



Fitchburg Housing Authority

Minutes of FHA Regular Board Meeting, January 27, 2021 C. J. Durkin 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, January 27, 2021. The FHA Board met remotely and physically in the C. J. Durkin Community Room in the City of Fitchburg, Massachusetts. The public was invited to listen to the meeting via phone and in person.

Present:

FHA Board Members:

Linda Byrne, Chair

Mary Giannetti, Vice Chair (Remote)

David Rousseau, Treasurer

David Basilio, Assistant Treasurer (Remote)

Adam Goodwin, Member (Remote)

FHA Staff:

Douglas Bushman, Executive Director

Andrew Skoog, Deputy Director

Kim Hergert, Finance/HR Director

Yoko Ishii, Executive Assistant / Bookkeeper

Erica Shorts, Director, Elderly Housing (Remote)

Christy Mylott, Resident Service Coordinator, COVID Coordinator (Remote)

Genesis Ruiz, Director, Family Housing (Remote)

Nick Capasso, Director of Fitchburg Art Museum (Remote left at 8:40am)

Officer Rouleau, Fitchburg Police Department (Remote left 8:49)

Anonymous callers (by phone) left at 10:05am (Did not identify the name)

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 Rousseau Second: Adam Basilio All in favor

2. Motion to Open Public Comments-No Public Comments.

Move: Adam Goodwin Second: Adam Goodwin All in favor

Nick Capasso, Director of Fitchburg Art Museum remotely joined and expressed excitement on a collaboration work for the C. J. Durkin's Creative Placement Grant. No Public Comments.

3. Motion to Close Public Comments

Move: David Rousseau Second: David Basilio All in favor

4. Motion to Approve Minutes of Meeting held on December 22, 2020

Move: David Rousseau Second: David Basilio All in favor

5. Motion to Approve FHA Payables for December-January FY 2020 (Attachment A)

Move: David Rousseau Second: David Basilio All in favor

6. Motion to Approve Fitchburg Art Museum as Creative Consultant \$2400.00 (FISH097156)

Move: David Rousseau Second: David Basilio All in favor

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7. **Motion for Election of FHA Board of Commissioners Officers** **All in favor**
Move: David Basilio **Second: Adam Goodwin**

FHA Board Elected Positions & Current Officer Holders

Chairman-Linda Byrne
Vice Chair-Mary Giannetti
Treasurer (and Tenant Member)- David Rousseau
Assistant Treasurer- David Basilio

Non-Elected Position and/or Regular Member of the FHA Board

Member- Adam Goodwin
Secretary (Held by Executive Director)- Douglas M. Bushman

8. **Budget Update:**

Douglas Bushman, Executive Director, updated that the Budget that DHCD has rescinded its planned four (4%) present budget reduction and instead will flat-line revenue for FY2021. In addition, they have rejected the FHA's request to pause for one year the planned phase out of the maintenance employee budget exemption (\$182,000.00 FY2020 to \$81,000.00 FY2021). Other budget items that will remain include the decrease in the amount of savings that LHA's can derive from solar net-metering credit agreements (100% to 50%). FHA is now preparing the FY2021 budget and it will be presented to the Board at the February Board Meeting.

9. **Review-Discussion of Public Safety Matters**

Officer Rouleau of Fitchburg Police Department joined the Board Meeting. The FHA will welcome him and will plan to have a Meet and Greet with tenants.

10. **Personnel Policy -on pause due to COVID.**

11. **Review of Proposed Bylaws (Adopted May 17th, 1995 and Revised March 21st, 2012)**

Still on pause until the Board will have a live meeting.

12. **COVID-19 Updates, Budget & Events (Attachment B)**

- **COVID Vaccine** -Christy Mylott, the FHA COVID Coordinator, updated that First COVID Vaccines will be scheduled on Friday January 29 at Wallace Towers. Douglas Bushman, the Executive Director thanked Steve Curry, Health Director of FBOH and Christy for their efforts. The Other elderly housings will also be scheduled accordingly.
- **End of COVID FFCRA Leave**-Effective January 1, 2021, there will be **NO** more Family First Corona - Virus Response Act leave authorized by Congress.
- 1000 masks were donated from Mayor's Office of the City of Fitchburg,

13. **Motion to Uphold, Reject, or Modify Decision of Hearing Officer regarding Ms. Jean's Complaint & Grievance(s)**

Although Erica Shorts, Director of Elderly Housing, and Elizabeth Resto, Assistant of Elderly Housing, brought an invitation again to Ms. Jean's home with the detailed instruction of the virtual meeting on Friday, January 27th, she didn't attend or call in. All of the callers were asked their name by the Chair to identify, except for one, who didn't tell her/his name. Andrew Skoog, Deputy Director read the statements about her case. Ms. Jean threatened the FHA employee and witnessed by another employee, and received 30 Day Notice. The Executive Director explained that the Board may decide to resolve the motion and render its decision right after the presentation, or the Board may decide to simply write their decision and send it to Ms. Jean.

Motion to Affirm hearing officer's decision about Ms. Jean's case.

Move: Adam Goodwin

Second: David Rousseau **All in favor**

The Deputy Director will draft a letter from the Board to notify Ms. Jean of the decision in writing. Once the letter is completed, the Chair will review and sign the letter to notify Ms. Jean of the Board's decision.

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14. Reopening of Massachusetts Courts for Housing Matters:

The Executive Director updated that the FHA is owed over \$100,000 in uncollected rent. To qualify for the second rent Moratorium the tenant must declare that they cannot pay the rent due to COVID related issues.

15. Vacancy & HAFIS Report (Attachment C)

The Deputy Director updated that the vacancy rate for January 1st, decreased from 34 units to 30 and vacant unit days decreased from 7604 to 7477. However, of the 30 vacancies, 3 are Ready to Occupy (RTO) units, 15 units are off-line for asbestos, 2 units are off line for handicapped remodel, leaving only 10 needing rehabs.

16. Single-Family Scattered Site

17. Disposition Status of 16 Prospect Street-will be discussed at the Executive Session (Attachment D)

18. FHA & Summit-Tour at Congregate Housing on Friday January 29

19. CDBG Application/Related to FISH 097153 Green Acres Renovation Project (Attachment E)-Submitted

20. Motion to Approve Lowest Responsive BID Wallace Tower FISH 097131 Exterior (Attachment F)

Move: David Rousseau Second: David Basilio All in favor

This motion authorizes the FHA Board Chair to approve the lowest responsive bid after CBI, DHCD and FHA staff review the Bid and determine which bid meets the bid specifications at the lowest responsible price.

Bid Due is Thursday, February 18th.

21. Motion to Approve Final Completion FISH #097146 Arlington Driveway, Retaining Wall & Sidewalk Replacement

Move: David Rousseau Second: David Basilio All in favor

22. Motion to Approve Construction Subcommittee's Design Team Recommendation FISH 097153-\$8,014,901.00 DHCD Public Housing Innovations-Gateway Cities Revitalization-March 18th, 2020 (Attachment G & H)

Move: David Rousseau Second: David Basilio All in favor

The FHA Construction Subcommittee met on Thursday, January 7th, 2021 to review the twelve submitted bids. After reviewing references and the bid documents the Subcommittee came up with a list of suitable design teams. On January 27th, the DHCD-Design Selection Committee will meet at 11:30am to review the bids and the FHA's comments.

23. FISH 097137 Boilers at Green Acres

24. FISH 097076 Green Acres Basement Project – Clerk of work issue is in DHCD's hand.

25. Alternative Housing Voucher Program (AHVP)

The Executive Director updated AHVP-10 Vouchers. This is a DHCD funded and regulated program. The advertisement will be posted between Sat. 2/13 and Tues. 2/16. All advertisement must end by Fri. 2/26. DHCD will open the lottery in CHAMP for 3 weeks on Tues. 2/16- Fri. 3/5.

26. Motion to Enter the Executive Session (at 9:44am)

Move: David Rousseau Second: David Basilio All in favor

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27. Motion to Close the Executive Session (at 10:09am) **All in favor**
Move: David Rousseau Second: David Basilio
28. Motion to Adjourn. (Meeting adjourned at 10:09am) **All in favor**
Move: David Rousseau Second: : David Basilio

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