



## Fitchburg Housing Authority

### Minutes of FHA Regular Board Meeting, February 19, 2020 50 Day Street, 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, February 19, 2020 in the C.J. Durkin Community Room at 50 Day Street in the City of Fitchburg, Massachusetts.

**Present:**

FHA Board Members:

Linda Byrne, Chair

Mary Giannetti, Vice Chair

David Rousseau, Treasurer

David Basilio, Assistant Treasurer

Adam Goodwin, Member

**Absent:**

FHA Staff:

Douglas Bushman, Executive Director

Andrew Skoog, Deputy Director

Kim Hergert, Finance Director

Yoko Ishii, Executive Assistant / Bookkeeper

Frances Nolivos, Resident Service Coordinator

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

**1. Motion to Open Meeting**

Chairperson, Linda Byrne opened the meeting at 8:30am.

**Move: Mary Giannetti**

**Second: Adam Goodwin      All in favor**

**2. Motion for Public Comments**

There were no tenant attendees.

**3. Motion to Approve Minutes of Meeting held on January 15<sup>th</sup>, 2020**

**Move: David Rousseau**

**Second: Mary Giannetti      All in favor**

**4. Motion to Approve Minutes of Special Meeting held on January 29<sup>th</sup>, 2020**

**Move: Adam Goodwin**

**Second: David Rousseau      All in favor**

**5. Motion to Approve Minutes of Executive Session Meeting held on January 29<sup>th</sup>, 2020**

**Move: Mary Giannetti**

**Second: Adam Goodwin      All in favor**

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6. **Passing of Eugene J. Capoccia (February 28, 1947- January 3, 2020)**

Douglas Busman, Executive Director expressed condolences at the passing of Eugene J. Capoccia, Former Executive Director of LHA & North Central HA.

7. **Motion to Approve Elections & Results for FHA Board Officers**

**Move: David Rousseau                      Second: Adam Goodwin      All in favor**

Existing officials remain as is. The Results are as follows;

**Chairman-Linda Byrne**

**Vice Chair-Mary Giannetti**

**Treasurer (and Tenant Member)- David Rousseau**

**Assistant treasurer-David Basilio**

**Non-Elected Position and/or Regular Members**

**Member- Adam Goodwin**

**Secretary (Held by Executive Director)- Douglas M. Bushman**

8. **Motion to Approve FHA Payables for January-February FY 2020**

After some questions were made on individual invoices, the Board approved the Payables. Non-Payroll payables listed for approval is \$350,462.79 (included in this amount are FISH checks) – and payroll for January 2020 was \$82,507.11 (Attachment A)

**Move: Mary Giannetti                      Second: David Basilio      All in favor**

9. **Motion to Approve FY2019 Close Out Financials & Related Documents**

1) **Motion to Approve Submittal of FY2019 End Certifications**

**Move: David Rousseau                      Second: David Basilio      All in favor**

2) **Motion to Approve FY2019 Certification of Compliance Lead Paint Laws**

**Move: Adam Goodwin                      Second: David Basilio      All in favor**

10. **Motion to Approve FHA-DHCD Formula Funding Amendment #17 (\$8,806,111.00)**

This amendment funds the following and extends the contract date of service from June 30, 2020 to June, 2023. The Amendment included the Wallace Towers MODPHASE project as well.

FISH 09748 -FY 2023 Formula Funding Award-\$672,462.00

FISH097131& FISH097132-MODPHASE Award, 667-3 Wallace Towers-\$8,068,199.00

FY2020 Health and Safety Initiative Award- \$65,450.00

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**11. 2020 Projects, Expectations & Goals**

Douglas Bushman, Executive Director stated the FHA's goal in FY2020 is to focus more on micro approach, day-to-day tasks, improve customer service and keep vacancy rate trending down. For this month's FHA Board report, the Department Managers have included their individual program reports.

**12. New DHCD Grant Award – Health & Safety Grant Initiative**

Douglas Bushman, Executive Director was pleased to announce the new grant \$65,450.00 was awarded. Two projects (New Driveway at 110 Overland Street and Concrete walkways at Canton Valley) have been selected.

**13. Assets & Inventory \$694,865.87**

Beginning in January, FHA staff at all locations has conducted an inventory of FHA equipment, tools, furniture, vehicles, and other items. Those items valued over \$250.00 and/or depreciate have been tagged with inventory numbers. Asset and Inventory numbers and values will be updated in Finance Director/HR's monthly report to the Board.

**14. Request for Special Funding**

The Executive Director have been contacted both State Senator Dean Tran and State Representative Stephen Hay's legislative office following special funding request.

- 1) Milk Street- \$350,000.00
- 2) Green Acres- \$600,000.00
- 3) Resident Empowerment Program-\$175,000.00

**15. Motion to Approve FHA C.J. Durkin Tenant Association Funds FY2020-\$750.00**

As allowed by DHCD funds can be allocated to tenant association for state family and elderly housing. The funding formula is six (6) dollars per unit.

**Move: David Basilio**

**Second: Mary Giannetti All in favor**

**16. Vacancy Report**

Andrew Skoog, Deputy Director reported the vacancy rate for February 1<sup>st</sup> increased from 40 units to 45 units, however of the 45 units vacancies, 10 units are Ready to Occupy (RTO) units, 11 are Asbestos off-line units leaving only 24 needing rehab. He is projecting that the Vacancy Rate is trending down to 39 units by March, 2020.

**17. Congregate Unite Back On-Line for Occupancy, effective on February 1<sup>st</sup>, 2020.**

**18. Single-Family Scattered Site**

The Executive Director is now working on Sales & Disposition Documents for Pleasant St & Prospect St. and Exeter St (Converted from 4 Bedroom to 2 Bedroom) will be ready for occupancy in March. DHCD agreed to fund the project up to \$184,000.000 for Forest St and Taft St, now waiting an award letter. Overland, Maryland St was completed.

**19. Resident Service Coordinator DHCD Grant- Still waiting.**

**20. C.J. Durkin Valentin Event**

Durkin Tenant Association is very active and held a Valentine Event. FHA staff were invited.

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**21. Rent Adjustments**

The adjustments were made to tenants' accounts due to tenant refund, adjustment to rent, maintenance charges, debt write off, partial rent move in.

**22. FISH Project Update**

Intercom Repairs at Day Street -FISH 097108 is now on planning status. In addition to some questions on Intercom Projects, the Board Commissioners requested the Fob keys to enter the building. It will be distributed by the next Board meeting.

Also, Fire Alarm Replacement FISH 097121 for Wallace Towers, CSI FISH 097124 for Canton Valley, Driveway FISH 097133 for Canton Velley were updated by the Executive Director briefly. Jose Lopez, Work Order and Modernization Clerk is now trained on CAP HUB system for active FISH projects.

**23. FHA's Grant Submittal for DHCD Public Housing Innovations-Gateway Cities Revitalization**

Due date is now extended to March 16, 2020. Douglas Bushman, Executive Director updated the summary of project items and projected budget.

**24. Update for Awarded DHCD MOD-PHASE II Grant**

Douglas Busman, Executive Director explained, due to the project exceeding one million dollars that the FHA is required to go before the Massachusetts Design-Selection Committee in order to secure an architectural firm. The 21 steps are required to secure the architect for next three to four months. Currently, Wallace Tower has 11 units that are vacant and off-line due to asbestos. The FHA are working with DHCD to determine if we should keep these units vacant until the MODPHASE project moves forward or should we abate them now.

**25. Revised Scope: FISH 09076-Green Acres Basement Project**

This FISH is one of the most complicated projects which has multiple layers of consultant and the intense involvement of DHCD. The Executive Director updated that he was informed DHCD if this project is not out to bid in 2019 or at the least by January of 2020 then alternative and drastic measures must be taken.

**26. Motion to Approve BID FISH 097125-Green Acres Electric Panels DelSignore Electrical**

Four bids were received and DelSignore Electrical was the lowest (\$17,611.00) and responsive bid.

**Move: Adam Goodwin**

**Second: David Basilio All in favor**

**27. Motion to enter Executive Session**

Entered at 10:00am

**Move: Mary Giannetti**

**Second: David Basilio**

**All in favor**

**28. Motion to Adjourn**

Meeting adjourned at 10:35am

**Move: David Rousseau**

**Second: Adam Goodwin**

**All in favor**

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