



# Fitchburg Housing Authority

## Minutes of FHA Regular Board Meeting, July 27, 2022 C. J. Durkin Community Room, Fitchburg, MA

A Regular Meeting of the Fitchburg Housing Authority was called to order by Chair, Linda Byrne at 8:30 AM on Wednesday, July 27, 2022, in the C. J. Durkin Community Room at 50 Day Street in the City of Fitchburg, Massachusetts.

### **Present:**

FHA Board Members:  
Linda Byrne, Chair  
Adam Goodwin, Vice Chair  
David Rousseau, Treasurer  
Thomas Hughes, Member

### **Absent:**

FHA Board Members:  
David Basilio, Assistant Treasurer

### FHA Staff:

Douglas M. Bushman, Executive Director, FHA Board Secretary  
Andrew Skoog, Deputy Director  
Kim Hergert, Director of Finance/HR  
Yoko Ishii, Executive Assistant / Bookkeeper  
Christopher Masta, FHA-FSU Summer Intern  
Felix Velazquez, Family Resident Service Coordinator  
Roberta Kozak, Director of Leased Housing (left at 10:21am)  
Genesis Ruiz, Director of Family Housing (left at 10:21am)  
Erica Shorts, Director of Elderly Housing (left at 10:21am)

### FHA Tenants:

Durkin- John Brown, Kathy Leighton, Steve Voisine, Deborah Voisine,  
Daniels Heights- Janice Spellane  
Canton Valley- Kathy Deery

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

#### **1. Motion to Open Meeting**

Chair, Linda Byrne opened the meeting at 8:30am

**Move: Adam Goodwin**

**Second: Thomas Hughes All in favor**

#### **2. Motion to Congratulate & Thank Mary Giannetti for her services (Attachment F)**

**Move: David Rousseau**

**Second: Adam Goodwin All in favor**

Douglas Bushman, Executive Director, thanked Mary Giannetti for her services for FHA. The Chair introduced Thomas Hughes, new State Appointee commissioner, to the tenants. **(Attachment E)**

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

**Move: David Rousseau**

**Second: Adam Goodwin All in favor**

Kathy Leighton, Durkin Tenant, asked if the FHA would allow a tenant to move before they file a lawsuit against the FHA for not moving them. Deborah Voisine, Durkin Tenant, complained about smoking at 3F of Durkin, cannot open the windows. Deborah Voisine claimed that DHCD has given a letter to FHA, but The Executive Director and Andrew Skoog, Deputy Director said that FHA hasn't received a letter yet. The Executive Director stated that Ms. Voisine has moved 4 times through transfers. The Deputy Director spoke about ramp regulations. Thomas Hughes, FHA Board Member, discussed ramp regulations. The Executive Director stated that lots of organizations are trying to help Ms. Voisine. Kathy Deery, Canton Valley Tenant, asked questions, when all construction is done and how many new apartments will there be. The Executive Director answered there will be added 8 units at Wallace Tower after asbestos units are done. Also, Kathy Deery requested to post FHA Grievance Policy on website. The Executive Director replied that it will be put on the website. John Brown asked questions if we can stay during the construction project of heat pump and window project and who will pay the moving cost. Also asked about the transfer. The Executive Director answered that the heat pump and window project are not at Durkin's. The Executive Director replied that transfer and relocation will be decided by DHCD and architects. Wallace Tower has a relocation issue, but Durkin has only handicap unit's being remodeled. Janice Spellane, Daniels Heights tenant,

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claimed there are no RFP's for Daniels Heights, and laundry room is not ADA accessible. Also, she addressed unit door number need to be fixed because it is too small to see it. Andrew Skoog stated that the FHA is working on this. David Rousseau, FHA Board treasurer, the door to community room needs to be wider.

4. **Motion to Approve Minutes of Regular Session Meeting held on June 22, 2022**  
**Move: David Rousseau                      Second: Adam Goodwin      All in favor**

5. **Motion to Approve Minutes of Executive Meeting held on June 22, 2022**  
**Move: Adam Goodwin                      Second: David Rousseau      All in favor**

6. **Motion to Approve FHA Payables for June-July FY 2022 (Attachment A)**  
**Move: Adam Goodwin                      Second: Thomas Hughes      All in favor**

7. **Motion to Approve January- June Financials FY 2022 (Attachment B)**  
**Move: Adam Goodwin                      Second: David Rousseau      All in favor**

The Executive Director discussed FISH project that will add money back to us. The Executive Director thanked Andrew Skoog, Deputy Director, Kim Hergert, Director of Finance/HR and Yoko Ishii, Executive Assistant for handling the last Board Meeting while he was out due to a family emergency. TAR (Tenant Accounts Receivable) will be in report each meeting. (Attachment C)

8. **Motion to Approve Debt Write -OFF Former Tenants Owing (Attachment D)**  
**Move: David Rousseau                      Second: Adam Goodwin      All in favor**

The Executive Director explained the Write-Off is done biannually. The Board discussed the SHERA program.

9. **Revised Budget Exemption Request to DHCD** -Approved

10. **Master Reporting & Submission List**- will roll out in fall.

11. **Audit and Management Reviews** -waiting final report for audit

12. **Master Reporting & Submission List**- will roll out in fall.

13. **Motion to Accept Award from DHCD for FISH Numbers:097168, 097169, 097170 (Attachment G)**

**Move: Adam Goodwin                      Second: Thomas Hughes      All in favor**

14. **Canton Valley Golden Shovel Kickoff Ceremony (Attachment H & I)**

The Executive Director spoke about the Canton Valley Construction kick-off and thanked the Board.

15. **FHA Properties Tour**

The FHA gave a tour to elected official's key staff members and the FHA Board, Linda Byrne, FHA Chair, David Rousseau, FHA Treasurer, and Thomas Hughes, new commissioner, State Appointee on July 6<sup>th</sup>, 2022.

16. **Site Visit to Worcester Housing Authority**

The Executive Director, Deputy Director and David Basilio, Assistant Treasurer, visited to see WHA's new admin building. There is a lot of ideas for our new admin building layout and detail. He thanked Alex Corrales, CEO of WHA for touring.

17. **FHA-FSU Summer Intern**- Christopher Masta, FHA Summer intern, has been working on Emergency Action Plan project, Canton Valley Groundbreaking Ceremony, public Safety Data and finalizing ACOP.

18. **FHA Union Negotiation** -Submitted Changes to Union for agreement

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32. **FISH 097164-C. J. Durkin 4<sup>th</sup> floor project-** on going
33. **FISH 097161-76 Mechanic Street rehab project-**Still waiting
34. **FISH 097168- Green Acres Force Account Vacancy Turnover Project (Attachment S)**  
Three temporary maintenance employees were hired for this project.
35. **NON-FISH project**  
174 Milk Street-design-phase.
36. **Federal Scattered Site Single-Family Housing-** 2 homes were leased up.

Roberta Kozak, Director of Leased Housing, Erica Shorts, Director of Elderly Housing and Genesis Ruiz, Director of Family Housing introduced themselves to the Board.

37. **Leased Housing Division**

**HUD Voucher Program**

Roberta Kozak explained voucher system and how many vouchers the FHA is administrating.  
Effective as of August 1, 2022

- The FHA has 156 vouchers leased in Fitchburg, 118 are HCV and 38 are PBV (Fitchburg Place)
- 37 Landlords are in Fitchburg
- The FHA has 4 leased vouchers not living in MA (9 ported out of state).
- There are currently 4 landlords the FHA issues HAP to that do not reside in MA.

38. **Motion to Adjourn Regular Meeting (10:23 am)** The Board entered to Executive Session at 10:24am (See the Executive Session Minutes.)

**Move:** Thomas Hughes

**Second:** Adam Goodwin      **All in favor**