



## Fitchburg Housing Authority

### Minutes of FHA Regular Board Meeting, April 22, 2020 50 Day Street, C.J. Durkin Community Room, Fitchburg, MA

Pursuant to Massachusetts Governor Baker's Executive Order issued on March 12<sup>th</sup>, 2020 in response to the declared Covid-19 State of Emergency epidemic and per the guidelines set by DHCD's Public Housing Notice 2020-11, and 2020-16, A Regular Meeting of the Fitchburg Housing Authority was called to order by Chairperson, Linda Byrne at 8:30 AM on Wednesday, April 22 2020 by teleconference in the C. J. Durkin Community Room in the City of Fitchburg, Massachusetts.

**Present:**

FHA Board Members:

Linda Byrne, Chair (Remote)

Mary Giannetti, Vice Chair (Remote)

David Rousseau, Treasurer

David Basilio, Assistant Treasurer (Remote)

Adam Goodwin, Member (Remote)

FHA Staff:

Douglas Bushman, Executive Director

Andrew Skoog, Deputy Director

Kim Hergert, Finance Director

Yoko Ishii, Executive Assistant / Bookkeeper (Remote)

**Absent:**

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

1. Motion to Open Meeting

Chairperson, Linda Byrne opened the meeting at 8:30am.

Move: Mary Giannetti

Second: David Basilio

All in favor

2. Motion for Public Comments

There were no tenant comments. (FHA invited teleconference to public, but no attendees.)

3. Motion to Approve Minutes of Meeting held on March 25<sup>th</sup>, 2020

Move: Mary Giannetti

Second: Adam Goodwin

All in favor

4. Motion to Approve Executive Session Minutes held on March 25<sup>th</sup>, 2020

Move: Mary Giannetti

Second: Adam Goodwin

All in favor

5. Motion to Approve Executive Session Minutes of Special Meeting held on April 8, 2020

Move: Mary Giannetti

Second: Adam Goodwin

All in favor

***"Teamwork, Excellence and Ability for Your Home and Family"***

6. **Motion to Approve FHA Payables for March-April FY 2020**

**Move:** Mary Giannetti

**Second:** Adam Goodwin All in favor

7. **Motion to Approve Creative Place making Grant DHCD Due Date April 29<sup>th</sup>, 2020 (Funding Request \$500,000.00) for C. J. Durkin Apartment**

DHCD's Place-Making Grant provides construction funds to improve common area that incorporates the arts and culture and promotes social connectivity. Based upon the parameters of the grant the C. J. Durkin was selected as the grant site. The following projects are candidates for the funding:

- Front of C.J Durkin (Day St.): Repurposed sitting and recreational areas
- Expanded Kitchen Area and Outside Recreational Area
- Modernization and Beautification of Atrium Area
- Open Up Access and Modernize 6<sup>th</sup>, and 7<sup>th</sup> Floor balconies
- Back of C. J. Durkin (Blossom St.) : Repurposed sitting Recreational Areas

The Motion authorizes the submission of the grant, and authorizes the Chair that the Executive Director will execute those documents needed for submission.

**Move:** Mary Giannetti

**Second:** Adam Goodwin All in favor

Due to the Remote meeting, the Motion was signed electrically, which was prepared online setting by Adam Goodwin. All Board members signed after the meeting accordingly.

8. **Motion to Approve Amendment #18 to CFA 5001 (\$186,000.00)/ Vacant Unit Award – Fed Conversion (Taft & Forest)**

This Amendment funds the following and extends the contract dates of service from June 30, 2022 to June 30, 2023. The Amendment funds the FHA's federal single-family conversion project.

FISH 097136 -Vacant Unit Award (Rehab and Federalize Taft and Forest) -\$186,000.00

**Move:** Mary Giannetti

**Second:** Adam Goodwin All in favor

9. **Monthly Financials on Hold (Due to COVID-19)**

10. **FY2020 Budget Approved**

11. **DHCD Five-Year Rental Subsidy Agreement Approved**

12. **FHA Personal Policy – Still on Hold**

13. **MassNAHRO Annual Convention- rescheduled September 14-17**

***“Teamwork, Excellence and Ability for Your Home and Family”***

#### **14. FHA's Response to the Coronavirus**

Douglas Busman, the Executive Director updated the FHA's Response. Medical Reserve Corp started a week ago, and Christy Mylott, was originally hired under DHCD's Resident Service Coordinator Grant as a temporary, Part-Time employee to respond the current COVID-19 crisis. Now the Executive Director expanded her roles, title and working hours as the temporary full-time Coronavirus Coordinator. Currently, we have no authority to stop the visitors to our high-rise building. He requested the Fitchburg Board of Health to issue the declaration which limits only essential/medical person to visit the high-rise, but still not received yet. Yoko is in charge of getting of supply for PPE. Every Staff including maintenance staff received PPE. Linda Byrne, the Chair will request to BOH the order for a visitor to high-rise building. Mary Giannetti asked about the protocol in the case that a high-rise building resident contracts positive. The Executive Director states the BOH has to drive this protocol which either they would transfer the resident to medical facility or not. The FHA can share the Maintenance Staff about where the hot-spot is and to offer the full protective gears when they visit the units. Mary Giannetti, the Vice Chair asked another question if one of the congregate residents come down with coronavirus case, is there any unit available to stay for self-quarantine in the congregate setting. The Executive Director noted that there is an empty unit in the Congregate unit, but he will defer to BOH to make the recommendation in such a case. The Board discussed need for a high-rise building COVID-19 protocol. The Vice Chair asked if Christy Mylott, RSC is the temporary position. The Executive Director explained she is the temporary position but DHCD had made the recommendation to immediately fill the position in order to cope with the COVID-19 crises.

#### **15. Waiting for Response Grant Submittal to UMass Health Alliance-Clinton**

**16. Request for Special Funding-**We haven't heard anything yet.

#### **17. Vacancy & HAFIS Report**

Andrew Skoog, Deputy Director reported the Vacancy History of 2019-2020 and April Vacancy Report. Due to the emergency declaration of the COVID-19 pandemic, leasing of the units has decreased although the FHA is still moving forward with leasing units when possible. 50% of the vacancy in the Wallace is due to the transfer and the death. In March there were 7 vacancies and leased up only 3 units, in the month of April we are expecting to decrease. For Breakdown of the vacancy units, 13 units of the 41 vacant units are DHCD approved off-line units due to asbestos issues at Wallace Towers. 21 units are needed to rehab. We are expecting to trend down to 3% vacancy in June, excluding the off-line units. Current Vacant Days are 7123 days and it have improved a lot in comparison with the last years' Vacant Days, which was 19 years. The permanent off-line unit numbers will decrease since Taft and Forest Street construction is starting and should be completed this year. Adam Goodwin, the Board Member asked regarding the procedure for lease-up during this COVID-19 crisis. Kim Hergert, Finance Director explained the leasing-up is difficult since some of the staff were taking a FMLA leave due to child care issues. The Deputy Director explained the detailed procedure of the leasing-up during COVID-19 pandemic, which screening and explaining the lease term will be done over the phone. But if the person will be selected and want to see the units, a mask will be provided for showing and signing the lease with practicing social distance.

***"Teamwork, Excellence and Ability for Your Home and Family"***

**18. Single-Family Scattered Site**

Douglas Bushman, The Executive Director updated the work has been completed on the three vacant scattered sites began in the late summer of 2019 are now occupied. Especially Exeter St Unit is the one of our Gems in our portfolio. Andrew Skoog, Deputy Director added the reason of the higher cost of the Exeter St because of the serious problem with the electric panel issues.

**19. Proposed Sales & Disposition Status:**

The Executive Director updates the status of Prospect St and Pleasant St.

**20. Resident Service Coordinator Grant was approved.**

**21. Constriction Update**

The FHA is modifying MOD department. You will see the detailed construction update and preventive maintenance report from MOD department in next month. We are doing great. Mary Giannetti, the Vice Chair suggested that you slow down, make sure to do correctly and get implemented well on those projects. The Executive Director replied that he will train the staff with Andrew Skoog, Deputy Director who is the expert on the MOD program. He will train the MOD coordinator. The Chair requested the construction progress calendar which shows the realistic goals in order to track on the construction projects.

**22. CIP Plan Revision Approved by DHCD.**

Once the FHA closes out the projects with DHCD and the funds are received, it will be a positive contribution on the FY2020 public housing budget.

**23. FISH 097131 & 097132: DHCD MOD-PHASE Grant MOD PHASE II**

The Executive Director updated about the project and it is still at step 1, waiting from DHCD.

**24. Low Flow Sustainability Grant Request-Green Acres –Still Waiting.**

**25. FISH 097136 Conversion from DHCD to HUD Housing.**

Notice of Proceed is fully executed.

**26. FISH 097137 Boilers at Green Acres**

The 6 Boilers initial funding for were replaced and waiting for the architect design for the rest.

**27. FISH 097127 Durkin Apartment Awarded –Accessible Unit Initiative (AUI)Grant –**

We are now working on DHCD to finalize a scope of work and select an architect.

**28. FISH 097076 Green Acres Basement Project**

100% Construction Documents Submitted.

**29. FISH 097125 Green Acres Replacement of Electric Panels**

Due to Emergency COVID-19 Declaration-ON-HOLD

**30. Motion to Adjourn**

Meeting adjourned at 9:37am

**Move:** David Rousseau

**Second:** Adam Goodwin

**All in favor**

***“Teamwork, Excellence and Ability for Your Home and Family”***