



Fitchburg Housing Authority

Minutes of FHA Special Board Meeting, January 29, 2020 50 Day Street, C.J. Durkin Community Room, Fitchburg, MA

A Special Meeting of the Fitchburg Housing Authority was called to ordered by Vice Chairperson, Mary Giannetti at 8:30 AM on Wednesday, January 29, 2020 in the C. J. Durkin Community Room at 50 Day Street in the City of Fitchburg, Massachusetts.

Present:

FHA Board Members:

Mary Giannetti, Vice Chair

David Rousseau, Treasurer

David Basilio, Assistant Treasurer

Adam Goodwin, Member

Absent: Linda Byrne, Chair

R. Craig Reynolds- Attorney, Reynolds Law Offices (Left at 8:45am)

FHA Staff:

Douglas Bushman, Executive Director

Kim Hergert, Finance Director

Yoko Ishii, Executive Assistant / Bookkeeper

Frances Nolivos

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

1. Motion to Open Meeting

Mary Giannetti, Vice Chair opened the meeting at 8:30am.

Move: David Rousseau

Second: David Basilio All in favor

2. Motion to Approve Confirmatory Deeds for 15 Cogress Street & 279 Pearl Street

On or about August 18th, 2018 the FHA (under the management of the FHA) sold 15 Congress (\$52,500.00) Street and 279 Pearl Street (\$6,200.00) to John Despres after a public bid. It has now come to the attention of the FHA that the property description used in the transaction were not correct. The Attorney from Reynolds Law Offices, R. Craig Reynolds, Lancaster, MA presented and discussed the issue and present the revised confirmatory deeds. He requested to the FHA Board to correct the Resolution for Ownership Transfer of 15 Congress Street & 279 Pearl Street.

This Motion approves to allow the FHA Mary Giannetti, Vice Chair to sign the new Resolution for Ownership Transfer of 15 Congress Street & 279 Pearl Street, and approves Douglas Bushman, Executive Director to seal the Confirmatory Deeds for both property in order to correct the transactions which was done in 2018 after reviewed and confirmed of Minutes of August 28, 2018.

Move: David Rousseau

Second: David Basilio All in favor

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3. **Motion to Approve Payable from Fiscal Year 2019 (JAN-DEC).**

This Motion is hold off until next Regular Board Meeting.

4. **Motion to Approve FHA Joining North Central Massachusetts Chamber of Commerce**

Douglas Bushman, Executive Director explained that this membership (Basic Annual Membership fee- \$355) to Chamber of Commerce will tie to Green Acres Gateway Grants. The Chamber of Commerce will support the Grants for the Economic Growth Program.

Move: Adam Goodwin

Second: David Basilio

All in favor

5. **Motion to Approve Write-Offs of Former Tenants Owing-DHCD Public Housing**

Twice a year, the FHA writes off former tenants owing. For July-December 2019 write-offs the amount is \$33,170.18. Mary Giannetti, Vice Chair questioned how was the write-offs amount compared with last one. Douglas Bushman, Executive Director stated the write-offs amount is trending down. And the FHA had a manager meeting recently that we would make sure to arrange financial assistant plans to tenants in order to trend down the write-offs

Move: David Rousseau

Second: Adam Goodwin

All in favor

6. **Motion to Approve Change Order FISH #097119-Wallace Towers Boiler Project:**

This is a change order for the Wallace Towers Boiler Project. This Change Order was necessary due to a water-main break. DHCD approved \$991.64.

Move: David Rousseau

Second: David Basilio

All in favor

7. **Motion to Approve Substantial & Final Completion FISH#097119-Wallace Towers Boilers Projects**

The construction contract has been executed and the work has been completed. The lowest bidder was Performance Plumbing & Heating in amount of \$84,288.00.

This Motion approves to authorize the current payment due \$5206.04. Once the Board authorize the final completion and the architect sign off, DHCD will reimburse it to the FHA.

Move: David Rousseau

Second: David Basilio

All in favor

8. **Motion to Adjourn Special Meeting** Meeting adjourned at 9:00am

Move: David Rousseau

Second: David Basilio

All in favor

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