



# Fitchburg Housing Authority

## Minutes of FHA Regular Board Meeting, July 21, 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 8:30 AM on Wednesday, July 21, 2021, in the Wallace Tower Community Room at 54 Wallace Avenue in the City of Fitchburg, Massachusetts.

#### **Present:**

FHA Board Members:

Linda Byrne, Chair (Left at 9:45am)  
Mary Giannetti, Vice 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  
Erica Shorts, Elderly Housing Director  
Genesis Ruiz, Family Housing Director  
Jose Lopez, Director of Facilities  
Roberta Kozak, Leased Housing Director  
Yajaira Aldrich, Director of Customer Services  
Christ Mylott, Resident Service Coordinator, COVID-19 Coordinator  
Elizabeth Resto, Assistant Manager, Elderly

FHA Tenants:

Canton Valley-Kathy Deery, Canton Valley Tenant Association President  
Daniel Heights-Janice Spellane,  
Wallace Tower-Maureen Gibbons, Pamela Newton, Robert Newton, June Sears, Jim Soucier, Victor Gutierrez,  
Patrick Goodhue, Ann Lynn Ratila, Kevin McCarthy, Stephen Paul

#### **Absent:**

#### **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 Goodwin**

**All in favor**

##### **2. Motion to Open Public Comments.**

**Move: Adam Goodwin**

**Second: David Rousseau**

**All in favor**

The Chair requested to the public that each person should not personalize the issues when they commented. Pamela Newton, Wallace Tower Tenant, claimed that ventilation is very bad, and requested to clean the ventilation as soon as possible and to install new ventilation. Douglas Bushman, Executive Director, will contact vendors for cleaning the vent and test the black particle if it is available. A new ventilation system will be installed upon the modification project of Wallace Tower soon. Victor Gutierrez had a concern about WT's security issue and claimed no security at Wallace Tower. Andrew Skoog, Deputy Director answered that he is getting a quote for new camera system, and it would be replaced in piecemeal. Kathy Deery, President of Canton Valley Tenant Association said that she cannot view the Security Camera footage at Canton Valley. The Deputy Director answered that the old security system is difficult but once the new camera is replaced, it would be much easier to view it. Stephen Paul requested if he could paint his unit. The Deputy Director asked him to put in a request. Patrick Goodhue claimed that his unit has cockroaches. The Deputy Director told him to put in a work order.

##### **3. Motion to Close Public Comments.**

**Move: Adam Goodwin**

**Second: David Rousseau**

**All in favor**

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4. **Motion to Approve Minutes of Regular Meeting held on July 21, 2021.**  
**Move:** David Rousseau                      **Second:** Adam Goodwin      All in favor
5. **Motion to Approve FHA Payables for June-July FY 2021 (Attachment A)**  
**Move:** David Basilio                              **Second:** David Rousseau      All in favor  
Mary Giannetti, FHA Vice Chair, questioned the description of Fay Club meeting fee. It was the business meeting with the Chamber of Commerce for Green Acres Gateway City project. AP check description will be written as business meeting going forward.
6. **Motion to Approve January-June Financials FY2021 (Attachment B)**  
**Move:** David Rousseau                              **Second:** Adam Goodwin      All in favor
7. **Motion to Write-Off Former Tenants Owing: Tenant's Owing \$14,816.25 (Attachment C)**  
**Move:** David Rousseau                              **Second:** Adam Goodwin      All in favor  
Adam Goodwin, FHA Board member, questioned if the FHA will no longer collect the debt. The Executive Director answered that this is just for financial records, the FHA will collect the debt.
8. **Massachusetts NAHRO Convention September 19-22, 2021 at North Falmouth**
9. **Third Annual FHA Employee Appreciation Picnic Wednesday, August 11 12:30pm-3:30pm**
10. **Motion to Approve Next Board Meeting on August 11 at 10am Canton Valley**  
**Move:** David Basilio                                      **Second:** Adam Goodwin      All in favor
11. **Resuming: Review and Modifications of FHA Personnel Policy Handbook**  
The Executive Director stated it should be ready to review for the Board in September. Mary Giannetti, the Vice Chair requested the summary page for easy comparison between old and new policy.
12. **Audits**  
The Executive Director updated that the auditor requested to collect some information which is not a major issue.
13. **Motion to Approve Dates for Annual and CIP Plan**  
**Move:** Adam Goodwin                                      **Second:** David Basilio                      All in favor.
- By October 31<sup>st</sup>, 2021: Due date for submission of Annual/CIP plan to HUD
  - Wed. October 27<sup>th</sup>: Board Meeting (Approve the Annual/CIP Plan)
  - Wed. October 6<sup>th</sup>: Annual Meeting (Special Board Meeting)
  - Wed. September 22<sup>nd</sup>: Post Ad in Newspaper, Website, FHA offices
  - By/in the First Week of September: The FHA needs to meet with LTO for Annual/CIP plan
14. **Motion to Approve FHA Regular Meeting Date & Locations August-December 2021**  
**Move:** David Basilio                                      **Second:** Adam Goodwin                      All in favor.
- Wed., August 11 (Canton Valley)
  - Wed., September 22 (Daniels Heights)
  - Wed., October 6 (C.J. Durkin)
  - Wed., October 27 (C.J. Durkin)
  - Wed., November 17 (Wallace Tower)
  - Wed., December 15 (Canton Valley)
15. **Final Bound Proposed Bylaws (Attachment D)**  
The Board signed the FHA Bylaws.

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**16. 2021 Commonwealth Heroine Award Winner- Christy Mylott (Attachment E)**

**17. Summer 2021 FSU Interns: (Attachment F)**

**18. COVID-19 Corner (Attachment G-DHCD PHN2021-11)**

The Deputy Director updated that he would finalize the SHERA Program letter to tenants, then submit to DHCD for reimbursement of the rent. Christy Mylott, Resident Service Coordinator & COVID Coordinator, announced another COVID Clinic would be held at Green Acres on July 29, 2021. Cynthis McMillian, the Immunization/Covid Vaccine Program Manager of Community Health Connections, had a grant for the COVID Vaccine Clinic for adults and Children from the age of 12 and up and for families at Green Acres, Canton Valley and Scattered Sites. David Rosseau, FHA Treasurer, questioned if the Maintenance sprays disinfectant. The Deputy Director replied they have been spraying the common areas.

**19. Vacancy & HAFIS Reports (Attachment H-Vacancy Report)**

The Deputy Director updated that the Vacancy rate for July 1<sup>st</sup>, decreased from 32 units to 28, and the vacant unit days increased from 10,039 to 10,533. The vacant days drops to 546 when offline units are excluded. Of the 28 vacancies, 1 unit is 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, 2 units are offline for ADA accessibility project at Canton Valley, leaving only 6 needing rehab.

Linda Byrne, the Chair left at 9:45am, and Mary Giannetti, the Vice Chair took over the chair.

**20. The Board Recognized FHA Employees who took the Nan McKay Supervision and management Certification Examination and Training (Attachment I)**

Kim Hergert, Erica Shorts, Yajaira Aldrich, Genesis Ruiz, Roberta Kozak, and Jose Lopez have completed training from May 4, 2021, through May 6, 2021. The FHA and the Board congratulated them on their accomplishments.

**21. Day Street Tenant BBQ (Attachment J)**

Fallon Navicare held a BBQ at C.J.Durkin on July 12 2021. There was free food and live music for all who attended.

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

The Executive Director updated that we have received a check for proceeds of the sale of 16 Prospect Street.

**23. Resident Services**

**MOC Summer Camp Events (Attachment L)**

Green Acres Five-week summer program is conducted Tuesday, July 6 through Thursday, August 5 at 9am-2pm at 77 & 79 Leyte Road by MOC. This program for the Youth who reside at the Green Acres & Meadowbrook Village. Shana Fitz is the Director of Youth Services, MOC.

**24. 689 Housing Program**

New Lease Agreement and Rental Rate for 240 Ashburnham Street -Managed by OpenSky-Waiting for signed lease.

**25. Construction Update**

**a. FISH097076 Green Acres Basement Project -Variance Approved. (Attachment M)**

**b. FISH097122 76 Mechanic Street Window Replacement Project-Completed**

**c. FISH097124 CSI-Comprehensive Sustainability Initiative Grant Project (Canton Valley) -TO BE RE-BID (Attachment N)**

The Executive Director updated that the Bid was held on July 7<sup>th</sup> with one bid received in the amount of \$2,994,000.00 from TRAC Builders, Inc. This bid was rejected with the recommendation from DHCD, and

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we anticipate that we will go back out to bid in later August of 2021. DHCD has approved and awarded \$371,958.92 for asbestos Abatement for this project. (Attachment O)

d. **FISH097129- Canton Valley Roof Replacement Project (Attachment P)**

Notice to Proceed was made. Rain slowed this project down.

e. **FISH097131 Wallace Tower Exterior-Construction has begun.**

f. **FISH097132 Wallace Tower MOD-Phase-Design Phase. (Attachment Q)**

At the request of DHCD we have compiled a list of priorities for the project with the highest priority going to health and safety items and those structural items it would be difficult to undertake in the future. Cost Breakdown by category was provided to the Board. Once the priority list is approved by DHCD then Bargmann Hendrie +Archetype, Inc will complete the drawings. We have been reviewing various options for the first floor. FHA staff believe that the first floor needs to expand to account for new programs. Estimated cost is \$250,000.00 which we believe is justified if Wallace Tower is to be an aging in place community.

g. **FISH097136 Conversion from DHCD to HUD Housing**

The Executive Director updated that walk through was done at single family home, and Milk Street has water in basement, and a hole in kitchen floor. Kim Hergert, Director of Finance & HR stated about home insurance issue which cannot be called as a Federal Housing until leased-up.

h. **FISH 097147 Green Acres Air Source Heat Pumps Pilot Project: OUT TO BID (Attachment R)**

i. **FISH097153 Location of Administrative- Community Building.**

Priority Location is next to Dollar Tree but the board members prefer a location behind Leyte. The architect will look at this.

j. **FISH097156 Creative Place Making Grant: Allen & Major Selected as a design team.**

The Executive Director stated that Tenant involvement is mandatory.

26. **Motion to Adjourn** (Meeting adjourned at 10:19am) -No Executive Session

**Move:** Adam Goodwin

**Second:** David Rousseau

**All in favor**

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