



Fitchburg Housing Authority

Minutes of FHA Regular Board Meeting, September 22, 2021 Canton Valley 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, September 22, 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

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
Jose Lopez, Director of Facilities
Genesis Ruiz, Family Housing Director
Roberta Kozak, Leased Housing Director

FHA Tenants:

Canton Valley-Kathy Deery, Denise Emond, Jeffrey Ingel
Daniels Heights- Janice Spellane

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

1. Motion to Open Meeting

Chairperson, Linda Byrne opened the meeting at 10:00am

Move: Adam Goodwin Second: David Rousseau All in favor

2. Motion to Open Public Comments.

Move: Adam Goodwin Second: David Basilio All in favor

Kathy Deery, Canton Valley Tenant Association president apologized to Mr. Bushman and the FHA Board for her behavior at the last Board Meeting. Linda Byrne, Chair, accepted her apology. The Chair requested to hold the August Board Meeting Minutes until the next Board Meeting for a minor correction.

3. Motion to Approve Minutes of Executive Session Meeting held on August 11, 2021.

Move: David Rousseau Second: Adam Goodwin All in favor

4. Motion to Approve FHA Payables for August -September FY 2021 (Attachment A)

Move: David Basilio Second: David Basilio All in favor

5. Motion to Approve January-August Financials FY2021 (Attachment B)

Move: Adam Goodwin Second: David Rousseau All in favor

Douglas Bushman, Executive Director, updated that reserve at 21% and he is waiting for Admin fees predicting 30% in 60 days. The maintenance costs are under budget, but benefits & utility costs are running over budget. 689 program is slowly reversing the negative reserves. Waiting for the RFP response then we will have a positive cash flow for 76 Mechanic.

6. Restoration of FHA Maintenance Local 2034 Beeper Pay (Attachment C)

Per the agreement made with AFSCME AFL-CIO Local 2034 Maintenance Union the suspension of the beeper pay agreed to at the beginning of the current fiscal year would be re-evaluated in July. This has been done and due to the

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maintenance budget running under financial projections it was agreed to restore the beeper pay. This was done effective in the September pay period.

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

After Worcester HA, FHA is one of the large groups at MassNAHRO conference.

8. Third Annual FHA Employee Appreciation Picnic will be held today September 22.

9. Motion to Congratulate Linda E. Byrne Housing Board Member of the Year (Attachment D)

Move: Adam Goodwin Second: David Rousseau All in favor

The Executive Director congratulated Linda's recognition and thanked Kim Hergert, Director of Finance/HR & Yoko Ishii, Executive Assistant for their assistance on the application process. The FHA will have an official ceremony on October 5th at Wallace Tower. Linda Byrne, the Chair spoke about the FHA's past effort during the decoupling process, and gave a big credit to the Executive Director, Mr. Bushman's efforts. Also, she praised Andrew Skoog's, Deputy Director, MassNAHRO Agency award.

10. Motion to Congratulate Andrew Skoog MA NAHRO Agency Award (Attachment E)

Move: Adam Goodwin Second: David Rousseau All in favor

11. MassNAHRO Newsletter (Attachment F) -rally effort needed to get the big fund for Public Housing.

12. Draft: Review and Modifications of FHA Personnel Policy Handbook

The Executive Director updated that Drafting the Personnel Policy is hold off due to the newest information finding. Kim Hergert, Director of Finance/HR will get a personnel policy from Worcester HA, city of Fitchburg for reviewing the policy change after the COVID and clarification of remote working.

13. Audits

The Executive Director updated that FHA got a final draft.

14. Annual and CIP Plan Dates: Delayed

Due to the complexity of the Special Awards that the FHA has received, many updates are still needed to the CIP and these updates can only be provided by DHCD. FHA has been working diligently with Tiffany Yu, Cindy Zabriskie, Simone Early, and Greg Abbe all from DHCD.

October 6 meeting -No longer required due to DHCD technical problem as explained. Deadline on 10/31 does not happen.

October 27- Keep this date for Regular Board Meeting as scheduled at 8:30am at Daniels Heights based on the last Board meeting.

November 17 & December 15 are still on schedule. The Board decided that the December Meeting venue would change to Durkin since a meeting hasn't been held at Durkin for a while.

15. COVID Corner

The Executive Director updated that we had a few Covid cases. He mentioned that Fitchburg Board of Health included FHA in the mask order. Andrew Skoog, Deputy Director updated that FHA received only 5 letters for SHERA application.

16. Motion to Approve Amendment 22 to CFA 5001 (\$496,623.92) (Attachment J)

Move: David Basilio Second: David Rousseau All in favor

The Executive Director announced that DHCD is granting the FHA an additional \$496,623.92 for our FY2024 Formula Funding award which includes reimbursable asbestos removal costs related to the Wallace ModPHASE exterior work (FISH097131).

FISH097107 Asbestos abatement related to Phase4 at Wallace Tower \$124,665.00

FISH097124 Accessibility improvement and asbestos removal cost with CSI project \$371,958.92

Total \$496,623.92

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17. FHA Updated Organizational & Program Chart (Attachment K)

David Basilio, Assistant Treasurer, requested name of the employees on the chart. Also, he requested the job descriptions of the employees. Andrew Skoog, Deputy Director will add on the chart. The Executive Director will provide the job description of the employees at the next Board Meeting.

18. Review of Trees at Green Acres

FHA Board Discussed the trees at Green Acres and the date of reviewing the trees. Jose Lopez, Director of Facilities will arrange the date with the arborist. Possible dates are October 9th, 16th, and 17th. Adam Goodwin mentioned a state program to replace trees.

19. Vacancy & HAFIS Reports (Attachment L-Vacancy Report)

The Deputy Director updated that the Vacancy rate for September 1st, increased from 28 units to 30 units, and the vacant unit days increased from 11,026 to 11,907. The vacant days drops to 598 if you exclude offline units. However, of the 30 vacancies, 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, and 1 unit is RTO leaving only 8 needing rehab.

20. Resident Services

1. **FHA & Summit** -100% occupancy will be made soon, Summit now will provide 24/7 staff at the congregate housing.
2. **First Thursday**- Great outreach event.
3. **Birthday Event at Elderly**- The Elderly housing Depart is doing Every month.
4. **Poetry Reading** – Sally Cragin has great enthusiasm for doing this event. (Attachment M)
5. **Senior Newsletter**-The Board requested that some improvements needed on the contents and calendar for elderly. The Deputy Director will ask Erica Shorts, Director of Elderly Housing to be involved with Tenant Association. (Attachment N)
6. **Application and Interview Process for RSC**- More than 100 applicants came. A goal to be hired by December 1st. (Attachment O)

21. 689 Housing Program

1. **RFP76 Mechanic St**-The Executive Director updated that Nobody came for site visit on September 14th.
2. **Update on Disposition Status on two home sales**-The Director of Finance/HR updated that Paul McPartland, Esq, DHCD Asset Manager retired. The proceeds of the sale will be submitted to DHCD.

22. Construction Update

1. **FISH097076 Green Acres Basement Project** -FHA wants to finish in this calendar year.
2. **FISH097122-76 Mechanic St Window Replacement Project**
Motion to Approve Change Orders \$12,565.92 (Attachment P)
Move: Adam Goodwin **Second:** David Rousseau **All in favor**
Motion to Approve Certificate of Substantial Completion (Attachment Q)
Move: Adam Goodwin **Second:** David Rousseau **All in favor**
3. **FISH097124-CSI Project (Canton Valley)**
The Executive Director updated that there were no lower price Bid results, it is going out to bid in Jan. 2022.
4. **FISH097127 AUI Project (Durkin)** - Increased budget at 200%
5. **FISH097129 Canton Valley Roof Replacement Project (Attachment R)**
Motion to Approve Final Completion FISH097129 CV Roof Project
Move: David Basilio **Second:** Adam Goodwin **All in favor**
6. **FISH097131 Wallace Tower Exterior** -Final Punch List

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7. **FISH097132 Wallace Tower MOD-PHASE -Design Phase (Attachment S)**
 The Executive Director updated the status of the design phase which FHA has reviewed the scope and the cost with a new base scope cost of \$8.823 million (\$723,000 over the base scope), and agreed to remove a number of items and label them as alternates, but we have ensured that the first -floor redesign is included in the final basic scope of services. It is anticipated that more funds will be allocated for this project if DHCD approves.
8. **FISH097134 Construction Phase Completed Overland Driveway & Sidewalk Replacement Project**
9. **FISH097136 Conversion from DHCD to HUD Housing (24 Forest & 28 Taft) & New MOC Grant**
Motion to Approve Final Completion FISH097136 (Attachment T)
Move: David Basilio Second: Adam Goodwin All in favor
10. **FISH097147 Green Acres Air Source Heat Pumps Pilot Project (Attachment U)**
Motion to Approve Pilot Study ASHP General Constructor BID
Move: Adam Goodwin Second: David Rousseau All in favor
11. **FISH09753 Green Acres Gateway Cities**
 The Executive Director updated that two meetings with ICON-need parking (more than 30-50 parking spaces) for multi-function events. Two options one is the back field, and another is the dollar store option and the Board will vote at October meeting.
12. **FISH09756 Creative Place Making Grant**
 The meeting will be held on this Friday with DHCD, Durkin TA and Architect.
13. **Motion to Approve Richard Alvord Architects as design firm for 174 Milk St structural (Attachment V)**
Move: Adam Goodwin Second: David Basilio All in favor
23. **Motion to Approve HUD Section 8 FMR & FHA Payment Standards 2021-2022 (Attachment W)**
Move: Adam Goodwin Second: David Basilio All in favor
 Roberta Kozak, Director of Leased Housing, updated the recent fair market rent. The FHA is recommending that payment Standards be set as 110% due to increase in rent throughout the central Massachusetts region.
24. **Recognition of Andrew Skoog for FHA Winning Agency Award for Vacancy Tracking**
 The Executive Director presented a certificate to Andrew Skoog. The group picture was taken.
25. **Motion to Adjourn (Meeting adjourned at 12:06 am)**
Move: David Basilio Second: Adam Goodwin All in favor

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