



Fitchburg Housing Authority

Minutes of FHA Regular Board Meeting, November 15, 2022 Canton Valley Community Room, Fitchburg, MA

A Regular Meeting of the Fitchburg Housing Authority was called to order by Chair, Linda Byrne at 11:30 AM on Tuesday, November 15, 2022, 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

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
Genesis Ruiz, Director of Family Housing

FHA Tenants:

Canton Valley- Michael Farrow, Canton Valley Tenant Association President
Maria Skoog
Alineishka Ruiz

Absent:

FHA Board Members:
Adam Goodwin, Vice Chair
Thomas Hughes, Member

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

1. Motion to Open Meeting

Chair, Linda Byrne opened the meeting at 11:30am

Move: David Basilio

Second: David Rousseau All in favor

2. Motion to Open Public Comments.

Move: David Basilio

Second: David Rousseau All in favor

Michael Farrow, Canton Valley Tenant Association President, said that he listened the meeting and would tell information to tenants.

3. Congratulate to Mr. Basilio's Reappointment as an FHA Commissioner

The Chair and the Board congratulated Mr. Basilio's re-appointment.

4. Motion to Approve Minutes of Regular Session Meeting held on October 26, 2022

Move: David Rousseau

Second: David Basilio

5. Motion to Approve FHA Payables for October-November FY 2022 (Attachment A)

Move: David Basilio

Second: David Rousseau All in favor

6. Motion to Approve January- October Financials FY 2022 (Attachment B)

Move: David Basilio

Second: David Rousseau All in favor

7. State Public Housing TAR Report: (Attachment C)

Mr. Bushman discussed about this month TAR, and Family housing tenants didn't pay rent. The Board discussed about eviction and Raft program. Also, the Chair discussed about CHAMP system.

8. DHCD Budget Guideline

The Executive Director stated that he will present the budget to the Board at January meeting.

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9. Master Reporting & Submission List

The FHA is tracking reporting & submission due for Federal & States.

10. Motion to Approve Appointment of Hearing Officer

Move: David Basilio

Second: David Rousseau All in favor

The Executive Director explained when a civil service employee is being separated non-voluntarily from employment, they have a right to a hearing by the appointment authority. The Board approved Mr. Bushman, Executive Director as a Hearing Officer to hear the employment case and make a decision.

11. Motion to Approve Reasonable Accommodation Policy (No-Attachment D)

Move: David Basilio

Second: David Rousseau All in favor

The Executive Director requested to table this motion until next month.

12. Motion to Table Reasonable Accommodation Policy

Move: David Basilio

Second: David Rousseau All in favor

13. Motion to Approve FHA's Fair Housing Marketing Plan & Goal (Attachment E)

Move: David Basilio

Second: David Rousseau All in favor

The Executive Director stated that DHCD is mandating that all LHA's have a Fair Housing Marketing Plan and goal to ensure affirmative outreach to minority groups under-represented in the LHA housing portfolio based upon that LHA local statistics.

14. Motion to Approve FHA's Revised Language Access Plan (Attachment F)

Move: David Basilio

Second: David Rousseau All in favor

The Executive Director explained that he just updated current Language Access Plan.

15. FHA Permanent Labor Advisory Committee

The Executive Director updated about 2nd round Union Negotiation meeting. The Board will discuss further in the Executive Session.

16. Wallace Tower & YMCA Land Issues

No update. The Executive Director will discuss with Mayor.

17. Evictions:

Andrew Skoog, Deputy Director, updated that there are 35 active eviction cases in process and the FHA has served 59 eviction notices and 3 forced evictions in FY 2022.

18. Smoke & Fire Detectors

The Executive Director updated the fire on Saturday 11/19 at Durkin, Erica Shots, Director of Elderly Housing and Marc Cunningham, Elderly Housing Foreman, did phenomenal jobs. David Rousseau, Treasure, requested the inspection list.

19. Motion to Approve New Waste Management Agreement with E. L. Harvey & Sons (Attachment G)

Move: David Rousseau

Second: David Basilio All in favor

Kim Hergert, Director of Finance/HR, explained the process of this statewide vendor contact.

20. Credit for \$8,991.36 for Water Usage at 407 Canton Street (Attachment H)

Kim Hergert, Director of Finance/HR, and Charline Spenser tracked the water usage was doubled & leaking issue and worked to get a credit from the City. They did a great job.

21. Vacancy & HAFIS Report (Attachment I)

The Deputy Director updated that Vacancy rate decreased by 4 units. The Board discussed.

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22. Resident Services

- Birthday party Event at Elderly Housing
- Community Coalition Dinner at Spanish American Center
- DHCD Mixed-population Coordinator Grant-Submitted on Nov. 3, 2022.
- DHCD Resident Services Coordinator Grant-Submitted on Nov. 3, 2022.

23. Motion to Approve DHCD Amendment ARPA CFA#4050 \$3,567,955.00 (Attachment J)

Move: David Rousseau Second: David Basilio All in favor

The Executive Director stated that this amendment is for the targeted ARPA awards of Federal Pacific Panels and updated Fire Alarms and Water Pumps.

24. Motion to Approve DHCD Amendment ARPA CFA#4001 \$671,000.00 (Attachment K)

Move: David Basilio Second: David Rousseau All in favor

The Executive Director stated the FHA will apply this fund to construction projects.

25. Canton Valley Master Meter Issue

The Executive Director updated that a meeting with Daniel Golden, Manager Unitil Gas Distribution Operations will be held on Tuesday, November

26. Construction Updates

- **FISH097076 Green Acres Basement Project**

Motion to Approve Partial Release of Retainage (Attachment L)

Move: David Rousseau Second: David Basilio All in favor

The Executive Director explained DHCD recommended us to release partial Retainage.

- **FISH097124 Canton Valley CSI project –**

Site work is expected to be mostly complete by mid-December, but some site work will need to be completed in the spring. Interior work in units will continue throughout the winter.

- **FISH097161 -76 Mechanic Street (Attachment M)**

Fee Proposal was submitted.

- **FISH097165 -ASHP Wallace Tower Apartment Sustainability Initiative for Resiliency-Out to BID (Attachment N)**

Bid Released: Wed. Nov. 9th

Site Visit: Friday. Nov. 18th

Sub Bid Due: Friday December 2nd, at 2pm.

General Bid Due: Wednesday 14th

27. Motion to Enter to Executive Meeting (12:54pm) See the Executive Session Minutes.

Move: David Basilio Second: David Rousseau All in favor

28. NEW BUSINESS – Motion to Approve Change Order 0001 – FISH 097124

Move: David Basilio Second: David Rousseau All in favor

29. Motion to Adjourn Regular Meeting (1:19pm)

Move: David Rousseau Second: David Basilio All in favor

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