



Fitchburg Housing Authority

Oct 18 2021 1:24 pm

Extract of Minutes of FHA Regular Board Meeting, September 22, 2021 Canton Valley Community Room, Fitchburg, MA

A Regular Meeting of the Fitchburg Housing Authority was called to order by Chairperson, Linda Byrne at 10:00 AM on Wednesday, September 22, 2021, in the Canton Valley Community Room at 24 Valley Street in the City of Fitchburg, Massachusetts.

Present:

FHA Board Members:

Linda Byrne, Chair (Left at 9:45am)

David Rousseau, Treasurer

David Basilio, Assistant Treasurer

Adam Goodwin, Member

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

Genesis Ruiz, Family Housing Director

Roberta Kozak, Leased Housing Director

Construction

FHA Tenants:

Canton Valley-Kathy Deery, Denise Emond, Jeffrey Ingel

Daniels Heights- Janice Spellane

Absent:

Mary Giannetti, Vice Chair

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

1. Motion to Open Meeting

Chairperson, Linda Byrne opened the meeting at 10:00am

Move: Adam Goodwin Second: David Rousseau All in favor

2. Motion to Open Public Comments.

Move: Adam Goodwin Second: David Basilio All in favor

Kathy Deery, Canton Valley Tenant Association president apologized to Mr. Bushman and the FHA Board for her behavior at last Board Meeting. Linda Byrne, Chair, accepted her apology. The Chair requested to hold the September Board Meeting Minutes until next Board Meeting for corrections.

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

Move: David Rousseau Second: Adam Goodwin

4. Motion to Approve FHA Payables for August -September FY 2021 (Attachment A)

Move: David Basilio Second: David Basilio All in favor

5. Motion to Approve January-August Financials FY2021 (Attachment B)

Move: Adam Goodwin Second: David Rousseau All in favor

Douglas Bushman, Executive Director, updated that reserve at 21% and he is waiting for Admin fees and maintenance fee is under budget, but benefit & utility are running over the budget. 689 program is slowly reversing negative amount. Waiting the RFP response then we will have a positive cash flow for 76 Mechanic.

6. Restoration of FHA Maintenance Local 2034 Beeper Pay (Attachment C)

Per the agreement made with AFSCME AFL-CIO Local 2034 Maintenance Union the suspension of the beeper pay agreed to at the beginning of the current fiscal year would be re-evaluated in July. This has been done and due to the

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maintenance budget running under financial projections it was agreed to restore the beeper pay. This was done effective in the September pay period.

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

After Worcester HA, FHA is one of the large groups at MassNAHRO conference.

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

9. Motion to Congratulate Linda E. Byrne Housing Board Member of the Year (Attachment D)

Move: Adam Goodwin Second: David Rousseau All in favor

10. Motion to Congratulate Andrew Skoog MA NAHRO Agency Award (Attachment E)

Move: Adam Goodwin Second: David Rousseau All in favor

11. MassNAHRO Newsletter (Attachment F)

12. Draft: Review and Modifications of FHA Personnel Policy Handbook

The Executive Director updated that Drafting the Personnel Policy is hold off due to the newest information finding. Kim Hergert, Director of Finance/HR will get a personnel policy from Worcester HA, city of Fitchburg for reviewing the policy change after the COVID and clarification of remote working.

13. Audits

The Executive Director updated that FHA got a final draft.

14. Annual and CIP Plan Dates: Delayed

Due to the complexity of the Special Awards that the FHA has received, many updates are still needed to the CIP and these updates can only be provided by DHCD. FHA has been working diligently with Tiffany Yu, Cindy Zabriskie, Simone Early, and Greg Abbe all from DHCD.

October 6 meeting -No longer required due to DHCD technical problem as explained. Deadline on 10/31 does not happen.

October 27- Keep this date for Regular Board Meeting as scheduled at 8:30am at Daniels Heights.

November 17 & December 15 are still on schedule.

15. COVID Corner

The Executive Director updated that we had a few Covid cases. He mentioned that Fitchburg Board of Health included FHA in the mask order. Andrew Skoog, Deputy Director updated that FHA received only 5 letters for SHERA application.

16. Motion to Approve Amendment 22 to CFA 5001 (\$496,623.92) (Attachment J)

Move: David Basilio Second: David Rousseau All in favor

The Executive Director announced that DHCD is granting the FHA an additional \$496,623.92 for our FY2024 Formula Funding award plus reimbursable asbestos removal costs related to the Wallace ModPHASE exterior work (FISH097131).

FISH097107 Asbestos abatement related to Phase4 at Wallace Tower \$124,665.00

FISH097124 Accessibility improvement and asbestos removal cost with CSI project \$371,958.92

Total \$496,623.92

17. FHA Updated Organizational & Program Chart (Attachment K)

David Basilio, Assistant Treasurer, requested name of the employees on the chart. Also, he requested the job descriptions of the employees. Andrew Skoog, Deputy Director will add on the chart. The Executive Director will provide the job description of the employees next Board Meeting.

18. Review of Trees at Green Acres

FHA Board Discussed about the trees at green Acres and the date of the reviewing the trees. Jose Lopez, Director of Facilities will arrange the date with arborist. Possible dates are October 9th, 16th, and 17th.

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