



Fitchburg Housing Authority

Minutes of FHA Regular Board Meeting, February 26, 2021 C. J. Durkin Community Room, Fitchburg, MA

Pursuant to Massachusetts Governor Baker's Executive Order issued on March 12th, 2020 in response to the declared Covid-19 State of Emergency epidemic and per the guidelines set by DHCD's Public Housing Notice 2020-11, and 2020-16, a Regular Meeting of the Fitchburg Housing Authority was called to order by Chairperson, Linda Byrne at 9:00 AM on Friday, February 26, 2021. The FHA Board met remotely and physically in the C. J. Durkin Community Room in the City of Fitchburg, Massachusetts. The public was invited to listen to the meeting via phone and in person.

Present:

FHA Board Members:

Linda Byrne, Chair

Mary Giannetti, Vice Chair (Remote, left at 9:56am)

David Rousseau, Treasurer

David Basilio, Assistant Treasurer

Adam Goodwin, Member (Remote)

FHA Staff:

Douglas Bushman, Executive Director

Andrew Skoog, Deputy Director

Kim Hergert, Finance/HR Director

Yoko Ishii, Executive Assistant / Bookkeeper

Erica Shorts, Director, Elderly Housing (Remote)

Samantha Squailia, City Council of Fitchburg (Remote)

Sue Honeycutt, Fee Accountant, Fenton, Ewald & Associates, PC (Remote)

Janice, DH resident (Caller-Remote)

Absent: N/A

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

1. Motion to Open Meeting

Chairperson, Linda Byrne opened the meeting at 9:00am.

Move: David Basilio

Second: David Rousseau

All in favor

2. Motion to Open Public Comments-No Public Comments.

Move: David Basilio

Second: David Rousseau

All in favor

No Public Comments.

3. Motion to Approve Minutes of Meeting held on January 27, 2021

Move: David Rousseau

Second: David Basilio

All in favor

4. Motion to Approve Executive Session Minutes of Meeting held on January 27, 2021

Move: David Basilio

Second: David Rousseau

All in favor

5. Motion to Approve FHA Payables for January -February FY 2021 (Attachment A)

Move: David Basilio

Second: David Rousseau

All in favor

6. Motion to Approve Fiscal Year 2021 Budget (Attachment D)

Move: David Basilio

Second: David Rousseau

All in favor

The FHA's fee Accountant Sue Honeycutt from Fenton & Ewald spoke about the Budget-insurance cost, benefit/retirement went up.

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Douglas Bushman, Executive Director explained other factors as follows:

- Two part-time positions will be removed and two full time positions will be filled one for Elderly & one for Family.
- A MOD Coordinator position will be removed and a Director of Facilities position will be added.
- Reduction in Expenses for Contractors and Materials by \$100,000 from FY2020
- DHCD has rescinded 4% budget reduction and instead will flat-line budget for FY2021.
- DHCD rejected the FHA's request to pause for one year the planned phase out of the maintenance employee budget exemption (\$182,000 FY2020 to \$81,000 FY2021)
- FISH Formula Fund Admin Fee will increase to approximately \$300,000 to \$400,000.
- Continued Reduction in need for outside contractors
- Saving from Collective Bargaining Agreement Modification LOCAL 2034

The Executive Director added other positive factors including the two new federal public housing houses will be available in 2021, and the funds from COVID relief from DHCD. He also added that the AHVP program will provide more vouchers for applicants. Mary Giannetti, Vice Chair asked about write-offs and suggested it should be done quarterly. Andrew Skoog, Deputy Director answered that the Write-offs are scheduled twice a year in the FHA. Sue Honeycutt answered that twice a year is good. The Board discussed about the non-routine expenses.

7. **Motion to Approve Fiscal Year 2020 Year End Financials -Including Top Wages (Attachment B)**

Move: David Basilio

Second: David Rousseau All in favor

8. **Motion to Approve Certificate of Compliance with Lead Paint Notification (Attachment C)**

Move: David Basilio

Second: David Rousseau All in favor

9. **Public Safety Matters.**

Fitchburg Police Dept did not attend. The Executive Director updated about the security at the front door at Durkin.

10. **Personnel Policy**-The Board will work on the policy draft after April.

11. **Bylaws**-The Board will review to discuss in spring.

12. **COVID-19 Updates**

The Executive Director updated that Covid Team -Christy Mylott, Kim Hergert and Yoko Ishii did a phenomenal job on Vaccine Clinic. Wallace Tower will have 2nd vaccine shot clinic today (February 26) and Durkin will have a clinic in March. And hopefully the FHA will open to the public, inspection and normal work orders will resume in April. 7 days spray is continued.

13. **Evictions:**

Andrew Skoog, the Deputy Director updated that the cases were decreased, and total is about 17 cases. The RAFT assistance program will be needed to provide to tenants before filing to the court.

14. **Vacancy & HAFIS Report (Attachment G)**

The Deputy Director updated that the vacancy rate for February 1st, increased from 30 units to 32 and vacant unit days increased from 7477 to 8169. However, of the 32 vacancies, 4 are Ready to Occupy (RTO) units, 15 units are off-line for asbestos, 3 units are off-line for handicapped remodel, leaving only 10 needing rehabs.

15. **Disposition Status of 16 Prospect Street**

March 10 is the final BID due date.

Adam Goodwin left for a couple minutes at 10:09am.

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16. FHA & Summit-C. J. Durkin Congregate Housing Management

The agreement between the FHA and Summit has been executed and operations should begin in February. The Executive Director thanked Andrew Skoog, Deputy Director, Erica Shorts, Elderly Housing Director and Frances Nolivov, Resident Service Coordinator and Maintenance staff for working on implementation of the agreement.

17. CDBG Application/Related to FISH 097153 Green Acres Renovation Project – still waiting.

18. USA Census 2020 Recognition (Attachement H)

The Executive Director thanked Frances Nolivov for leading the FHA's efforts in working with the City of Fitchburg and our residents.

**19. Motion to Approve No-Cost Change Order #1 FISH097076 Green Acres Basement Project
Move: David Basilio Second: David Rousseau All in favor**

The Board discussed that the windows are needed at the basement. David Basilio, Assistant Treasurer requested to see the plans and drawings for all projects.

20. FISH097122 76 Mechanic Street Window Replacement

The Deputy Director updated that two Change Orders will be submitted at next board meeting.

21. FISH 097127 Accessibility Unit Initiative (AUD) (Attachment J)-C. J Durkin

The Final Scope will include walk-in showers for all the congregate units.

22. Canton Valley Roof Replacement Project FISH097129 RE-BID

RE-BID due date is April 7th.

23. Wallace Tower Exterior FISH097131 BID results (Attachment K)

The Motion was voted at January Board Meeting that it authorized the FHA Board chair to approve the lowest responsive bid after CBI, DHCD and FHA staff review. The Board discussed about the balcony at Wallace tower. The Executive Director will request the light on the railing at the balcony.

24. ICON Architecture Selected by Both DHCD Design Selection Committee and FHA's Construction Subcommittee's design team FISH 097153 (Attachment M)

25. FISH 097156 Creative Place Making Grant

The Executive Director updated that Artist will be selected, and Mural will be on the Durkin community room wall.

26. MOC Utility Grant for Daniels Heights

Montachusett Opportunity Council has awarded the FHA two utility conservation grants totaling \$323,817.

- \$264,900- New Boilers,
- \$58,917-New Exterior Common Area Lights

27. Motion to Approve Change Order #9 FISH 097136 Conversion from DHCD to HUD Housing -28 Taft Street (Attachment O)

Move: David Basilio Second: David Rousseau All in favor

CO#9 is to address electrical lighting issues at entry level door at 28 Taft Street. CO #9 Cost is \$1,594.44.

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28. Boilers at Green Acres FISH097137 -The Executive Director updated.

29. Canton Valley Project updates

All sidewalks, 3 ADA units construction drawing will be finalized by August 2021.

30. Motion to Adjourn. (Meeting adjourned at 10:45am)

Move: David Basilio

Second: Rousseau

All in favor

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