

Aug 23 2023 2:24 pm



## Fitchburg Housing Authority

### Minutes of FHA Regular Board Meeting, July 19, 2023

### Wallace Towers Community Room, 54 Wallace Avenue, Fitchburg, MA

A Regular Meeting of the Fitchburg Housing Authority was called to order by Chair, Linda Byrne at 8:30 AM on Wednesday, July 19, 2023, in the Wallace Towers Community Room at 54 Wallace Avenue in the City of Fitchburg, Massachusetts.

#### **Present:**

FHA Board Members:  
Linda Byrne, Chair  
Adam Goodwin, Vice Chair  
David Rousseau, Treasurer  
David Basilio, Assistant Treasurer (arrived at 8:59am)  
Thomas Hughes, Member

#### **Absent:**

FHA Board Members:  
None

#### FHA Staff:

Douglas M. Bushman, Executive Director, FHA Board Secretary  
Andrew Skoog, Deputy Director  
Kim Hergert, Director of Finance/HR  
Genesis Ruiz, Director of Housing (Left at 9:13am)  
Norma Letamendi, Director of Elderly Housing (left at 9:13am)  
Marc Cunningham, Elderly Maintenance Foreman (left at 9:13am)

#### FHA Tenants:

Wallace Towers Tenant-Cheryl Hirst, Marty Halligan, Maureen Gibbons  
Daniels Heights Tenant-Janice Spellane

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

##### **1. Motion to Open Meeting**

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

**Move: David Rousseau                      Second: Adam Goodwin      All in favor**

##### **2. Motion to Open Public Comments.**

**Move: David Rousseau                      Second: Adam Goodwin      All in favor**

No comments.

##### **3. Motion to Approve Minutes of Regular Session Meeting held on June 21, 2023**

**Move: Adam Goodwin                      Second: David Rousseau      All in favor**

##### **4. Motion to Approve Minutes of Executive Session Meeting held on June 21, 2023**

**Move: Adam Goodwin                      Second: Thomas Hughes      All in favor**

##### **5. Motion to Approve Minutes of Special Meeting held on June 29, 2023**

**Move: Adam Goodwin                      Second: Thomas Hughes      All in favor**

##### **6. Motion to Approve FHA Payables for June-July FY 23 (Attachment A)**

**Move: Adam Goodwin                      Second: David Rousseau      All in favor**

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

7. **Motion to Approve Financials for January-June FY 23 (Attachment B)**  
**Move: David Rousseau**                      **Second: Adam Goodwin**    **All in favor**
8. **Motion to Approve FY2023 Employee Pay & Organizational Schedule (Attachment C)**  
**Move: Adam Goodwin**                      **Second: Thomas Hughes**    **All in favor**  
David Rousseau, Treasurer, discussed about the Organization, Elderly Housing Department and Resident Service Coordinator position. The Board discussed the funding of Resident Service Coordinator's position. The Chair suggested the Board review the organization chart in 6 month.
9. **Tenant Account Receivable (TAR) Updates (Attachment D)**  
The Executive Director updated and discussed.
10. **Review the FHA's updated Reasonable Accommodation Policy**  
Marci Haneisen, FSS Service Coordinator, has been reviewing on the policy. Then it will be reviewed with David Rousseau and C.J. Durkin Tenant Association.
11. **Our Father's House Management Agreement Review (Attachment E)**  
The Executive Director updated that the plan for Elizabeth House will be made by Friday, the city wants to work with OFH. He appreciated Kim Hergert, Director of Financial/HR and her staff for their layoff process. Next Board meeting will be held in August.

David Basilio, Assistant Treasurer, arrived at 8:59am

12. **MassNAHRO Annual Convention**  
The Executive Director suggested the Board to attend the conference.
13. **FHA Annual Appreciation Day August 16<sup>th</sup> at Noon.**  
The Board agreed to meet August Board Meeting on August 16<sup>th</sup> at 10am at Canton Valley.
14. **Audit /Management Reviews and PHAS (Attachment H)**  
The Executive Director updated that follow-ups for Audit and AUP has been done. HUD Public Housing Assessment System (PHAS) is the Federal Management Review for two single homes, Forest Street and Taft Street. It was an excellent score. The Chair asked how to monitor the homes. Genesis Ruiz, Temp. Director Housing drives by three times a week to see those properties.
15. **Evictions and Vacancy (Attachment I)**  
Andrew Skoog, Deputy Director updated that evictions has not changed. And the board discussed about the eviction cases. Void case in the eviction was made by Fitchburg Police Department, the tenant was off on the property now. The Deputy Director updated that Vacancy rate for July 1<sup>st</sup>, decreased from 73 units to 65.

Genesis Ruiz, Temp. Director of Housing, Norma Letamendi, Director of Elderly Housing, and Marc Cunningham, Elderly Maintenance Foreman, left at 9:15am.

16. **Union Negotiations**  
Union negotiation meeting will be held tonight.

## Resident Service

17. **WooSox Game Outing for Elderly Tenants.**  
Elderly Tenants are going to WooSox Game on Wed., August 9.
18. **2<sup>nd</sup> Annual Black Party and BBQ at Green Acres**  
\$1,000 donation from Healing Center for giving away school supplies to Green Acres's family. It will be held on Saturday August 12 from 11am-4pm.

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

**19. Covid Clinic**

Cynthia MacMillian, Program Manager of Community Health Connectors and her team administrated Covid Clinic at C. J. Durkin on June 23.

**20. Family Feud**

Manor on the Hill and Elderly Department organized the Family Feud Event on June 9, at Wallace Towers Apartment.

**21. Construction Update-**

- **FISH097124-Burst pipe issues**-Collapsed drainpipes repair project can be added to FISH project.
- **FISH097132** –Wallace Towers Project  
Thanks to Kim Hergert, Director of Finance/HR, \$52000 Admin fee. The Prequalification bid should be released in Fall.
- **FISH097165 Wallace Tower ASHP-Ongoing Asbestos Abatement.**
- **FISH097168 Green Acres Force Account Vacancy Project**-\$188,000 from the State.
- **FISH097180 Master Meter Compliance Award \$36, 094.00 (Amendment #29)**

**Motion to Approve Amendment #29**

for Compliance Reserve Award Cover cost required to achieve compliance with the Massachusetts Department of Utilities “ Master Meter Operator” Pipeline regulations at the 705-2 development (Canton Valley)

**Move: Thomas Hughes                      Second: Adam Goodwin    All in favor**

The Executive Director explained that Amendment 29 from EO-HLC was submitted to the FHA a day before the posted board meeting. Therefore, it was not on the agenda. The motion was submitted to the FHA board for their consideration and approval with a notation as to why this unanticipated Amendment was not on the posted agenda.

- **FISH097188 Rooftop Ventilation Project at C. J. Durkin**  
Board of Health suggested to change the filter and make sure the roof ventilation is working,
- **Milk Street Renovation Project-no progress this month.**

**22. Motion to Enter to Executive Session (at 9:28 am)**

**Move: Adam Goodwin                      Second: David Rousseau    All in favor**

**23. Motion to Close to Executive Session (at 9:45am)**

**Move: Adam Goodwin                      Second: David Rousseau    All in favor**

**24. Motion to Adjourn (at 9:48am)**

**Move: Thomas Hughes                      Second: Adam Goodwin    All in favor**

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