

Oct 11 2023 1:38 pm

Fitchburg Housing Authority

Minutes of FHA Regular Board Meeting, June 21, 2023

C. J. Durkin Community Room, 50 Day Street, Fitchburg, MA

A Regular Meeting of the Fitchburg Housing Authority was called to order by Chair, Linda Byrne at 8:30 AM on Wednesday, June 21, 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
Genesis Ruiz, Director of Housing (Left at 9:12am)
Norma Letamendi, Director of Elderly Housing (left at 9:12am)
Alex Cotto, Family Maintenance Foreman (left at 9:12am)

FHA Tenants:

C. J. Durkin Tenant-Holly Progin
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: Thomas Hughes Second: David Rousseau All in favor

2. Motion to Open Public Comments.

Move: Adam Goodwin Second: David Rousseau All in favor

Janice Spellane asked about the grass maintenance after installing gas meters at Daniels Heights. Douglas Bushman, Executive Director answered that he would make a work order to water the grass. Holly Progin, C. J. Durkin new Tenant Association President, introduced herself to the Board.

Motion to Close Public Comments.

Move: David Rousseau Second: Thomas Hughes All in favor

3. Motion to Approve Minutes of Regular Session Meeting held on May 17, 2023

Move: David Rousseau Second: Adam Goodwin All in favor

4. Motion to Approve Minutes of Executive Session Meeting held on May 17, 2023

Move: Adam Goodwin Second: David Rousseau All in favor

5. Motion to Approve FHA Payables for May-June FY 23 (Attachment A)

Move: Adam Goodwin Second: David Rousseau All in favor

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6. Motion to Approve Financials for January-April FY 23 (Attachment B)

Move: Adam Goodwin

Second: David Rousseau All in favor

David Rousseau, FHA Board Treasurer, asked if the FHA will get more finance this year. The Executive Director explained about the status of the budget approval this year. Good news is the State reverted our Budget, then the Budget will be accepted with minor revisions then we will resubmit the budget with the Board's approval soon. The Board discussed about the tentative Special Board Meeting date for the budget approval, which will be scheduled on Thursday June 29 at 10:15am at C. J. Durkin.

7. Motion to Approve CPA Contract for Accounting Services (Attachment C)

Move: Adam Goodwin

Second: David Rousseau All in favor

8. Motion to Approve Discharge of Former Tenant Uncollected Rents \$16,388 (Attachment D)

Move: Adam Goodwin

Second: David Rousseau All in favor

9. Tenant Account Receivable (TAR) Updates (Attachment E)

The Executive Director stated that TAR is getting better.

10. New Executive Office of Housing & Livable Communities (EOHLC) (Attachment F)

Effective July 1, 2023, the Department of Housing & Community Development (DHCD) has been renamed to EO-HLC. The Executive Director wrote a letter to the first Secretary Edward M. Augustus Jr. congratulating him on his new position and inviting him to tour our property and meet FHA team.

11. Review the FHA's updated Reasonable Accommodation Policy

Marci Haneisen, FSS Service Coordinator, has been reviewing the policy. Then it will be reviewed with David Rousseau and C.J. Durkin Tenant Association.

12. Our Father's House Management Agreement Review (Attachment G)

The Executive Director explained Our Father's House Management Issue. The FHA made an agreement of 90 days Management Contract, assisting them a smooth to transition to new management. The Board discussed the Our Father's House management issues. Thomas Hughes, Board member, asked if this is worth it for the FHA. The Executive Director answered it will be positive impact for Fitchburg program. Our goal is to keep the program.

13. MassNAHRO Annual Convention

The convention will be held on September 17-20 in North Falmouth.

14. Audit and Management Reviews (Attachment H)

The Executive Director updated that AUP (Agreed Upon Procedure) was done last week, the result has not come yet, PMR's result is very well with no finding in the inspections, The CHAMP has an error in the Time Stamp, but other CHAMP audit is very good, Vacancy entry has errors due to last year's Elderly crew's issue, but it will be fixed, and DHCD is happy about the results.

15. Evictions and Vacancy (Attachment I)

Andrew Skoog, Deputy Director updated the evictions and Vacancy. The Executive Director explained that Vacancy Project will be scheduled and added to previous FISH 097168 Green Acres Force Account.

16. Union Negotiations

The last negotiation meeting made progress. Next Meeting will be July 19, 2023, at 5:00 pm in Palmer.

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17. Motion to Approve New Balcony Policy

Move: Adam Goodwin Second: David Basilio All in favor

The Executive Director explained that a balcony is an amenity not a storage area, have to be free passage. Robocalls are aired for Wallace Tower’s ASHP project. Thomas Hughes, FHA Board Member asked about the hanging basket. The Executive Director answered nothing on railing of the balcony is allowed. The Board discussed the policy. Linda Byrne, Chair, asked if the FHA has a warning before the fine (\$50).

Resident Service

18. Re-organization of FHA’s Resident Service Program

Currently the program is fragmented between the three main divisions of the FHA. Vouchers, Family and Elderly. The Executive Director is in the process of creating one department with all three resident and voucher coordinators.

19. FSS Service Program

Program enrollment deadline was extended 1 year (2024).

20. Event updates

Elderly events were discussed. Canton Valley Tenant Association might restart. The Board discussed the Daniels Heights Tenant Association.

Elderly Dept. is planning WooSox Outing in August. Covid Clinic is held on Friday June 23. CJ Durkin Election results, President, Holly Progin is very proactive. The Executive Director thanked outgoing and incoming officers.

21. Construction Update-

- **FISH097124-Ground pipe issues**-Major failure of underground sewer pipes. 3 buildings affected. The Executive Director stated the FHA may do Emergency procurement to repair. It could cost \$200,000.

- **FISH097127 (New Business) Durkin ADA project**

Motion to Amend the Agenda to Approve FISH097127 CO#1 \$73,769.00

Move: Adam Goodwin Second: David Rousseau All in favor

Change Order was processed in CapHub on Monday, June 19, 2023, and was presented to the Board as new business. Change Order is for 2 bedrooms + 1 bedroom units, Congregate units 1 ADA units for various changes to the work.

- **FISH097132 Wallace Tower MOD-Phase -100% Construction Doc Submitted.**
Bid expected to be out in 60 days.
- **FISH097180 Master Meter-Compliance Reserve Award \$36,094 (Attachment K)**
- **Milk Street Renovation Project-Starting any day, Got a Permit.**

22. Special Board Meeting

Thursday, June 29 at 10:15am, all of the board must attend. All Board agreed to attend.

23. Motion to Enter to Executive Session (at 9:33am)

Move: Thomas Hughes Second: Adam Goodwin All in favor

24. Motion to Close Executive Session (at 9:42am)

Move: Adam Goodwin Second: David Rousseau All in favor

25. Motion to Adjourn (at 9:42am)

Move: Thomas Hughes Second: Adam Goodwin All in favor

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