

Oct 11 2023 1:39 pm



## Fitchburg Housing Authority

### Minutes of FHA Regular Board Meeting, August 16, 2023 Canton Valley Community Room, 24 Valley Street, Fitchburg, MA

A Regular Meeting of the Fitchburg Housing Authority was called to order by Chair, Linda Byrne at 10:07 AM on Wednesday, August 16, 2023, in the Canton Valley Community Room at 24 Valley 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  
Genesis Ruiz, Director of Housing (Left at  
Norma Letamendi, Director of Elderly Housing  
Gary Geneau, Family Maintenance Foreman

#### FHA Tenants:

None

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

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

Chair, Linda Byrne opened the meeting at 10:07 am

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

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

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

No Tenants Attended, No comments.

##### **3. Motion to Approve Minutes of Regular Session Meeting held on July 19, 2023**

**Move: David Rousseau                      Second: David Basilio      All in favor**

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

**Move: David Rousseau                      Second: David Basilio      All in favor**

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

**Move: David Basilio                              Second: David Rousseau      All in favor**

##### **6. Motion to Approve Financials for January-July FY 23 (Attachment B)**

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

##### **7. Implementation of Organization Changes**

The Executive Director updated the Organization chart. Adam Goodwin, Vice Chair, asked if Marci Haneisen is still a FSS coordinator. The Executive Director answered that she is the primary FSS coordinator.

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**8. EOHLC (Executive Office of Housing & Livable Communities) CIP (Capital Improvement) and Annual Plan Hearing.**

- Friday September 1, 2023 – Advertise and Draft annual plan/CIP posted.
- Tuesday October 3, 2023 – Review annual plan with Local Tenant Organization
- Wednesday, October 18, 2023 – Review and vote of plan at FHA Board meeting

**9. Tenant Account Receivable (TAR) Updates (Attachment C)**

The Executive Director updated that TAR has increased.

**10. Review the FHA's updated Reasonable Accommodation Policy**

Last month, Marci Haneisen, FSS Service Coordinator, and David Rousseau, FHA Treasurer and Tenant Representative, reviewed the Policy. Marci will revise it shortly.

**11. OFH ( Formerly Our Father's House) Management Agreement Review**

The Executive Director updated Management on **Opportunity For Hope, Inc** (formerly Our Father's House).

After two former staff leave on 8/17, the FHA staff will work for the Finance dept as well. Linda Byrne, FHA Chair and Adam Goodwin, Vice Chair are the subcommittee members for OFH. David Rousseau, FHA Treasurer, asked why the FHA will manage OFH. The Executive Director answered the city, Mayor requested to support OFH, the FHA will receive \$8000 plus maintenance materials costs. The city appreciated our efforts. The Chair asked when the FHA's work hours for the OFH are. The Executive Director answered that it is during normal work hours.

**12. MassNAHRO Annual Convention September 17-20 at North Falmouth.**

**13. FHA Annual Appreciation Day August 16<sup>th</sup> at Noon.**

The State Rep and Mayor will be here.

**14. Audit /Management Reviews**

PMR -Result will be coming at the End of this month.

Authority-Wide Audit & AUP – waiting for the results.

**15. New Foreman-Family & Federal Housing Maintenance**

The Executive Director introduced a new foreman, Gary Geneau, who joined the FHA 4 month ago, he stepped up to the foreman. Gary introduced himself to the Board. The Board discussed the union issue.

**16. Evictions and Vacancy (Attachment D)**

Andrew Skoog, Deputy Director updated the eviction cases. The Deputy Director also updated the Vacancy rate for July 1<sup>st</sup>, increased from 65 units to 68.

**17. New Director of Maintenance and Facilities**

The Executive Director updated the board that a New Director of Maintenance, Bruce Budrick, who is former PMR expert of the state, will join the FHA.

**18. Union Negotiations**

The Board will discuss the union issue at the Executive session.

**Resident Service**

**19. Elderly Housing Birthday Party.**

**20. WooSox Game Outing for Elderly Tenants.**

First Event outside has taken place. Felix Velazquez, Resident Service Coordinator, Family, Marci Haneisen, Director of Resident and Community Services, and Norma Letamendi, Director of Elderly Housing did a phenomenal job. The Executive Director thanked Charline Spencer, Administrative clerk, for donating money for ice cream.

**21. 3rd Annual Black Party and BBQ at Green Acres**

It was a great success thanks to Felix Velazquez, Resident Service Coordinator, Family and Tamara Castro, Assistant Housing Manager Family, and Marci Haneisen, Director of Resident and Community Services. There were more

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tenants' in attendances than last year. Maria Skoog, Andrew's wife donated gift cards from her company. Other donations include:

- Salvation Army-Hot Dog Canteen with hot dogs, buns and juice cups
- Spanish America Center-Hamburgers, buns, condiments, cheese
- Fun Time- Cotton Candy Machine
- DCU- \$100.00 donation
- Fitchburg Police Department- Attending with a truck
- Various barber Shops- Haircut gift certificates
- The Healing Center-\$1000.00 donation

## **22. Construction Update**

- **FISH097124- Finalize the project soon.**

- **FISH097127-Finish soon.**

### **Motion to Approve Change Order #2 \$31,010.64**

**Move: Thomas Hughes**

**Second: David Basilio All in favor**

- **FISH097165- ASHP project-moving fast-the Board discussed Fire Watch.**

- **FISH097168-Vacancy Project**

- **FISH097181-GA Storm Door Replacement Project- Material Requestion Bid (Attachment F)**

### **Motion to Accept Purchase Requisition Bid Results - HD Supply**

**Move: Thomas Hughes**

**Second: Adam Goodwin All in favor**

180 storm doors- FHA maintenance will do labor.

- **Milk Street Renovation Project-finally construction commencing.**

## **23. Motion to Enter to Executive Session (at 10:50 am)**

**Move: David Rousseau**

**Second: David Basilio All in favor**

## **24. Motion to Close to Executive Session (at 11:22am)**

**Move: Adam Goodwin**

**Second: David Rousseau All in favor**

## **25. Motion to Adjourn (at 11:22am)**

**Move: Adam Goodwin**

**Second: David Rousseau All in favor**

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