



Fitchburg Housing Authority

Minutes of FHA Regular Board Meeting, December 15, 2021 C. J. Durkin Community Room, Fitchburg, MA

A Regular Meeting of the Fitchburg Housing Authority was called to order by Vice Chairperson, Mary Giannetti at 8:30 AM on Wednesday, December 15, 2021, in the C. J. Durkin Community Room at 50 Day Street in the City of Fitchburg, Massachusetts.

Present:

FHA Board Members:
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

FHA Tenants:

Canton Valley-Kathy Deery, President of CVTA
Daniels Heights- Janice Spellane

Absent:

Linda Byrne, Chair

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

1. Motion to Open Meeting

Vice Chair, Mary Giannetti opened the meeting at 8:30am

Move: Adam Goodwin Second: David Basilio All in favor

2. Motion to Open Public Comments.

Move: Adam Goodwin Second: David Basilio All in favor

Kathy Deery, Canton Valley Tenant Association thanked Douglas Bushman, Executive Director & Andrew Skoog, Deputy Director for promptly resolving some problems at the Canton Valley.

3. Motion to Approve Minutes of Regular Session Meeting held on November 17, 2021.

Move: David Rousseau Second: Adam Goodwin All in favor

4. Motion to Approve FHA Payables for November-December FY 2021 (Attachment A)

Move: Adam Goodwin Second: David Basilio All in favor

David Basilio, Assistant Treasurer, asked payments on FISH project. David Rousseau, Treasurer, asked about lawyers' payment.

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

Move: Adam Goodwin Second: David Rousseau All in favor

6. FHA Board of Commissioners Meeting dates and Locations for Fiscal Year (Calendar Year)

Previously, the Board decided that the meeting will be held at 4th Wednesday of the month. The January Board meeting will be held on January 26th at C. J. Durkin. At the January Board Annual meeting, the motion will be presented listing the FY2022 board meeting locations.

7. The Executive Director Appreciated for Board Commissioners (Attachment C)

The Executive Director expressed his appreciation for the opportunity given him for getting the Massachusetts Bar License and stated that he would be able to use his law license for better oversight of outside counsel and per Bar Regulations assuming legal tasks as allowed.

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8. City Council-Elect Derrick Cruz Toured at FHA

Mr. Cruz visited the FHA's COVID Clinic on December 2nd, 2021.

9. FY 2022 DHCD Budget Guideline Public Housing Notice 2021-20

The Executive Director explained that Health Care and Pension Benefits have exploded this year as well as the utility cost. Mary Giannetti, Vice Chair, asked about extension for maintenance position. The Executive Director answered that he tried to get an extension for one more year.

10. Personal Policy-Go over in January.

11. Annual CIP Plan-Move forward in January.

12. COVID -19 Corner.

1. Andrew Skoog, Deputy Director updated SHREA program.
2. Booster Clinic C. J. Durkin on December 2nd & Wallace Tower on December 14th. -The Executive Director thanked Cynthis MacMillan, Immunization/COVID Vaccine Program Manager and her team of Community Health Connections, Erica Shorts, FHA Elderly Housing Director, Liz Resto, Administrative Clerk and Yoko Ishii, Executive Assistant and Maintenance Crews.

13. Update on Trees at Green Acres

The Executive Director thanked Mary Giannetti for tree program introduction.

14. KIOSK for disposal of needles

The Executive Director thanked Kim Hergert, Finance/HR Director for arranging the KIOSK installation, and Steve Curry, Director of Board of Health for donating the KIOSK for FHA. The Finance/HR Director explained that Montachusett Public Health Network may empty the KIOSK.

15. Vacancy & HAFIS Report (Attachment D)

Andrew Skoog, Deputy Director updated that the Vacancy rate for December 1st, held 39 units, and the vacant unit days increased from 13,263 to 14,169. The vacant days drops to 832. However, of the 39 vacancies, 18 units are off-line for asbestos at Wallace Tower, 3 units are off-line for handicapped remodel at C.J. Durkin, 3 units are offline for ADA accessibility project at Canton Valley, and 2 units are RTO leaving only 13 needing rehab.

16. Single-Family Scattered Sites

The Executive Director updated that renovation had been done on two single family homes (Forest St & Taft St). For the Milk St renovation, the cost will be less money if we use house labor, and the Executive Director will ask DHCD for proceeds back from the home sales.

17. Resident Service

- Monthly Birthday Event for Elderly – The Executive Director thanked Erica and Liz.
- Poetry Reading-Thanked Sally Cragin and Swan Hope Press for the continued poetry reading event.
- New Hired -Two Resident Service Coordinators-**Felix Velazquez for Family and Tess (Marites) MacLean for Elderly- They will be introduced in January Meeting.**
- Fire Safety Event by Fitchburg Fire Department at Elderly Housing,

18. 689 Housing Program

Proceeds of 132 Pleasant St & 16 Prospect St -Still waiting

19. Local ARPA Funds (Attachment E)

The Executive Director updated that the FHA was invited the ARPA committee to present to both of its grant proposal for Green Acres and Wallace Tower and is anticipating getting the result by February 2022.

20. COVID Vaccine for FHA Staff

David Rousseau asked if the Maintenance Crews are required to get a vaccine. Mary Giannetti, the Vice Chair, requested COVID Policy in writing. Kim Hergert, Finance/ HR Director, answered that the FHA uses CDC guidelines.

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21. Construction Update:

1. FISH097076 Green Acres Basement Project

The Deputy Director updated that there was a serious issue that the Cast Iron Sewer Drainpipes were failing. It could be million-dollar cost to repair. The Board discussed this issue further.

2. **FISH 097124 CSI (Canton Valley)** -OUT to Bid (Re-BID) in January 2022.

3. **FISH 09711127-Accessiblity Unit Initiative** (C. J. Durkin)- Drawings should be completed soon.

4. **FISH097131- Wallace Tower Exterior**-Completed- need Substantial Completion Documents.

5. **FISH097147-Green Acres Air Source Heat Pumps Pilot Project**-Force Account Labor will be used.

6. **FISH097153-Gateway City Revitalization** – Site Plan Meeting will be held on Friday December 17, will discuss about the location of admin building.

7. **FISH 097164-Fourth Floor Office at C. J. Durkin**-Rejected, David Rousseau, president of LTO will write a letter of REBID the project.

Entered to FHA HUD Five Year, Annual Plan & EPIC Five Plan Public Meeting at 10:00am

22. Motion to Approve EPIC Five Year Plan & Capital Funding Plan (Attachment H & I)

Move: Adam Goodwin

Second: David Basilio

All in favor

The Executive Director reviewed and explained that HUD Five Year EPIC Plan CFP for modernization and operational purposes and for the 2022 annual plan the FHA has been awarded \$266,633.00. Such funds are proposed for rehabilitation of 174 Milk St, cost associated with the design of the FHA's new administrative-community building, and for operational purposed as noted in the HUD 50075.2 form. Also, he explained about the funds for Fitchburg Place. The FHA has legal obligation on the building.

Ended FHA HUD Five Year, Annual Plan & EPIC Five Plan Public Meeting at 10:19am

23. Motion to Adjourn (Meeting adjourned at 10:20 am)

Move: David Rousseau

Second: Adam Goodwin

All in favor