



Fitchburg Housing Authority

Minutes of FHA Regular Board Meeting, July 29 2020

54 Wallace Avenue, Wallace Towers Community Room, Fitchburg, MA

Pursuant to Massachusetts Governor Baker's Executive Order issued on March 12th, 2020 in response to the declared Covid-19 State of Emergency epidemic and per the guidelines set by DHCD's Public Housing Notice 2020-11, and 2020-16, a Regular Meeting of the Fitchburg Housing Authority was called to order by Chairperson, Linda Byrne at 8:30 AM on Wednesday, July 29 2020 by teleconference for the public in the Wallace Towers Community Room in the City of Fitchburg, Massachusetts.

Present:

FHA Board Members:

Linda Byrne, Chair

David Rousseau, Treasurer

David Basilio, Assistant Treasurer

Adam Goodwin, Member

Absent: Mary Giannetti, Vice Chair

FHA Staff:

Douglas Bushman, Executive Director

Andrew Skoog, Deputy Director

Kim Hergert, Finance Director

Yoko Ishii, Executive Assistant / Bookkeeper

Erica Shorts, Director of Elderly Housing (IN at 9:45am, Left at 10:15am)

Genesis Ruiz, Director of Family Housing, and her family (IN 9:45am, Left at 10:15am)

Yajaira Aldrich, Director of Customer Services (IN 9:45am, Left at 10:15am)

Nathan Walker & Nick Fortin- FHA Intern (IN at 9:45am, Left at 10:15am)

Elizabeth Resto, Admin Clerk I (IN at 9:45am, Left at 10:15am)

FPD-Lieutenant Howe

Cheryl, President of Wallace Tower Tenant Association

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

1. Motion to Open Meeting

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

Move: Adam Goodwin

Second: David Rousseau All in favor

2. Motion to Open Public Comments

Move: Adam Goodwin

Second: David Basilio All in favor

No Comments from the public.

3. Motion to Approve Minutes of Meeting held on June 24th, 2020

Move: Adam Goodwin

Second: David Rousseau All in favor

4. Motion to Approve Executive Session Minutes of Meeting held on June 24th, 2020

Move: Adam Goodwin

Second: David Basilio All in favor

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5. Review and Modifications of FHA Personnel Policy

The Executive Director updated about the FHA Personnel Policy, which is still reviewing. The policy will be submitted by the end of year.

6. MA NAHORO Annual Convention-Cancelled, Virtual Meeting ONLY

7. Record Destruction-Still working on.

8. Blueprint & Architectural & Technical Drawing Organizing-Still working on.

9. Motion to Approve FHA Payables for June-July FY 2020

Move: David Rousseau Second: Adam Goodwin All in favor

10. Motion to Approve June Financial FY 2020.

Douglas Bushman, Executive Director updated the Financial. The 4001 reserves have been increasing. The Goal is to reach 35% of our operating budget.

Move: Adam Goodwin Second: David Basilio All in favor

11. Impact of COVID-19 on FY2020 & FY2021

Douglas Bushman, Executive Director updated that FHA offices opened to public in July, Masks, hand sanitizers are equipped in the office. Maintenance crews are disinfecting 5 days a week now.

12. Review-Discussion of Public Safety Matters with FPD Lieutenant Howe:

The Executive Director updated that the FPD Chief Ernest F. Martineau selected Lt. Howe as the FPD liaison with the FHA. Lt. Howe met with both the Wallace Tower and C. J. Durkin Tenant Association along with the FHA staff. Lt. Howe stressed that the tenants call police if they see something. Erica Shorts, Director of Elderly Housing and Andrew Skoog, Deputy Director are now emailing with Lt. Howe to address the problems. The Deputy Director updated the security camera issues. New hardware was replaced, no issue since then.

13. Motion to Approve Meeting Dates and Times For CIP and Annual Plan

Thursday August 6-Post DRAFT Annual and CIP Plans (forty-six (46) days before hearing dates).

Tuesday, September 8, 2020 at 12pm-Review the DRAFT Annual and CIP Plans with the Tenants' Association (Location: CJ Durkin Apartment)

Monday September 21 at 11am-Hold Public Hearing to review Annual and CIP Plans (this must be posted special meeting of the Board and there must be a quorum).

Wednesday, October 21, 2020-FHA regular Board Meeting, Board members will review and vote on the Annual and CIP Plans.

Before or on Saturday, October 31, 2020-Annual and CIP Plans MUST be submitted to DHCD.

Move: David Rousseau Second: David Basilio All in favor

David Rousseau stated the Board Meeting Dates need to be consistent. The Chair stated the discussion about the Board Meeting Dates is on hold. The Board will discuss about this at next Board Meeting.

14. Census Assistance: Francis Nolivos, RSC is working on this.

15. FHA Annual Picnic/FHA staff meeting-August 19, Noon-2pm at Canton Valley Community Room.

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16. Motion to Approve Debt Write-Off Former Tenant's Owing \$8,689.00

Move: Adam Goodwin

Second: David Rousseau All in favor

17. Audits & Management Reviews: AUP, Authority Wide Audit, HUD HCVP(Section8) are still working on.

18. Congratulations to Kimberly A, Hergert -Associate Massachusetts Certificate Public Purchasing Official Status

Both Kim Hergert, Finance/HR Director and Andrew Skoog, Deputy Director (also Associates MCPPO) will be great assistants during the bidding process.

19. FHA's Response to the Coronavirus

The Executive Director appreciated Mary Giannetti for connecting Community Health Connections for COVID testing. Another round of testing will be scheduled in Aug. at Durkin, Wallace, CV/GA and Daniels Heights. A big thanks to Christy Mylott, COVID Coordinator /Resident Coordinator, the Wallace Staff, Erica Shorts, Director of Elderly Housing, and Elizabeth Resto, Assistant of Elderly Housing Director.

20. Still Waiting for Response Grant Submittal to UMass Health Alliance-Clinton

21. Vacancy Report

Andrew Skoog, Deputy Director, updated the Vacancy Report. As of July 1, the vacancy is decreased from 42 units to 31 units. Of the 31 vacancies, 5 are RTO units, 13 are asbestos off-line vacancies leaving 13 needing rehab. The FHA had a total 14 units leased in June.

22. DHCD Self-Sufficiency Program Grant Submission-Submitted on July 17, 2020

The Executive Director thanked FSU College Interns, Nathan Walker, Nick Fortin, and Yoko Ishii, Executive Assistant for their assistance on this submission.

23. Motion to Approve Selection of Real Estate Broker

Foster-Healy was the firm that was awarded the listing for sale of the two properties (16 Prospect St & 132 Pleasant Street).

Move: David Rousseau

Second: David Basilio

All in favor

24. Resident Services

Douglas Bushman, Executive Director explained about the issues on Congregate Housing. The Board had a discussion on this.

25. Motion to Approve Friends of Wallace Towers Funds \$780.00

Kim Hergert, Finance/HR Director stated the funds will be released after receiving their accounting statements.

Move: Adam Goodwin

Second: David Basilio

All in favor

26. Construction Updates

The Executive Director updated the Construction projects. Very confident in the FHA team.

27. Motion to Approve Final Completion of 17 DHCD FISH Formula Projects

The Executive Director thanked Kim Hergert, Finance/HR Director and Charline Spencer, Admin Clerk II for working on the 17 close-out of the FISH and submitting the completions.

Move: Adam Goodwin

Second: David Basilio

All in favor

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28. Awarded-\$8 Million DHCD Public Housing Innovations-Gateway Cities Revitalization Grant

The Executive Director stated a lot of companies helped us for this grant submission. He feels confidence in FHA team to carry out this project. The City waives construction permit fees.

29. MOD Phase II Grant Updates

The Executive Director updated about the MOD Phase II. Drone Survey at Wallace Towers were performed for MOD Phase. FHA anticipate beginning of the design work in the spring of 2021 and having construction completed by the end of 2023.

30. FISH097136 Conversion from DHCD to HUD Housing.

The Executive Director updated about two houses conversion.

31. GA Basement Project FISH097076

The Executive Director stated Bid Due Date is August 26th.

32. Motion to Approve FISH 097117 Final Completion: Canton Valley Fire Alarm Upgrade:

Move: David Rousseau

Second: Adam Goodwin All in favor

33. Awarded Creative Place Making Grant DHCD for Durkin \$500,000.00

The Executive Director expressed his thanks Mayor DiNatale and our partners for their assistance.

34. Congratulated to New FHA Department Directors (2019-2020):

The Executive Director introduced and congratulated to New Directors.

Kimberly Hergert-Director of Finance & Human Resources (since 2019)

Yajaira Aldrich-Director of Customer Services (since 2019)

Genesis Ruiz-Director of Family Housing (2020)

Erica Shorts-Director of Elderly Housing (2020)

Also, he introduced **Elizabeth Resto**, Admin Clerk I (Wallace Towers) to the Board.

35. Motion to Allow the FHA Board to Enter into Executive Session at 10:20am

Move: Adam Goodwin

Second: David Basilio

All in favor

36. Motion to Allow the FHA Board to End Executive Session at 10:36 am

Move: David Basilio

Second: Adam Goodwin

All in favor

37. Motion to Adjourn Meeting adjourned at 10:37 am

Move: Adam Goodwin

Second: David Basilio

All in favor

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