



Fitchburg Housing Authority

Minutes of FHA Regular Board Meeting, June 16, 2021

C. J. Durkin Community Room, Fitchburg, MA

A Regular Meeting of the Fitchburg Housing Authority was called to order by Chairperson, Linda Byrne at 10:00 AM on Wednesday, June 16, 2021, in the Canton Valley Community Room at 24 Valley Street in the City of Fitchburg, Massachusetts.

Present:

FHA Board Members:

Linda Byrne, Chair
David Rousseau, Treasurer
David Basilio, Assistant Treasurer
Adam Goodwin, Member

FHA Staff:

Douglas Bushman, Executive Director
Andrew Skoog, Deputy Director
Kim Hergert, Finance/HR Director
Yoko Ishii, Executive Assistant / Bookkeeper
Genesis Ruiz, Family Housing Director
Marc Cunningham, Elderly Housing Assistant Foreman, & Local 2034 Union President
Frances Nolivos, Resident Service Coordinator
Dr. David P. Weiss, Crocker Center for Civic Engagement for Fitchburg State University
Ismael Berroa & Leah Gachuhi, Fitchburg University College Interns
Kathy Deery, Canton Valley Tenant Association President
Deborah Voisine, Canton Valley Tenant
Janice Spellane, Daniel Heights Tenant
Bert Stone, C.J. Durkin Tenant, and his friend Ghori Ferbas (Left at 10:15am)

Absent:

Mary Giannetti, Vice Chair

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

1. Motion to Open Meeting

Chairperson, Linda Byrne opened the meeting at 10:02am

Move: David Basilio

Second: David Rousseau

All in favor

2. Motion to Open Public Comments.

Move: Adam Goodwin

Second: David Basilio

All in favor

The Chair requested to the public that each person should speak within 5 mins., and not personalize the issues. Deborah Voisine, Canton Valley Tenant claimed that she cannot adjust shower faucet. Andrew Skoog, Deputy Director will place a work order for this. Kathy Deery, president of Canton Valley Tenant Association thanked for all the help that the Deputy Director and Genesis Ruiz, Director of Family Housing had done for the Canton Valley Tenant Association. Douglas Bushman, Executive Director stated that he needs help from Tenant Association for today's construction meeting at Canton Valley.

3. Motion to Recognize FHA Tenant Bert Stone's Beautification Efforts at C J Durkin Apts

Move: David Rousseau

Second: David Basilio

All in favor

A request has been made by Marc Cunningham, Assistant Foreman, and Local 2034 Union President to acknowledge and recognize the volunteer efforts of tenant Bert Stone. Mr. Stone helps clean up the grounds at the C. J. Durkin Apartment where he lives on a daily basis. Marc thanked him for his beautification efforts. Mr. Stone received a certificate from the Board. (Attachment I)

4. Motion to Approve Minutes of Special Meeting held on May 21, 2021.

Move: David Rousseau

Second: Adam Goodwin

All in favor

5. Motion to Approve Executive Session Minutes of Meeting held on May 28, 2021.

Move: Adam Goodwin

Second: David Rousseau

All in favor

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6. **Motion to Approve FHA Payables for May-June FY 2021 (Attachment A)**
Move: Adam Goodwin **Second:** David Basilio All in favor

7. **Motion to Approve January-May Financials FY2021 (Attachment B)**
Move: Adam Goodwin **Second:** David Rousseau All in favor

8. **Massachusetts NAHRO Convention September 19-22, 2021, at North Falmouth**

The Chair recommended that the Board members go to the convention. The Executive Director highly recommended.

9. **FHA Personnel Policy- On Hold**

10. **Motion to Accept the Unpublished PMR for FY 2020 (Attachment C)- No Finding**

Move: David Basilio **Second:** David Rousseau All in favor

The Executive Director stated that the FHA is waiting for AUP, Authority Wide and HUD HCVP (Section 8) Audit results, and the unpublished PMR audit was completed.

11. **Motion to Approve Proposed Bylaws**

Move: Adam Goodwin **Second:** David Basilio All in favor

The Board discussed about the level of compensation and voted to get compensated for the Board Meetings, Special Meetings, sub committee Meetings and check signing. If the Board approves new holiday, it will be automatically added to bylaws. The Executive Director thanked Kim Hergert, Finance/HR Director, for editing the Bylaws.

12. **Review-Discussion of Public Safety Matters with FPD- no review**

13. **MassNAHRO Past Presidents Memorial Scholarship Fund Winners (Attachment D)**

The Executive Director announced that Ms. Marie Tan and Mr. Akiyoshi Tan received scholarships from MassNAHRO. Both scholarship winners are the children of FHA employee, Yoko Ishii. This scholarship was solicited to FHA tenants and employees by email, on the FHA website & Facebook.

14. **COVID-19 Corner**

Christy Mylott, the FHA's Family Resident Service Coordinator and COVID Coordinator has been selected by the Massachusetts Commission on the Status of Women as one of the Commonwealth Heroines of 2021 with the ceremony to be held on June 23rd, from 12pm to 1pm. The Deputy Director, updated about the COVID SHERA Program-Subsidized Housing Emergency Rental Assistance Program that he would submit to DHCD this month.

15. **Recognition Motion for FHA Board Approval of Juneteenth Holiday(Attachment E & F)**

Move: David Rousseau **Second:** Adam Goodwin All in favor

The Executive Director & Marc Cunningham, Local 2034 Union President spoke about the importance of this holiday.

16. **Vacancy & HAFIS Reports (Attachment G-Vacancy Report)**

The Deputy Director updated that the Vacancy rate for June 1st, increased from 27 units to 32, and the vacant unit days increased from 9,344 to 10,039. The vacant days drops to 662 when offline units are excluded. Of the 32 vacancies, 5 units are Ready to Occupy (RTO), 16 units are off-line for asbestos at Wallace Tower, 3 units are off-line for handicapped remodel at C.J. Durkin, 1 unit is offline for ADA accessibility project at Canton Valley, leaving only 7 needing rehab. Transfer and death are a large part of vacancies by reason.

17. **Motion to Approve Relocation of MHHC's Supportive Housing Office (Attachment H)**

Move: David Rousseau **Second:** David Basilio All in favor

The Executive Director stated that this great idea came up by David Rousseau, Treasurer, and the office can watch over the Blossom Street entrance.

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18. Single-Family Scattered Site

The Executive Director updated the status of 24 Forest and 28 Taft Street Houses. 24 Forest has Final punch list, and 28 Taft will be completed by summer.

19. Update on Disposition Status of 132 Pleasant & 16 Prospect Street (Attachment K)

The Executive Director updated that the FHA would keep the proceeds for capital improvement of 689 project.

20. Resident Services

LUK & FHA Public Safety Youth Violence Prevention Grant

Ice Cream event was held on May 28 at Green Acres. The Executive Director thanked the Chair for attending the event.

FHA & Summit -C.J. Durkin Congregate Housing Management

The Executive Director updated that the staff from Summit will be coming in this month.

21. New FSU College Intern

The Executive Director introduced Leah Gachuhi, the FHA's part time summer Intern. She started on Tuesday, June 8, 2021, working with Kim Hergert, Finance/HR Director. She will be joining Ismael Berroa the other intern. She is majoring in Business Administration-Management at Fitchburg State University. Dr. Weiss joined the Board meeting. Leah thanked for the opportunity.

22. 689 Housing Program

1. **New Lease Agreement and Rental Rate for 240 Ashburnham Street** -Managed by OpenSky
The Executive Director thanked Kim Hergert, Finance/HR Director for working on this.

2. **Review of Proposed Lease BID for 76 Mechanic Street (Elizabeth's House) for Hard to House Low Income Populations (Attachment L)**

The Executive Director updated that the FHA continues a month-to-month lease with Our Father's House and allows them to continue use and occupancy of the premises, paying at the end of each month the same amount as it had been previously paying for rent (\$1,500) as DHCD recommended. DHCD has also emphasized that the FHA is required to do a public procurement for this building if the lease is to be between a private vendor and FHA and the total aggregate value of the lease will be \$35,000 or more and per 30B procurement laws. And the FHA must consider the multi-year term total as the fair market value of the lease. DHCD further recommends that the FHA uses the DHCD 689 Lease and Management Agreement as a guide for the new lease, detailing which party will be responsible for maintenance, repairs etc. The RFP is standard.

23. Construction Update

a. **FISH097076 Green Acres Basement Project -Motion to Approve Change Order (Attachment M)**

Move: David Basilio

Second: David Rousseau All in favor

A list of prior change orders for this project has be compiled. (Total \$56,956.95)

The Executive Director explained about the backflow preventers issue, which the City of Fitchburg's plumbing inspector, Frank Hanley, inspected the backflow preventers approved over a year ago, but interpretation of the plumbing code was changed in March of this year which requires that no backflow preventer be installed where plumbing code applies. Mr. Hanley told the contractor that they cannot install the backflow in the basement, and it would need to be moved to the exterior. The cost to make the changes are requested by the City Building Department will run over \$60,000. The inspector told the contractor that the only way to continue with the project as currently specified is to request a waiver to the new regulation. The Executive Director had contacted Fitchburg Building Commissioner Barbadoro to try to resolve this issue which could be proceeding as per the approved plan or making the requested change.

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b. FISH097124 CSI Canton Valley -OUT TO BID (Attachment N)

Site Visit June 16
Sub Bid on June 23
General Bid due on July 7

**c. FISH097132 Wallace Tower MOD-Phase
List of Priority Items (Attachment O)**

d. FISH097147- Green Acres Air Source Heat Pumps Pilot Project (Attachment P)

The scope of the project is to determine the feasibility of installing ASHP at Green Acres. The estimate cost is \$125,000 and the purpose of the project is to install a more energy efficient and reliable heating system at Green Acres. The Architect is C.A. Crowley Engineering.

e. FISH097153 Gateway Communities Project

Motion to Prioritize Location of Administrative-Community Building

Move: Adam Goodwin Second: David Rousseau All in favor

The Board had a site visit prior to the Board Meeting and discussed the Administrative & Community Building location, then voted to prioritize the location as follows:

- 1) Most Favorable -Option #2 (Backfield-the Upper Meadow Rear)
- 2) Option#3 (Wanoosnoc Rd.-Outward Presence)
- 3) Option#1 (Leyte Rd.-the Upper Meadow Street side)
- 4) Least Favorable -Option #4 (Current Maintenance Location)

Adam Goodwin, Member liked Option 3. The Executive Director said that the location can be changed later.

f. FISH097156 Creative Place Making Grant-Allen & Major selected as design team.

24. Federal Housing

HUD Construction Five-Year Plan Approved

25. Motion to Adjourn (Meeting adjourned at 11:14am) -No Executive Session

Move: David Basilio Second: David Rousseau All in favor

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