



Fitchburg Housing Authority

Minutes of FHA Regular Board Meeting, May 25, 2022 C. J. Durkin Community Room, Fitchburg, MA

A Regular Meeting of the Fitchburg Housing Authority was called to order by Vice Chair, Adam Goodwin at 8:30 AM on Wednesday, May 25, 2022, in the C. J. Durkin Community Room at 50 Day Street in the City of Fitchburg, Massachusetts.

Present:

FHA Board Members:
Linda Byrne, Chair (Arrived at 9:20am)
Adam Goodwin, Vice Chair
David Rousseau, Treasurer
David Basilio, Assistant Treasurer
Mary Giannetti, Member (Left at 9:55am)

Absent:

FHA Staff:

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

FHA Tenants:

Daniels Heights- Janice Spellane (left at 10am)

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

1. Motion to Open Meeting

Vice Chair, Adam Goodwin opened the meeting at 8:40 am

Move: David Basilio

Second: David Rousseau All in favor

2. Motion to Open Public Comments.

Move: David Basilio

Second: David Rousseau All in favor

No Comments.

3. Motion to Close Public Comments.

Move: Mary Giannetti

Second: David Rousseau All in favor

4. Motion to Approve Minutes of Regular Session Meeting held on April 27, 2022

Move: Mary Giannetti

Second: David Rousseau All in favor

5. Motion to Approve Minutes of Special Meeting held on May 11, 2022

Move: David Rousseau

Second: David Basilio All in favor

6. Motion to Approve FHA Payables for April-May FY 2022 (Attachment A)

Move: Mary Giannetti

Second: David Rousseau All in favor

The Board requested the attachment A is printed out in color.

7. Motion to Approve January- April Financials FY 2022 (Attachment B)

Move: Mary Giannetti

Second: David Rousseau All in favor

Douglas Bushman, Executive Director, explained the budget summary, water in the basement in GA, two Maintenance employees are leaving by the end of year. And he met the DHCD and requested more fund at NAHRO conference. (Attachment C- DHCD Budget Exemption Letter)

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8. **CIP waiting approval-** Once CIP is approved, we will modify the projects with a revision.
9. **Federal Pacific Grant-** still waiting.
10. **Motion to Approve Award of DHCD ARPA Funds \$671,547.00 (Attachment D)**
Move: Mary Giannetti **Second:** David Basilio **All in favor**
 The funds must be expended by December 31st, 2024. The motion authorizes acceptance of the award and authorize staff to complete the application process which assigns the ARPA funds to FHA created projects by June 30th, 2022. Mary Giannetti, Member of the Board, asked what are the guidelines for the project. The Executive Director said that there are no special guidelines.
11. **Motion to Approve Award of City of Fitchburg ARPA Funds \$125,000.00 For Wallace Tower (Attachment E)**
Move: Mary Giannetti **Second:** David Basilio **All in favor**
12. **Motion to Approve Award of City of Fitchburg ARPA Funds \$275,000.00 For Green Acres (Attachment F)**
Move: Mary Giannetti **Second:** David Basilio **All in favor**
 This fund is for micro-library and nursing office at Green Acres as part of FISH 097153.
13. **Approval of Amendment #24 DHCD-**The contract has still not executed yet. (Attachment G)
14. **Extra Funding Reports (Attachment H & I)**
 Two reports, which Kim Hergert, Director of Finance & HR maintained and prepared, were presented to the Board. Those reports are Extra DHCD Formula Funds and Extra Non-DHCD funds Reports.
15. **MassNAHRO Annual Convention-**
 Two-hour meeting with DHCD was held at the convention. Two employees, Elizabeth Resto & Sherry Colon, received MPHA completion certificates.
16. **Audits & Management Review (June 7 & 8, 2022)**
 The Director of Finance & HR is coordinating the Audits. Fitchburg Place explained us that No money is able to distribute from Fitchburg Place this year due to the COVID and extraordinary expenses. The Executive Director said that he was disputing it. Marcum LLP is coming on June 7 & 8, for GASB75 Review, DHCD Agreed Upon Procedure., Authority Wide Audit.

Linda Byrne, Chair, arrived at 9:20am and chaired the meeting from this point.

17. **Wallace Tower & YMCA Land Issues**
 The Executive Director sent email to Glen Juchno, Executive Director of YMCA that we want to reclaim three parking spots plus four spots in parcel 47, and explained about the future renewal Lease with YMCA including playground area.
18. **FHA Personnel Labor Advisory Committee-** Yoko Ishii, Executive Assistant, will contact to the subcommittee members for the meeting schedule.
19. **COVID-19 related**
- SHERA was closed on 4/15/22, nothing changed
 - Masks (9000 KN95 & 1000 Surgical Masks) received from MEMA
 - 2nd Booster Clinic at Elderly Housing, Durkin on 5/31/22 & WT/DH on 6/2/22.

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20. 14 Day Notice & 30 Day Notice & Reasonable Accommodation Request

DHCD requires housing authorities to upload 14 Day Notices to their website. Executive Office staff uploaded. Monthly gift is considering as income. Andrew Skoog, Deputy Director, explained that 30 Day Notice is for lease violation such as package theft, smoking, refuse to the transfer to unit of appropriate size, not submitting the paper documents, etc.

The Executive Director added that Reasonable Accommodation Request cases have been increasing significantly. Executive Office is tracking cases and RA consumes staff time. The Executive Director explained that the FHA doesn't provide material change to unit for accommodations.

21. Revision to FHA's Reasonable Accommodation Policy - will update soon.

22. Vacancy & HAFIS Report (Attachment J)

The Deputy Director firstly corrected the last vacancy report at the footnote on the Executive Director's Report that Wallace Tower unit vacated on 3/1/22 due to the death but not recorded changing the total monthly vacancy count to 52 instead to 51 units. This Unit was leased in April 2022. The Vacancy rate for April 1st, decreased from 52 units to 49 units. The Deputy Director projected that there will be a net increase of four units for next month due to issues with CHAMP waitlists causing delays. The Board discussed on the length of time vacancies take and suggestion for Temp maintenance staff for vacancies.

Mary Giannetti left at 9:55am.

23. Grant: Funds Request from Health Foundation for Wallace Tower (Attachment K)

Tess MacLean, Elderly Housing Resident Service Coordinator submitted for more funds.

24. Grant: UMASS Health Alliance Grant Tier I & II (Attachment L & M)

Tess MacLean, Elderly Housing Resident Service Coordinator submitted for the Clam Room at Elderly Housing.

25. Grant: Not Approved-Earmark Request to Congresswoman Lori Trahan for Green Acres.

26. Grant: Not Approved Funds Request to Senator Edward Markey for Green Acres.

27. Funds from Sale of Congress, Clinton & Pearl Street- Still tracking down the funds.

28. Resident Services

- Birthday Party at Elderly Housing
- Petry Event "Readaloud" at Wallace Tower
- Older America Month: Worcester County Sheriff Lewis Evangelidis on May 18, 2022 at Senior Center
- Breakfast & Lunch event

29. Construction Update

FISH097076 Green Acres Basement Project

The Executive Director updated that there was a Zoom meeting with Bill Miller, Supervisor of DHCD's Construction Management Unit, Bob Watt, DHCD's construction advisor on April 28, 2022. However, it is still not clear if any other solutions will follow from the meeting.

30. FISH097127 AUI

31. FISH097132 Wallace Tower MOD-Phase- moving forward

32. FISH0978147 Green Acres Force Account Boiler Replacement- cost will be submitted for reimbursement from DHCD.

33. FISH097153 Green Acres Gateway City Revitalization- Site location approved. (Attachment N)

34. FISH097156 Creative Place Making- Stalled this project due to short-staff at DHCD

35. FISH097164 Fourth Floor Office at C. J. Durkin- Construction began.

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36. FISH097161 76 Mechanic Street Rehab Project

Senator wants to see the site. The FHA is waiting for a response on how DHCD would like to proceed.

37. FISH097165 ASHP Wallace Tower- progressing.

38. Non-FISH project

174 Milk Street: The Executive Director met with Liz Murphy, City of Fitchburg for requesting additional funds from "Home Funds".

Phase I - Replaced Roof is completed.

Phase II- Basement & Structural Phase-Hazmat Study

Phase III- First & Second Floor needs to be deledaded.

39. Federal Housing

- **Fitchburg Place Apartment-** The Executive Director gave a refresher about the history of the project to the Board. (Attachment O)
- **HUD Federal Scattered Site Single-Family Housing**
Last month the Board approved the Priority List, Security Deposit authorization, and opening and closing the wait list schedule (May 2-May 23, 2022) HUD required a formal 45-days comment period for review of the ACOP (Admission & Continued Occupancy Plan)-the draft ACOP was provided to the Board at this Board Meeting. On June 22 at Board meeting, the Board will vote to adopt the ACOP. (Attachment P)

40. Motion to Adjourn (10:40 am) for Regular Session

Move: David Rousseau Second: Adam Goodwin All in favor

The Board Entered to Executive Session at 10:38am (See the Executive Session Minutes)

41. Motion to Enter to Executive Session

Move: David Rousseau Second: Adam Goodwin All in favor