



Fitchburg Housing Authority

Minutes of FHA Regular Board Meeting, April 28, 2021 C. J. Durkin Community Room, 50 Day Street, 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 ordered by Chairperson, Linda Byrne at 8:30 AM on Wednesday, April 28, 2021. The FHA Board met remotely and physically in the C. J. Durkin Community Room at 50 Day Street 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
David Rousseau, Treasurer
David Basilio, Assistant Treasurer
Adam Goodwin, Member (Remote)

Absent:

Mary Giannetti, Vice Chair

FHA Staff:

Douglas Bushman, Executive Director
Andrew Skoog, Deputy Director
Kim Hergert, Finance/HR Director
Yoko Ishii, Executive Assistant / Bookkeeper
Marc Cunningham, Elderly Housing Maintenance
William MacDonald, Family Housing Maintenance (Foreman)
Kathy, President of CV Tenant Association
Kathy, C. J. Durkin Tenant Association Officer
Janice, DH resident (Caller-Remote)

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 to Open Public Comments

Move: David Basilio

Second: David Rousseau All in favor

Kathy, President of Canton Valley Tenant Association spoke about that the 1st Tenant Association Meeting went well and was positive.

3. Motion to Approve Minutes of Meeting held on March 31, 2021.

Move: David Basilio

Second: David Rousseau All in favor

4. Motion to Approve FHA Payables for March -April FY 2021 (Attachment A)

Move: David Basilio

Second: David Rousseau All in favor

5. Motion to Approve Payable \$175,512.50 FISH#097076

Move: David Basilio

Second: David Rousseau All in favor

6. Motion to Approve January-March Financials FY2021.

Move: David Basilio

Second: David Rousseau All in favor

7. Motion to Accept Fitchburg Place Audit

Move: David Basilio

Second: David Rousseau All in favor

The controlling legal entity is Fitchburg Place Limited Partnership, of which the FHA has a controlling 1% ownership interest. Per the management agreement a percentage of the profits are allocate to the FHA. For FY 2020 the proceeds were \$31,613.00 (Attachment D)

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23. Congregate Housing-C.J. Durkin by Summit

24. Granted Award-LUK & FHA Public Safety Youth Violence Prevention Grant

The Executive Director announced that the FHA & LUK received the grant award notification for Public Youth Violence Prevention and thanked Mary Giannetti, Vice Chair for informing us of this grant opportunity and connecting us to LUK, and Christy Mylott, Resident Service Coordinator and Yoko Ishii, Executive Assistant for working on the application of the grant.

25. Activation Fund Grant:

The Executive Director stated that the FHA would submit the letter of Intent for the Health Foundation of Central Massachusetts Activation Fund and thanked Mary Giannetti for informing us of this opportunity. (Attachment L)

26. CDBG Fund Awarded

The Executive Director was pleased to announce that the FHA's two requests for CDBD funding from the City of Fitchburg have been approved- the Green Acres project \$10,000.00 for Individual Development Accounts & the repair of sidewalks estimated cost of \$40,000.00 on 50 Day Street facing the C. J. Durkin Apartment. (Attachment M)

27. 689 Housing Program

- 1) 240 Ashburnham Street – Contract Negotiation meeting was held. This is a four-party contract with OpenSky, DHCD, DMH and FHA.
- 2) 76 Mechanic Street (Our Father's House) – will discuss at Executive Session Meeting.

28. Meeting with DHCD TO REVIEW FHA's CIP

The Executive Director explained that the meeting with DHCD to discuss the FHA's CIP was held on April 23, 2021. There seems to be confusion about the amount of funds that are allocated to the FHA. The confusion appears to stem from combining the normal annual award of Formula Funds with the various special awards that have been received in the last two years. If not allocated correctly it can throw off what a housing authority actually has to expend vs its set benchmark. (Attachment O)

29. FISH097076 Green Acres Basement Project-

Construction meeting will be held every Wednesday at 11:30am.

30. FISH097122 76 Mechanic St Window Project- Completed

31. FISH097127 AUI

32. Motion to Approve Lowest responsive & responsible BID Canton Valley Roof Replacement FISH097129 RE-BID on April 7, 2021

Move: David Basilio

Second: David Rousseau All in favor

Previously the Board voted to authorize the Chair to approve the lowest eligible responsive and responsible bid after approval by the architect and FHA staff. (Attachment P)

33. FISH 097131 Wallace Tower Exterior – Construction has begun. (Attachment Q & R)

34. FISH097153 ICON Architecture Selected- Site Visit scheduled on May 7, 2021.

35. FISH097156 Creative Place Making Grant-A meeting was held on April 16 with officers of the C. J. Durkin Apartment Tenant Association to review the grant and potential projects and a survey was submitted to the tenants for their inputs.

36. Overland FISH097134-Work is substantially completed.

37. FISH097137 Boiler Project at Green Acres

38. Motion to Decline HUD Shortfall Grant Funds (PIH Notice 2020-16)

Move: David Basilio

Second: David Rousseau All in favor

The Executive Director explained that after discussion with HUD-Boston and the FHA's fee accountant it was decided that it would NOT be in the best interest of the FHA to accept the HUD Shortfall funds.

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39. **Motion to Enter to Executive Session** (Entered at 10:10am)
Move: David Basilio **Second: David Rousseau** **All in favor**
40. **Motion to Return to the Regular Session**
Move: David Basilio **Second: David Rousseau** **All in favor**
41. **Motion to Adjourn.** (Meeting adjourned at 10:47am)
Move: David Rousseau **Second: David Basilio** **All in favor**

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