



Fitchburg Housing Authority

Minutes of FHA Regular Board Meeting, October 27, 2021 Daniels Heights Community Room, Fitchburg, MA

A Regular Meeting of the Fitchburg Housing Authority was called to order by Chairperson, Linda Byrne at 8:30 AM on Wednesday, October 27, 2021, in the Daniels Heights Community Room at 1 Daniels Heights Street in the City of Fitchburg, Massachusetts.

Present:

FHA Board Members:
Linda Byrne, Chair
Mary Giannetti, Vice Chair
David Rousseau, Treasurer
David Basilio, Assistant Treasurer
Adam Goodwin, Member (Joined at 8:36am)

Absent:

FHA Staff:

Douglas Bushman, Executive Director
Andrew Skoog, Deputy Director
Kim Hergert, Finance/HR Director
Yoko Ishii, Executive Assistant / Bookkeeper
Jose Lopez, Director of Facilities (Left at 8:45am)
Erica Shorts, Director of Elderly Housing (Left at 9:55am)
Marc Cunningham, Assistant Foreman, Elderly Housing (Left at 8:45am)

Margarita Morales, MUPHT (Massachusetts Union of Public Housing Tenants)

FHA Tenants:

Canton Valley-Kathy Deery
Daniels Heights- Janice Spellane

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

1. Motion to Open Meeting

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

Move: David Rousseau Second: Mary Giannetti All in favor

2. Motion to Open Public Comments.

Move: Adam Goodwin Second: David Basilio All in favor

Janice Spellane thanked for the Board coming to Daniels Heights. Kathy Deery, Canton Valley Tenant Association president requested the Board to recognize Canton Valley Tenant Association as LTO.

3. Motion to Approve Minutes of Regular Session Meeting held on August 11, 2021.

Move: David Rousseau Second: David Basilio

4. Motion to Approve Minutes of Regular Session Meeting held on September 22, 2021.

Move: David Rousseau Second: David Basilio

5. Motion to Approve FHA Payables for September-October FY 2021 (Attachment A)

Move: David Basilio Second: David Rousseau All in favor

6. Motion to Approve January-September Financials FY2021 (Attachment B)

Move: Adam Goodwin Second: David Rousseau All in favor

David Rousseau asked where the lockout fee which tenants paid goes. Kim Hergert, Director of Finance/HR answered the fee is posted to tenant's general account and the funds are received in the same account that receives rent payments.

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7. Locations and time of FHA Regular Meetings

The Board discussed about the schedule of Board meetings. Douglas Bushman, Executive Director, will create a Motion for Next Year's meeting schedule at next Board meeting. Below are the approved regular meeting date and locations until the end of 2021. Mary Giannetti, Vice Chair, requested Yoko Ishii, Executive Assistant to create whole 2022-year calendar for board meeting schedule.

- Wednesday, November 17 (Wallace Tower)
- Wednesday December 15 (C. J. Durkin)

8. Motion to Accept FHA Audits (Section 8 and Authority Wide) and DHCD's Agreed Upon Procedures Management Review (Attachment C)

Move: Adam Goodwin Second: David Rousseau All in favor

No Findings.

9. Massachusetts NAHRO Convention September 19-22, 2021, at North Falmouth

Linda Byrne, Chair and Andrew Skoog, Deputy Director received awards and six employees received their MPHA certificates.

10. Third Annual FHA Employee Appreciation Picnic will be held today September 22.

Union leaders Attended. (Attachment E)

11. FY 2022 DHCD Budget Guidelines (Attachment F)

The Executive Director stated that the current budget exemptions for extra maintenance staff is scheduled disappear from next year's budget.

12. Ceremony for Linda Byrne, the FHA Chair for being awarded Public Housing Board Member of the Year (Attachment G, H, I)

The Executive Director thanked everyone who participated in October 5th event.

13. Congratulations to Andrew Skoog for FHA Winning Agency Award for Vacancy Tracking Program. (Attachment J)

14. Motion to Approve Notary Services & Fee Schedule (Attachment K)

- A. Applicants, Tenants & Voucher Residents for Documents Needed by FHA \$1.25 per signature & No Fee for Document Administration
- B. Tenants & Voucher Residents for Non-Related FHA Documents \$1.25 Per Signature & Three (3) Dollars for Document Administration
- C. General Public -All other documents not related to housing applications or certifications. \$1.25 Per Signature & Five (5) Dollars for Document Administration

The Board requested to amend the Motion as dropping option A, and free of charge for applicants, Tenants & Voucher residents only for documents needed by FHA.

Motion to Accept Option B & C, and to Amend the Option A as free of charge

Move: David Basilio Second: David Rousseau All in favor

15. Draft: Review and Modifications of FHA Personnel Policy Handbook (Attachment L)

The Executive Director updated as it is still a rough draft.

16. Annual and CIP Plan Dates

The Executive Director updated that the FHA cannot update the Annual Plan until DHCD revises the funding allocations.

17. COVID-19 Corner

SHERA program- still preparing paperwork for submission, currently seven (7) tenants have signed up.

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18. Review of Trees at Green Acres (Attachment M)

The Executive Director stated that a tour of Green Acres for tree assessments was conducted with Mr. Normand, Arborist, the Chair Linda Byrne, Commissioner David Basilio, Jose Lopez, Director of Facilities, and the Executive Director on Saturday October 16, 2021. Some trees need to go down immediately. Adam Goodwin, Member of FHA Board stated that there is a growing tree program and Mary Giannetti, the Vice Chair mentioned the program by Growing Places will be able to plant trees at Housing Authority properties.

19. Motion to Approve New Tenant Fees & Fines (Attachment N)

Move: Mary Giannetti Second: Adam Goodwin All in favor

20. Vacancy & HAFIS Reports (Attachment O-Vacancy Report)

The Deputy Director updated that the Vacancy rate for October 1st, increased from 30 units to 35 units, and the vacant unit days increased from 11,907 to 12,370. The vacant days drops to 431. However, of the 35 vacancies, 16 units are off-line for asbestos at Wallace Tower, 3 units are off-line for handicapped remodel at C.J. Durkin, 2 units are offline for ADA accessibility project at Canton Valley, and 4 unit is RTO leaving only 10 needing rehab.

21. M.A.H.A.M.S. Convention & Training

On October 18-20, 2021, the Executive Director, Deputy Director, Director of Facilities, Foreman William MacDonald, and Assistant Foreman Marc Cunningham attended the Massachusetts Association of Housing Authority Maintenance Supervisors (M.A.H.A.M.S) convention.

22. Resident Services

- FHA Summit- Congregate Housing was filled except ADA unit.
- Ice Cream event for Seniors was done in conjunction with LUK on September 30th, 2021. (Attachment R)
- Breakfast program is still "Grab & Go".

23. Motion to Approve Recognition of Canton Valley Tenant Association as Local Tenant Association LTO (Attachment S & T)

Move: Adam Goodwin Second: David Rousseau

Per David Rousseau, Treasurer, suggested, the Board amended the Motion as needs to effect upon satisfactory review of the documents, not January 1st, 2022. **All in favor**

24. 689 Housing Program

Motion to Approve & Accept Bid Results Elizabeth House (Attachment V & W)

Move: Mary Giannetti Second: Adam Goodwin All in favor

The Executive Director that Our Father's Housing submitted a bid of only \$2,500.00 plus payment of all property taxes and water/sewer bills. However, the lower than estimated rent (\$3,000.00) would be acceptable per DHCD Public Housing Notice 2021-20. While it is always better to received higher income the FHA has worked out the past issue with the water/sewer which has reduced our costs by almost \$8,000.00 a year. The Executive Director recommended that FHA Board approve and accept the bid results.

25. FHA Construction Sub-Committee Meeting with ICON for FISH 097153

The Executive Director updated that FHA Construction Sub-Committee (Linda Byrne- the Chair, David Basilio – Labor Representative and Assistant Treasurer, the FHA Executive Director, and the FHA Deputy Director) met on Friday October 15th, 2021.

26. Present State of Massachusetts Public Housing Portfolio (Attachment X)

27. Motion to Approve Request for Local ARPA Funds

Move: Adam Goodwin Second: David Rousseau All in favor

This Motion allows that the FHA Board authorized the Executive Director to seek out funding per the requirements set forth in the ARPA regulations are administrated by the city of Fitchburg. \$100,000 for Wallace Tower Project and \$100,000 for Green Acres admin. Building project.

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28. Construction Update:

Motion to Approve Allocation and Drawdown of Admin Fees FISH 097076 Green Acres Basement Project (Attachment Z)

Move: Adam Goodwin

Second: David Rousseau All in favor

Motion to Approve Location of Administrative-Community Building FISH 097153 (Attachment AA & BB)

Move: Adam Goodwin

Second: Mary Giannetti

Mary Giannetti, the Vice Chair supports Option 2 (next to Dollar Tree Store) to keep green space in back field. The Chair suggested the admin. Building would need to be a two-story building, possibly needing an elevator and supported Option 1 (Back Field). The Board discussed about parking spaces and traffic safety issue. The Chair suggested getting an opinion of Safety officer for traffic. David Basilio went with Option 1. However, the Board couldn't decide this time and tabled the motion until the next meeting. The Vice Chair requested cost comparison between Option 1 & 2.

Motion to Table the Location of Administrative-Community Building FISH 097153

Move: Mary Giannetti

Second: David Rousseau All in favor

29. Motion to Adjourn (Meeting adjourned at 10:30 am)

Move: Adam Goodwin

Second: David Basilio All in favor