



Fitchburg Housing Authority

Minutes of FHA Regular Board Meeting, March 25, 2020 Canton Valley Community Room, Fitchburg, MA

A Regular Meeting of the Fitchburg Housing Authority was called to order by Chairperson, Linda Byrne at 8:36 AM on Wednesday, March 25, 2020 in the Canton Valley Community Room in the City of Fitchburg, Massachusetts.

Present:

FHA Board Members (present via phone as per Governor Baker's Executive Order for Public Bodies on March 12, 2020):

Linda Byrne, Chair

Mary Giannetti, Vice Chair

David Rousseau, Treasurer

David Basilio, Assistant Treasurer

Adam Goodwin, Member

Absent:

FHA Staff:

Douglas Bushman, Executive Director

Kim Hergert, Finance Director

Genesis Ruiz, Acting Director of Family Housing

Yoko Ishii, Executive Assistant / Bookkeeper

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

1. **Motion to Open Meeting**

Chairperson, Linda Byrne opened the meeting at 8:36am.

Move: Mary Giannetti

Second: Dave Basilio

All in favor

2. **Motion for Public Comments**

There were no public attendees.

3. **Motion to Approve Minutes of Meeting held on February 19th, 2020**

Move: Mary Giannetti

Second: Dave Basilio

All in favor

4. **Motion to Approve Minutes of Executive Session Meeting held on February 19th, 2020**

Move: Mary Giannetti

Second: Dave Basilio

All in favor

5. **Motion to Approve FHA Payables for February-March FY 2020**

Move: Mary Giannetti

Second: David Basilio

All in favor

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6. Motion to Approve January and February 2020 Financials

Move: Mary Giannetti Second: David Basilio All in favor

7. Motion to Approve Fenton Ewald Contract

Mary Giannetti asked if the pricing was in line with last years contract. Mr. Bushman noted there was a minimal increase.

Move: Mary Giannetti Second: David Basilio All in favor

8. Motion to Approve Department of Labor Wage Rates for the Maintenance Employees

Move: Mary Giannetti Second: David Basilio All in favor

9. Motion to Approve Wage Adjustments for 2 FHA Maintenance Staff

Mr. Bushman went over the job responsibilities versus the job classifications of the 2 maintenance staff members who had wage adjustments to explain the change in job classification and wage rates.

Move: Mary Giannetti Second: David Basilio All in favor

10. Motion to Approve Wage Adjustments for 2 FHA Maintenance Staff

Move: Mary Giannetti Second: David Basilio All in favor

11. Motion to Approve Funds for Canton Valley Tenant Association

Mr. Bushman noted that the association will need to provide their accounting of their 2019 funds before they receive this payment.

Move: Mary Giannetti Second: David Basilio All in favor

Mr. Bushman spoke about the Coronavirus situation. He informed the board that maintenance employees are working on vacant units because they are not doing routine work orders due to the coronavirus. There are 15 units that need rehab (asbestos units are not in this total). 5 units were leased up this month at Green Acres as per Genesis. There is an increase in \$0 income at this time too.

Mr. Bushman spoke about the NOFA Creative Place Making Grant due April 29, 2020. He would like to have art with physical improvements for Durkin on Blossom St. The intention is to beautify the area for the residents. The motion will be in the April meeting.

Mr. Bushman also noted that Exeter Street has been converted from a 4 bedroom to a 2 bedroom. He's also made some progress on Pleasant and Prospect St sale and disposition. Linda Byrne asked for clarification on how the properties are disposed of.

Mr. Bushman informed the board that the Resident Service Coordinator DHCD Grant was approved. It is an award of \$30,000 plus \$10,000 for costs. Also, FHA has submitted the Grant for DHCD Gateway Cities Revitalization. Nice job by Linda Byrne and Mary Giannetti. Also, Frances Nolivos and Andrew

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Skoog met with a local marijuana company who committed \$300,000 whether the FHA is awarded the grant or not. In reference to the MOD-PHASE Grant for Wallace, this has been on standstill due to the Coronavirus. He also updated the board on several other FISH projects including boilers at Green Acres and the sewer separation. The sewer separation has been at a standstill for over a year. It is progressing now. Gutters and downspouts have been added to the plans. Funding is from HILAPP not formula funds. Irrigation and landscaping should help reroute water with no digging in most basements (only 3 will need digging). The Daniels Heights Parking Lot Expansion Project will begin soon. DHCD has also been notified that FHA would like to begin FISH 097122 the 76 Mechanic St Window Replacement Project. The FISH 097125 Green Acres Replacement of Electrical Panels will be complete next week.

12. Motion to Approve FISH 097105 & Final Close Out

Move: Mary Giannetti

Second: David Basilio

All in favor

At 9:27am Genesis Ruiz left the board meeting. Mr. Bushman proceeded to discuss the Coronavirus situation and how it is being addressed by the FHA. David Rousseau noted the breakfast program has stopped. Mary Giannetti mentioned that the Montachusett Retired Nurses are volunteers who may be able to help the FHA with the Coronavirus response. She will send contact information to Mr. Bushman. Linda Byrne asked if the state would contribute funds to help with this. Mr. Bushman will call Montachusett about the breakfast program and email the board with their response.

13. Motion to enter Executive Session

Entered at 09:47am

Move: Mary Giannetti

Second: David Basilio

All in favor

14. Motion to Adjourn

Meeting adjourned at 09:54am

Move: David Rousseau

Second: Adam Goodwin

All in favor

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