



Fitchburg Housing Authority

Minutes of FHA Regular Board Meeting, April 27, 2022 Wallace Tower 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, April 27, 2022, in the Wallace Tower Community Room at 54 Wallace Avenue in the City of Fitchburg, Massachusetts.

Present:

FHA Board Members:
Linda Byrne, Chair
Adam Goodwin, Vice Chair
David Rousseau, Treasurer
David Basilio, Assistant Treasurer
Mary Giannetti, Member

Absent:

FHA Staff:

Douglas Bushman, Executive Director
Andrew Skoog, Deputy Director
Kim Hergert, Finance/HR Director
Yoko Ishii, Executive Assistant / Bookkeeper

Marc Dohan, Executive Director, NewVue (Left at 9:15am)

FHA Tenants:

Wallace Tower- Cheryl Hirst, Maureen Gibbons, Richard Avant, Ann Ratila, June Sears, Annie Bosak, Candia Roman-Orengo, Lois Boudreau

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

1. Motion to Open Meeting

Chair, Linda Byrne opened the meeting at 8:34am

Move: David Rousseau

Second: David Basilio

All in favor

2. Motion to Open Public Comments.

Move: Adam Goodwin

Second: David Rousseau

All in favor

Maureen Gibbons questioned why the apartments aren't done before the 1st floor renovation. Douglas Bushman, Executive Director replied that the project is not just to renovate apartments, the FHA got a grant for \$750,000 from Unitil and got an extra \$1.8 million for Air Source Heat Pump (ASHP) and ventilation system, then the scope is expanded, exterior is done, ASHP project is now in process. Andrew Skoog, Deputy Director, added that the Unitil grant needs to be spent this year. The interior project is anticipated to start next year. David Basilio, Assistant Treasurer, addressed that the Board members are here for the tenants. Mary Giannetti, Member of the Board, requested that realistic time frame needed to show to the tenants. The Executive Director answered that the FHA did explain the process and a timeline to the tenants two months ago at construction meeting. ASHP project will begin this calendar year, and DHCD will finalize the final schedule for the interior project. Annie Ratila said that Elevators need to be inspected at Wallace Tower. Cheryl Hirst asked about how the renovation for the air works. The Deputy Director explained that the units will have new air ducts venting directly from the building and the interior ventilation shaft will be abandoned. Richard Avant stated that he was not happy about an apartment inspection notice which was given to him one day before the inspection. The Deputy Director answered that he will follow up the inspection notice, which is supposed to be a 48-hour notice. Annie Ratila said she needs a new fridge since it doesn't work. The Deputy Director reminded her to call a work order line if it is not functioning.

3. Motion to Close Public Comments.

Move: Mary Giannetti

Second: David Basilio

All in favor

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14. **Labor Advisory Committee** – will set up another meeting.
15. **Error & Omission Insurance (Attachment G)** – Renewed.
16. **Construction Project FISH 097076 Basement Project at Green Acres**
The Executive Director updated the status of the Basement Project at Green Acres about the meeting with DHCD on April 13, 2022. The project did not work, the water in the basement got worse. He will have a meeting about this project with higher position of DHCD Engineer, Bill Miller & Architect on April 28 at 9am.
17. **Sentinel & Enterprise Articles (Attachment H & I)**
18. **Vacancy & HAFIS Report (Attachment J)**
Andrew Skoog, Deputy Director updated that the Vacancy rate for April 1st, increased from 42 units to 51 units. Out of 51 vacancies, 20 units are offline for asbestos at Wallace Tower, 3 units are offline for handicapped remodel at C. J. Durkin, 3 units are offline for ADA accessibility project at Canton Valley, 4 are offline due to water leaks, and 6 units are Ready to Occupy, leaving 15 needing rehabs. He stated that vacancy turnover was delayed due to emergency boiler replacement, water problem in GA, and snow removal. He anticipated that April would be better.
19. **COVID SHERA Program** - Closed on April 15, 2022. \$78,356.49 funds requested.
20. **Funds Request for Wallace Towers-Health Foundation of Central Massachusetts**
Tess MacLean, RSC-Elderly will submit the grant for additional funds for Wallace Towers 1st Floor project (Due date is April 28, 2022)
21. **Submission of Grant Fund Request to DHCD to Replace Federal-Pacific Electrical Panel**
Yoko Ishii, Executive Assistant, submitted the data survey to DHCD.
22. **MAHAMS Maintenance Training** – Three maintenance staff, Nick B, Foreman, Plumber, Marc Cunningham, Elderly Assistant Fireman, and Alex Cotto, Family Assistant Foreman attended the training on April 20, 2022.
23. **Funds from Sale of Congress, Clinton & Pearl Street**
Kim Hergert, Director of Finance/HR updated that we haven't heard anything yet. The fund will go to Trust which can be used for 705 project if the FHA has a project, same as Prospect St & Pleasant Street proceeds.
24. **Site Visit on 28 Taft Street, 24 Forest Street & 174 Milk Street**
The board visited the sites after the Board meeting of March 23, 2022.
25. **Resident Services**
- NARCAN Training on April 11 & April 12, 2022 at Elderly Housing
 - Anti-Bullying Meeting on April 22, 2022 at Elderly Housing
 - Easter Event at Green Acres on April 13, 2000
 - Poetry Event at Wallace Tower
26. **Construction (FISH Project)**
FISH097165 ASHP Wallace Tower Sustainability Initiative for Resiliency (Attachment N)
27. **Construction Project (Non-FISH projects) (Attachment O & P)**
- Motion to Approve Architect for Phase II Structural Phase \$39, 115.00 -174 Milk Street**
Move: Adam Goodwin **Second** Mary Giannetti All in favor
- Motion to Approve Architect for Phase III Renovation Interior \$27,980.00 -174 Milk Street**
Move: David Rousseau **Second:** David Basilio All in favor

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28. Federal Housing-HUD Federal Scattered Site Single-Family Housing

(i) Motion to Approve Priority List (Attachment Q)

Move: Mary Giannetti

Second: Adam Goodwin

The Executive Director explained that Federal Housing must have an approved Admission Continued Occupancy Plan (ACOP). The Board discussed about Priority list and points. The Board decided that Priority list d-f need to be all equal points (40 Points) as follows. The Executive Director will post the revised points (d-f are now 40 points) of Priority List on ACOP.

All in favor

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| a. Administrative Internal Transfers: | 100 Points |
| b. Residence (Live or Work 20 Hours): | 80 Points |
| c. Employment (20 Hours), Education & Training: | 60 Points |
| d. Veteran or Spouse of Veteran: | 40 Points |
| (To include National Guard & Reserves) | |
| e. Victim of Domestic Violence: | 40 Points |
| f. Emergency Priorities: | 40 Points |
| (Fire, Federal Disaster, Condemnation, Urban Renewal, & Witness Protection) | |
| g. Standard Application: | 0 Points |

(ii) Motion to Authorize One-Month Security Deposit with Three Month Payment

Move: Adam Goodwin

Second: David Rousseau All in favor

(iii) Motion to Open & Close the Wait List

Move: Adam Goodwin

Second: David Rousseau All in favor

29. Motion to Approve MOU the Homeless Young Adult (18-24) Voucher

Move: Adam Goodwin

Second: David Rousseau All in favor

30. Motion to Adjourn (10:29 am)

Move: Adam Goodwin

Second: David Rousseau All in favor