



Fitchburg Housing Authority

Minutes of FHA Regular Board Meeting, December 14, 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, December 14, 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
Adam Goodwin, Vice Chair
David Rousseau, Treasurer
David Basilio, Assistant Treasurer
Thomas Hughes, Member (Arrived at 8:45am)

Absent:

FHA Board Members:

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
Marc Cunningham, Elderly Maintenance Foreman (Dismissed)
Elizabeth Resto, Assistant Housing Manager, Elderly (Dismissed right after opening the public comments at 8:35am)

FHA Tenants: (Tenants joined at 10am for HUD 5-year plan public Meeting)

Green Acres-Jean Raabe
Durkin-John Brown, Diane Silliman, Kathryn Leighton, Carmen A. Rodriguez, Wilfred Emond, James Hale
Wallace Towers-Noel Plouffe, president of Wallace Tower Tenant Association

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

1. Motion to Open Meeting

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

Move: Adam Goodwin Second: David Basilio All in favor

2. Motion to Open Public Comments.

Move: Adam Goodwin Second: David Rousseau All in favor

No public appeared at this time.

3. Motion to Approve Minutes of Regular Session Meeting held on November 15, 2022

Move: Adam Goodwin Second: David Rousseau

4. Motion to Approve Minutes of Executive Session Meeting held on November 15, 2022

Move: Adam Goodwin Second: David Rousseau

5. Motion to Approve FHA Payables for November-December FY 2022 (Attachment A)

Move: Adam Goodwin Second: David Basilio All in favor

6. Motion to Approve January- November Financials FY 2022 (Attachment B)

Move: Adam Goodwin Second: David Basilio All in favor

7. State Public Housing TAR Report (Attachment C)

Douglas Bushman, Executive Director stated that tenants still have not paid, and RAFT program now requires Eviction notice. The Board discussed TAR and eviction issues.

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8. **Motion to Approve Debt Write-Off Former Tenants Owing \$34,167.27 (Attachment D)**
Move: David Rousseau **Second:** Adam Goodwin All in favor

9. **Motion to Move to discuss in Executive Session for Executive Director's Wage Rates (Attachment E & F)**
Move: Adam Goodwin **Second:** David Basilio All in favor

10. **Master Reporting & Submission List**
Executive Director stated that there are a lot of Document submission for DHCD & HUD.

11. **Budget Guideline-9% Budget Increase**

12. **Motion to Approve FHA Board of Commissioners Meeting Dates & Locations**
Move: David Rousseau **Second:** Adam Goodwin All in favor

1. January 18th at C. J. Durkin
2. February 15th at Wallace Tower
3. March 22nd (4th Wed) at C. J. Durkin
4. April 19th at Daniels Heights
5. May 17th at Canton Valley
6. June 21st at C, J, Durkin
7. July 19th at Wallace Tower
8. August 16th or 23rd at Canton Valley (Could change due to date of FHA Employee Application Day)
9. September 20th at Daniels Heights
10. October 18th at C. J. Durkin
11. November 15th at Canton Valley
12. December 13th at Wallace Tower (Could change due to Holiday schedule)

The above listed dates and locations are for the FHA Board's consideration and if approved can still be modified on monthly basis per the needs of the FHA. Yoko Ishii, Executive Assistant will send a notification through calendar invite.

12. **Notice of FHA Board of Commissioners Annual Elections & Annual Compensation Levels at January Annual Board Meeting**

Executive Director notified on January meeting, the Board needs to move to elect new Board officers, also the annual election of officers the FHA is required to vote on board commissioner's compensation levels.

13. **Motion to Approve FHA's Revised Reasonable Accommodation Policy**
Move: Adam Goodwin **Second:** David Rousseau All in favor

David Rousseau, Treasurer, asked if there is old version of the policy to compare. The Executive Director replied this updated policy is totally different. DHCD provided much clear Policy sample. The Board discussed about the policy. The Policy was adapted because it has to be submitted to DHCD by end of 2022, but it will be able to review again on January Meeting to revise.

14. **FHA Permanent Labor Advisory Committee-Review of FHA Personnel Policy Handbook & Labor/Union Negotiations.** -The Board will discuss in the Executive Session,

15. **November 2022 MA Fall National Association of Housing Redevelopment Convention**
The Executive Director stated that he met with DHCD to seek resubmission of Maintenance exemption.

16. **Canton Valley Rededication Ceremony** -It was a great event.

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17. Eviction Case

Andrew Skoog, Deputy Director, updated that Family eviction case has increased, there are total 36 cases. 76 Eviction notices were served, and the FHA had 4 forced evictions after judgment in FY2022.

18. Emergency Repair to C. J. Durkin back-up Generator

The Executive Director reported that the Backup Generator stopped working in November 29, 202 the repair part that was needed is no longer being manufactured. Marc Cunningham, Maintenance Foreman for Elderly Housing informed immediately to Executive Director to set up the rental of Generator. The rental price is approximately \$2000 per week. Marc did a great job to ensure our tenants are safe.

19. Motion to Authorize the Executive Director to Sign a Pest Control Bid with Low Bidder-Integrated Pest Management.

Move: David Rousseau

Second: David Basilio

All in favor

20. Vacancy & HAFIS Report

The Deputy Director updated that Vacancy units were decreased by 3 units, from 62 units to 59 units. Annual Vacancy Summary will be submitted at January Board Meeting. He stated that no update on assessment fee issue. The Board discussed about the vacancy and application issue. The Deputy Director stated that non-response on the application is a major problem on screening the candidate.

21. Resident Services

- Grants-No Update
- Tess MacLean, Elderly RSC had events-BINGO Games, Fire Preventions, Thanksgiving, Cookie & Craft
- Covid Booster Clinic at Elderly Housing
- Felix Velazquez, Family housing RSC, raised money from Mart & Healing Center for the Thanksgiving.

22. Canton Valley Master Issue with MA department of Public Utilities

The Executive Director updated that he and Deputy Director had meeting with Until on November 22, 2022, for Canton Valley Mater issue. The cost of \$10,000 to make Until Master Meter, Canton Valley will be completed at no cost, but the FHA will need to plan a capital project with DHCD to compete Daniels Heights.

23. Motion to Approve CFA5001 Amendment #27 \$1,047,414.00

Move: Adam Goodwin

Second: David Basilio

All in favor

24. Construction Update

1) Motion to Approve Change Order #0004 FISH#097076 (Green Acres Basement) (Attachment N)

Move: Adam Goodwin

Second: David Basilio

All in favor

2) Motion to Approve Partial Release of Retainage FISH#097076 (Green Acres Basement) (Attachment O)

Move: Adam Goodwin

Second: Thomas Hughes

All in favor

3) FISH097124 CSI Project -Canton Valley (Attachment P)

The Executive Director updated that Constructor Homer Construction will be responsible for any extra costs of winter work.

4) FISH097127 AUI Project -C, J. Durkin (Attachment Q & R)

Final Contract Execution & Notice to Proceed were made. Construction will start in late January or early February will be finished in approximately 6 months.

5) FISH097158 Security Camera at Daniels Heights-completed.

Motion to Approve Substantial and Final Completion FISH097158

Move: Adam Goodwin

Second: David Rousseau

All in favor

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- 6) **FISH 097161-76 Mechanic Street**-Funds from sales of the single homes profit
- 7) **FISH 097165 ASHP Wallace Tower Project**-some issues with bidding, waiting the results
- 8) **174 Milk Street Renovation** -Home Fund from City \$150,000 make this project possible.

25. Motion to Approve HUD EPIC Capital Funding Five Year Plan 2023-2027

Move: Adam Goodwin Second: David Rousseau All in favor

The Executive Director explained HUD Capital Funding Five Year Plan for FY23-27 which fund rolls into operations, 2 Federal Homes plus Milk Street renovation project.

Public Comments at HUD Five Year Plan Public Hearing (at 10am)

Jean Raabe, GA Tenant, asked how much cost for the total cost of the renovation. The Executive Director answered total cost would be \$800,000. And Jean asked how many homes you can build with \$800,000. The Executive Director answered that the Government agency construction project has to have prevailing wage rate for labor so the construction cost is not least expensive project, also he emphasized that Federal funds cannot use for DHCD (State) renovation project. The Board explained how the assessment of the homes to her. Noel Plouffe, Wallace Tower tenant, asked if this discussion will not talk about Wallace Tower project. The Executive Director said the next month the Board will discuss about the Wallace Tower ASHP project Bid Results. Jean Raabe, GA tenant, discussed about GA Tenant Association. The Executive Director and the Board discussed about the process of establishing the Tenant Association. James Hales, C. J. Durkin tenant, stated that people are worried about options - lack of competition in election for Tenant Association. David Rousseau, Treasure, explained the procedure of election in Tenant Association. The Chair stated that there is a public comment section at the beginning of the Board Meeting every time and asked public to come to the public comments section to speak out. The tenants dismissed at 10:16am.

26. Motion to Adjourn Regular Meeting (10:17am) Entered to Executive Session Meeting at 10:17am

Move: Thomas Hughes Second: Adam Goodwin All in favor

27. Motion to Adjourn Executive Session (11:03am)

Move: Thomas Hughes Second: David Rousseau All in favor