement Plan Revision Approved

FISH#097143 Asbestos Abatement for Hole (Wallace Tower)
FISH#097144 Emergency Sprinkler Repair (Wallace Tower)
FISH#097145 Boiler Replacement (Ashburnham St)
FISH#097146 Driveway, Walkway, Light (Arlington St)

29. Green Acres Gateway Cities Revitalization Grant-Still waiting

**30. FISH097127 Durkin Accessible Unit Initiative (AUI) Grand –
Signed the architect and working on DHCD to finalize a scope of work.**

31. Legal Issue-The Court is still closed, Eviction hold off until November 2021.

32. Motion to Allow the FHA Board to Enter into Executive Session at 9:47am

Move: David Basilio Second: Adam Goodwin All in favor

33. Motion to Allow the FHA Board to End Executive Session at 10:15 am

Move: Adam Goodwin Second: David Basilio All in favor

34. Motion to Adjourn Meeting adjourned at 10:16 am

Move: Adam Goodwin Second: David Basilio All in favor

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