



Fitchburg Housing Authority

May 01 2023 3:13 pm

Minutes of FHA Regular Board Meeting, March 22, 2023 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, March 22, 2023, 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

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
Yoko Ishii, Executive Assistant / Bookkeeper
Roberta Kozak, Director of Leased Housing
Genesis Ruiz, Director of Housing
Norma Letamendi, Director of Elderly Housing.
Marc Cunningham, Elderly Maintenance Foreman
Marci (Marshal) Haneisen, Family Self-Sufficiency Coordinator

Sue Honeycutt, CPA, Fenton, Ewald and Associates PC

FHA Tenants:
None

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

1. Motion to Open Meeting

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

Move: Thomas Hughes Second: David Basilio All in favor

2. Motion to Open Public Comments.

Move: Adam Goodwin Second: Thomas Hughes All in favor

No public attended. Douglas Bushman, Executive Director, remarked about recent judgmental change about rules of public forum, which anyone can speak anything and not limit the length of the time.

3. Motion to Approve Minutes of Regular Session Meeting held on February 21, 2023

Move: David Rousseau Second: Adam Goodwin All in favor

4. Motion to Approve Minutes of Executive Session Meeting held on February 21, 2023

Move: Adam Goodwin Second: Thomas Hughes All in favor

5. Motion to Approve FHA Payables for February -March FY 23 (Attachment A)

Move: Adam Goodwin Second: David Rousseau All in favor

The Executive Director stated this month was a difficult month, Boiler Failures, Elevator, generator failure, boiler FIS Project and Fire Alarm issues.

6. New FHA Employees

The Executive Director introduced two new employees.

- 1) Tamara Castro, Assistant Housing Manager-Family
- 2) Marci (Marshal) Haneisen, Family Self-Sufficiency Coordinator (HUD) will work for FSS program.

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7. Motion to Approve FY2023 Budget & Related Documents (Attachment B)

Move: David Rousseau Second: David Basilio All in favor

Sue Honeycutt, CPA, Fenton, Ewald and Associates PC, explained the details of the Budget line items. The Board discussed the Budget. The Executive Director stated that he will send a letter to DHCD for Budget increase.

8. Review of Reasonable Accommodation Policy & Personnel Policy -Still on hold.

9. Audit & Management Reviews

The Executive Director stated the upcoming DHCD's Performance Management Review will be held on April 27, 2023.

10. Motion to Approve HI-LAPP funding Request for Milk Street (Attachment C & D)

Move: Thomas Hughes Second: Adam Goodwin All in favor

The Executive Director explained that there was a budget shortfall in the Milk Street HUD conversion project. Upon the DHCD suggestion, the FHA will apply for the HI-LAPP funding to close the gap.

11. Evictions

Andrew Skoog, Deputy Director, reported that the FHA served 32 eviction notices and 1 forced eviction after judgement in FY23. In FY22, a total of 84 eviction notices and 5 forced evictions. The Deputy Director answered the Chair's question regarding the 30-Day Notice. Also, he answered the question from David Basilio, Assistant Treasurer, about the cost of the evictions.

12. Vacancy & HAFIS Report (Attachment D)

The Deputy Director briefly updated the Vacancy Report.

13. Union Negotiation

The Board Discussed the union negotiation issues.

14. New Maintenance Staff

The Executive Director stated that two maintenance staff will be hired by the end of March.

15. Two Conventions in April

- 1) 2023 MassNAHRO spring Conference on April 2-4th
- 2) PHA-Web User Conference on April 17-19th

16. Resident Services

- 1) **Fitchburg Families First Event on March 11, 2023**
The Executive Director explained the ABLE program at the event.
- 2) **The new Family Self-Sufficiency Coordinator will start FSS program.**
- 3) **Spanish American Project Bread at Daniels Heights.**

17. Construction Update

(1) FISH 097076

Motion to Approve Certificate for Partial Release of Retainage CO#4 (Attachment E)

Move: Adam Goodwin Second: David Basilio All in favor

(2) FISH097127 AUI

The Executive Director and The Board discussed the layout in the AUI project and code.

The Board Discussed about that Board Meeting date and it will be on Wed., April 26 at 8:30am at Daniels Heights.

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18. Motion to Enter to Executive Session (10:07am)

Move: David Rousseau

Second: Thomas Hughes All in favor

19. Motion to close Executive Session & Adjourn the Regular Board Meeting (10:20am)

Move: Adam Goodwin

Second: David Basilio All in favor