



Fitchburg Housing Authority

Minutes of FHA Regular Board Meeting, October 26, 2022 C. J. Durkin 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, October 26, 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
David Rousseau, Treasurer
David Basilio, Assistant Treasurer
Thomas Hughes, Member

Absent:

FHA Board Members:
Adam Goodwin, Vice 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
Erica Shorts, Director of Elderly Housing (Left at 8:35am)
Genesis Ruiz, Director of Family Housing (Left at 8:35am)
Roberta Kozak, Director of Leased Housing
Marc Cunningham, Elderly Maintenance Assistant Foreman (Left at 8:35am)

FHA Tenants:

Daniels Heights- Janice Spellane

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

1. Motion to Open Meeting

Chair, Linda Byrne opened the meeting at 8:30am

Move: David Basilio

Second: Thomas Hughes All in favor

2. Motion to Open Public Comments.

Move: David Basilio

Second: David Rousseau All in favor

3. Motion to Approve Minutes of Regular Session Meeting held on September 28, 2022

Move: David Rousseau

Second: David Basilio

4. Motion to Approve FHA Payables for September-October FY 2022 (Attachment A)

Move: David Basilio

Second: Thomas Hughes All in favor

Douglas Bushman, Executive Director, stated the FHA received Boiler payment and Kim Hergert, Director of Finance/HR did a phenomenal job.

5. Motion to Approve January- September Financials FY 2022 (Attachment B)

Move: David Basilio

Second: Thomas Hughes All in favor

The Executive Director asked the Board Commissioners if there are any questions for the housing directors. The Board had no questions, so the director of Housing, Erica Shorts, Genesis Ruiz and Marc Cunningham, Elderly Housing Maintenance Foreman exited from the meeting. The Executive Director discussed the reserve percentage.

6. State Public Housing TAR Report: (Attachment C)

The Executive Director explained that it is a good snapshot of Tenant Accounts Receivable.

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7. **Motion to Approve Revised FY2022 Budget (Attachment D)**
Move: Thomas Hughes **Second: David Basilio** **All in favor**
8. **DHCD Budget Guidelines for FY2023**
The Executive Director informed the board DHCD increased the Budget by 9%.
9. **DHCD Approves Emergency Formula Funds (Attachment E)**
The Executive Director notified the board that the FHA was awarded emergency funds for elevator repair at C. J. Durkin and to repair a waterline break at Canton Valley.
10. **FHA Master Reporting & Submission List**
There are many critical deadlines to submit to both HUD and DHCD.
11. **Motion to Support Change in Residency Priority (Attachment F)**
Move: David Rousseau **Second: David Basilio** **All in favor**
The Executive Director explained that this proposed change would effectively make local residents the primary factor in tenant selection while preserving preference for non-resident veteran which in that case, they would be placed ahead of a non-veteran resident. Applicants would be considered within their preference categories based on the application's Priority which is set by DHCD regulation.
12. **Deputy Director Andrew Skoog Appointed to DHCD CHAMP Working Group**
Andrew Skoog, Deputy Director discussed the CHAMP Working Group purpose which is to make it a more user-friendly system and paperless system. The purpose of this working group is only to review the process and recommend changes but not regulatory changes.
13. **Revision to FHA's Reasonable Accommodation Policy**- No update
14. **DHCD PHN2022-03 New Fair Housing Marketing Plan (Attachment G)** FHA is working on
15. **FHA Permanent Labor Advisory Committee**
The Executive Director updated that the Union Negotiation meeting was held on October 20th, 2022. and it was a productive meeting, but it is still slowly moving toward conclusion.
16. **Wallace Tower & YMCA Land Issues**-No update, the goal is to get more parking for FHA.
17. **Evictions:**
The Executive Director discussed that there are 42 evictions in process. New RAFT program requires Notice to Quit or Eviction Notice/Court Summons Required for Payment of Rent Arrears.
18. **Vacancy & HAFIS Report (Attachment H)**
The Deputy Director updated Vacancy report to the Board. He provided and explained to the board about Current Vacancy Master sheet how to track vacancy unit and to remind Housing Director of CHAMP pull list.
19. **Resident Services**
- Project Bread – the FHA received \$6,500.00- The Executive Director said Tess Maclean did a great job. (Attachment I)
 - Bingo Game at Day St. by Vitra Health October 4th, 2022
 - Covid Booster Shots at the FHA (Attachment J)
C.J. Durkin -Friday, December 9th from 9am-3pm
Wallace Tower-Friday, December 16th, from 9:30am -11:30pm
Daniels Heights-Friday, December 16th, from 1pm-4pm
 - River City Rhythm & Rock Festival – Received Thanks letter for the FHA Popcorn machine (Attachment K)
 - Hannaford Foods Rescue Pantry
 - Volunteer appreciation Event
20. **Canton Valley Resident meeting on construction was held on October 14th 2022**

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21. Motion to Approve Submittal of DHCD Mixed-Population Coordinator Grant (Attachment L)

Move: David Rousseau Second: Thomas Hughes All in favor

The Executive Director explained that this grant is for the position held by Tess MacLean, RSC Elderly.

22. Motion to Approve Submittal of DHCD Resident Service Coordinator Grant (Attachment L)

Move: David Rousseau Second: Thomas Hughes All in favor

The Executive Director explained that this grant is for the position held by Felix Velazquez, RSC Family.

23. Motion to Approve DHCD Required Capital Improvement Plan (Attachment M)

Move: David Basilio Second: Thomas Hughes All in favor

Public comments- Janice Spellane, resident of Daniels Heights, asking if the FHA is getting funds for other property, especially Daniels Heights. She stated that Daniels Heights are forgotten for years, parking lots are needed. The Executive Director met Daniels Heights tenants a week ago, to encourage to form an active tenant association. Also, the Executive Director explained that in the past the Grant did not meet category for Daniels Heights, although the FHA has been seeing funds. David Rousseau, Board Treasures, Community Room door of Daniels Heights and Canton Valley are not wide enough for wheelchairs. The Executive Director stated both doors met ADA compliance.

Construction Update

- **FISH 097097 GA Basement Project** -now in the Punch List stage.
The FHA will look in basement this week with architect and constructor, will do perimeter drains on same unit.
- **FISH097124 Canton Valley CSI project –**
November 15 at 2pm Rededication ceremony at Canton Valley. Board decided change the Board meeting date & time to Tuesday November 15 at 11:30am due to the dedication ceremony.
- **FISH097127 AUI Durkin- Waiting for contract to be signed**
The Executive Director stated that Kim Hergert, Director of Finance & HR is reaching out to moving company, storage and hotel. The construction will start in January.
- **FISH097132 Wallace Tower MOD-PHASE**
Contract cost went up to 14 million from 8.1 million.
- **FISH097153 GA Admin Building –**
Out to bid is late, will be next year.
- **FISH097156 Creative Place Making** -DHCD approved final drawing, the construction will start next year.
- **FISH097164 Fourth Floor Office at Durkin- completed.**
Lori Richardson, Chief Executive Officer of Aging Services of North Central Massachusetts, came to view the 4th floor.
- **FISH097161 -76 Mechanic Street**-Design memo is needed.
- **FISH097165 -ASHP Wallace Tower Apartment Sustainability Initiative for Resiliency**-short funds \$2 million for Until project, DHCD came up with \$2 million.

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- **FISH097168 -Green Acres Force Account Vacancy Turnover Project-**\$15,000 left
- 24. **Motion to Approve for Substantial & Final Completion FISH097171 (Daniels Heights Ramp Installation) (Attachment N)**
Move: David Basilio **Second: David Rousseau** **All in favor**
- 25. **174 Milk Street Bid (3rd Federal House)**
The FHA will rebid because the bid result was too high.
- 26. **Motion to Approve HUD Voucher Payment Standards for 2022-2023 (Attachment O)**
Move: Thomas Hughes **Second: David Basilio** **All in favor**
Roberta Kozak, Director of Leased Housing explained the HUD FMR was released on October 1, 2022, the payment standards went up, seeking 110% max allowance so that she expects more lease-ups.
- 27. **Motion to Approve HUD FHA Section 8 Utility Allowance Schedule for 2022-2023 (Attachment P)**
Move: David Rousseau **Second: David Basilio** **All in favor**
The Director of Leased Housing also explained the Utility Allowance Schedule to the Board.
- 28. **Union Negotiation discussion** -The board discussed the union negotiations.
- 29. **Motion to Adjourn Regular Meeting (10:32 am)** No Executive Meeting was held.
Move: Thomas Hughes **Second: David Rousseau** **All in favor**

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