



Fitchburg Housing Authority

Minutes of FHA Regular Board Meeting, August 31, 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, August 31, 2022, in the C. J. Durkin Community Room at 50 Day Street in the City of Fitchburg, Massachusetts.

Present:

FHA Board Members:
Adam Goodwin, Vice Chair
David Rousseau, Treasurer
David Basilio, Assistant Treasurer
Thomas Hughes, Member (Arrived at 9:30am)

Absent:

FHA Board Members:
Linda Byrne, Chair

FHA Staff:

Douglas M. Bushman, Executive Director, FHA Board Secretary
Andrew Skoog, Deputy Director
Kim Hergert, Director of Finance/HR
Yoko Ishii, Executive Assistant / Bookkeeper
Christopher Masta, FHA-FSU Summer Intern (Arrived at 8:50am)

FHA Tenants:

Wallace Tower- Jeff Newbro
Daniels Heights- Janice Spellane, Bette Vancour
Canton Valley- Kathy Deery

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

1. Motion to Open Meeting

Vice Chair, Adam Goodwin opened the meeting at 8:30am

Move: David Basilio

Second: David Rousseau All in favor

2. Motion to Open Public Comments.

Move: David Rousseau

Second: David Basilio All in favor

Bette Vancour, Daniels Heights Tenant, stated that tenants are willing to help clean parking lots, mow lawns, and clean Hallways. Also, she stated there is hot water issue, new Energy Efficiency boiler system is not good and takes long time to get hot water. Also, she requested the laundry room door at Daniels Heights needs to be wider. She requested that Daniels Heights needs capital improvement. She also claimed Family members are using Daniels Heights laundry, they are not coming to help Elderly, and there are smoking and drug problems at Daniels Heights. The Deputy Director asked her to report to Housing Manager, then the FHA will follow the proper process on that. She also requested to replace a fridge. The Deputy Director answered the FHA has been pushing DHCD for Capital Improvement Plan for Daniels Heights, but the current project is a DHCD project and they have decided to put it on hold. Also, he suggested she call police for the drug problem. For fridge issue, the maintenance reviewed it before, and it worked. But the FHA will take care of that. Kathy Deery, Canton Valley tenant, stated that improvement at CV is better than the tenants had expected, and they are all pleased. She claimed that cleanliness of Community room at Canton Valley is not kept up. She had a concern that the FHA is short staff on maintenance although maintenance staff have been doing a great job. She suggested if the FHA could restrict or limit the maintenance staff to take no more than two-weeks vacations on the peak period which includes summer, Christmas Time etc. The Board discussed the vacation restriction issue which may be difficult, short staff and budget issue. The Executive Director stated that he doesn't see the dirtiness on the floor at Community Room because he and the Deputy Director have been walking through almost every day at Canton Valley. Adam Goodwin suggested to her to take a picture of the floor. Bette Vancour also claimed that hallway is not cleaned well due to the short staff. Also, Janice Spellane, Daniels Heights Tenant, claimed that there is a smoke detector in bedroom but Living room and kitchen is only heat detector people are smoking in the kitchen & living room. David Basilio, Assistant treasurer discussed the smoking issue and eviction process.

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3. **Motion to Approve Minutes of Regular Session Meeting held on July 27, 2022**
Move: David Rousseau **Second: David Basilio**
Adam Goodwin, Vice Chair requested to amend the Minutes. The Assistant Treasurer asked if the door numbers on the door at Daniels Heights was done. The Board discussed the July Minutes.
4. **Motion to Amend Minutes of Regular Session Meeting held on July 27, 2022**
Move: David Rousseau **Second: David Basilio** **All in favor**
5. **Motion to Approve Minutes of Executive Meeting held on July 27, 2022**
Move: David Rousseau **Second: David Basilio** **All in favor**
6. **Motion to Approve FHA Payables for July-August FY 2022 (Attachment A)**
Move: David Basilio **Second: David Rousseau** **All in favor**
7. **Motion to Approve January- July Financials FY 2022 (Attachment B)**
Move: David Basilio **Second: David Rousseau** **All in favor**
8. **State Public Housing TAR Report (Attachment C)**
Douglas Bushman, Executive Director, stated TAR report will be provided to the Board each month.
9. **Motion to Accept Amendment #25 DHCD Contract for Financial Assistance (Attachment D)**
Move: David Basilio **Second: David Rousseau** **All in favor**
10. **Motion to Accept FHA Audits(Attachment E):**Minor procurement issues.
Move: David Basilio **Second: David Rousseau** **All in favor**
11. **Motion to Accept AUP -(Attachment F)-No Findings**
Move: David Basilio **Second: David Rousseau** **All in favor**
12. **Fitchburg Place Audit – still not received explanation for the Audit**
13. **4th Annual Employee Appreciation Lunch (Attachment G) –** Great Event
14. **Permanent Labor Advisory Committee:-No update**
15. **Wallace Tower & YMCA Issue:-No update**
16. **Evictions:** Andrew Skoog, Deputy Director, updated Eviction cases
17. **Motion to Mandate Issuing of Tenant Rights Handbook to All new Residents: (Attachment H)**
Move: David Basilio **Second: David Rousseau** **All in favor**
18. **MAHAMS 37th Annual Conference** – The Executive Director stated that it is important to attend for trainings.
Thomas Hughes arrived (at 9:30am)
19. **Vacancy & HAFIS Report (Attachment J)**
The Deputy Director updated Vacancy report to the Board.
20. **Motion to Accept UMASS Health Alliance Grant Tier I \$10,000.00 (Attachment K)**
Move: David Basilio **Second: David Rousseau** **All in favor**

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21. Resident Services

Doug discussed events, Canton Valley project and Voter Registration Events. Felix Velazquez did a great job on Green Acres Back to School event on August 27. (Attachment L) The FHA thanks DCU for the \$150 donation to the GA school event. (Attachment M) Adam Goodwin introduced AASC (American Association of Service Coordinator) to join. New RAFT program requires 14 Day Notice (Attachment N).

22. DHCD Capital Improvement Plan

The Executive Director updated coming up CIP key dates schedule.

23. Massachusetts ARPA Fund for DHCD Public Housing-waiting for FISH#.

24. Canton Valley Master Meter

The Deputy Director discussed the Canton Valley Master Meter issue. The Executive Director added provision on the agreement. The FHA signed agreement letter and mailed back.

Construction Update

- **FISH 097097 GA Basement Project**
- **FISH097124 Canton Valley CSI project -November 15 at 2pm Rededication ceremony at Canton Valley (Attachment O)**
- **FISH097127 AUI Durkin**

Motion to Approve BID Award AUI \$1,351,200.00 (Attachment P & Q)

Move: David Rousseau Second: David Basilio All in favor

The FHA received three bids and Homer Contracting, Inc was the lowest bid at \$936,000. Richard Alvord has reviewed the bid and approves Homer as the contractor. DHCD is also in agreement with this. Relocation plan will be held on January 2023.

- **FISH097132 Wallace Tower MOD-PHASE**
The Executive Director discussed future Bid schedule.
- **FISH097153 GA Admin Building -**The Executive Director discussed increase of the size of the square ft. and increase of the cost.
- **FISH097156 Creative Place Making**
- **FISH097164 Fourth Floor Office at Durkin**

Motion for Substantial and Final Completion FISH097164

Move: David Rousseau Second: David Basilio All in favor

- **FISH097171 & FISH097172 New FISH Project (Attachment R)**

25. Leased Housing Division

Motion to Accept Homeless Young Adult Voucher (Attachment S)

Move: David Basilio Second: David Rousseau All in favor

26. Pyramid Building-The Executive Director discussed.

27. Motion to Adjourn Regular Meeting (10:21 am) The Board entered to Executive Session at 10:24am (See the Executive Session Minutes.)

Move: Thomas Hughes Second: David Rousseau All in favor

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