

Fitchburg Housing Authority

Minutes of FHA Regular Board Meeting, April 27, 2022 Wallace Tower Community Room, Fitchburg, MA

A Regular Meeting of the Fitchburg Housing Authority was called to order by Chair, Linda Byrne at <u>8:30 AM</u> on <u>Wednesday, April 27, 2022</u>, in the Wallace Tower Community Room at 54 Wallace Avenue in the City of Fitchburg, Massachusetts.

Present:

FHA Board Members: Linda Byrne, Chair Adam Goodwin, Vice Chair David Rousseau, Treasurer David Basilio, Assistant Treasurer Mary Giannetti, Member

FHA Staff:
Douglas Bushman, Executive Director
Andrew Skoog, Deputy Director
Kim Hergert, Finance/HR Director
Yoko Ishii, Executive Assistant / Bookkeeper

Marc Dohan, Executive Director, NewVue (Left at 9:15am)

FHA Tenants:

Wallace Tower- Cheryl Hirst, Maureen Gibbons, Richard Avant, Ann Ratila, June Sears, Annie Bosak, Candia Roman-Orengo, Lois Boudreau

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

1. Motion to Open Meeting

Chair, Linda Byrne opened the meeting at 8:34am

Move: David Rousseau

Second: David Basilio

All in favor

2. Motion to Open Public Comments.

Move: Adam Goodwin

Second: David Rousseau All in favor

Absent:

Maureen Gibbons questioned why the apartments aren't done before the 1st floor renovation. Douglas Bushman, Executive Director replied that the project is not just to renovate apartments, the FHA got a grant for \$750,000 from Unitil and got an extra \$1.8 million for Air Source Heat Pump (ASHP) and ventilation system, then the scope is expanded, exterior is done, ASHP project is now in process. Andrew Skoog, Deputy Director, added that the Unitil grant needs to be spent this year. The interior project is anticipated to start next year. David Basilio, Assistant Treasurer, addressed that the Board members are here for the tenants. Mary Giannetti, Member of the Board, requested that realistic time frame needed to show to the tenants. The Executive Director answered that the FHA did explain the process and a timeline to the tenants two months ago at construction meeting. ASHP project will begin this calendar year, and DHCD will finalize the final schedule for the interior project. Annie Ratila said that Elevators need to be inspected at Wallace Tower. Cheryl Hirst asked about how the renovation for the air works. The Deputy Director explained that the units will have new air ducts venting directly from the building and the interior ventilation shaft will be abandoned. Richard Avant stated that he was not happy about an apartment inspection notice which was given to him one day before the inspection. The Deputy Director answered that he will follow up the inspection notice, which is supposed to be a 48-hour notice. Annie Ratila said she needs a new fridge since it doesn't work. The Deputy Director reminded her to call a work order line if it is not functioning.

3. Motion to Close Public Comments.

Move: Mary Giannetti

Second: David Basilio

All in favor

- 4. Motion to Approve Minutes of Regular Session Meeting held on March 23, 2022

 Move: Adam Goodwin Second David Basilio All in favor
- 5. Motion to Approve Minutes of Executive Session Meeting held on March 23, 2022

 Move: David Basilio Second David Rousseau All in favor
- 6. Motion to Approve Minutes of Special Meeting held on April 15, 2022

 Move: David Basilio Second David Rousseau All in favor
- 7. Motion to Approve FHA Payables for March-April FY 2022 (Attachment A)

 Move: David Basilio

 Second: David Rousseau

 All in favor
- 8. Motion to Approve Administration of Eight (8) MRVP Vouchers for Fitchburg Arts
 Community

Move: Adam Goodwin

Second David Basilio

All in favor

The Executive Director was pleased to announce that the FHA has been approved to administer eight new project-based MRVP vouchers issued by DHCD to be dedicated to the Fitchburg Arts Community project overseen by NewVue Communities. Marc Dohan, Executive Director of NewVue Community spoke about the B.F. Brown school mixed-income housing artist studio project in the meeting and appreciated the cooperation of the FHA.

9. Motion to Approve January- March Financials FY 2022 (Attachment B)

Move: Adam Goodwin Second: David Basilio All in favor

The Executive Director addressed about low revenue, unanticipated increases in maintenance cost due to increased vacancies, emergency elevator repairs, higher than normal snow emergencies, and removing water from basements at Green Acres, and stated Emergency removal of Heating System at Green Acres. Also explained about that \$100,000 Exemption of maintenance cost was not approved yet and talked about recapture of \$48,000 expenditure on boiler repairs in FY 2021, creation of vacancy MOD FISH project, additional revenue from 689 properties, Forest St and Taft Street Single-Family Homes, and mentioned about 12 to 11 maintenance staff allocation.

10. Annual & 2022-2026 CIP- still waiting

The Executive Director announced new MOD funds for FISH projects. (Attachment C)

- 11. MA NAHRO Annual Convention-Please attend
- 12. Audits and Management Reviews-

The Executive Director stated that Fitchburg Place Audit was received, and he was not pleased that the FHA did not get any money from Winn Management this year. Linda Byrne, the Chair, requested a review of the Fitchburg Place relationship with the FHA. The Executive Director briefly answered, then he stated that he would put in the agenda next Board Meeting. (Attachment D)

Motion to Accept DHCD Performance Management Review FY2021 (Attachment E)

Move: Adam Goodwin Second: Mary Giannetti All in favor

13. Wallace Tower & YMCA (Attachment F)

The Board discussed about the parcel 51 & 47. In 1990 the FHA executed a license with the YMCA to permit them a preschool play area at Wallace Tower for parcel 51. The Executive Director updated that the meeting with Mr. Glenn Juchno, Executive Director of Fitchburg YMCA, the FHA Board would need to approve YMCA's upgrade playground area where the FHA is listed as a certificate holder or revoke the license. Mr. Juchno informed him that sometime in May 2022 they will provide a letter to the FHA expressing their intent for the future use of the playground area. The Board discussed about using parking spots for Wallace Tower and the request of discount on the YMCA use for Wallace Tower residents and staff.

- 14. Labor Advisory Committee will set up another meeting.
- 15. Error & Omission Insurance (Attachment G) Renewed.
- 16. Construction Project FISH 097076 Basement Project at Green Acres

The Executive Director updated the status of the Basement Project at Green Acres about the meeting with DHCD on April 13, 2022. The project did not work, the water in the basement got worse. He will have a meeting about this project with higher position of DHCD Engineer, Bill Miller & Architect on April 28 at 9am.

- 17. Sentinel & Enterprise Articles (Attachment H & I)
- 18. Vacancy & HAFIS Report (Attachment J)

Andrew Skoog, Deputy Director updated that the Vacancy rate for April 1st, increased from 42 units to 51 units. Out of 51 vacancies, 20 units are offline for asbestos at Wallace Tower, 3 units are offline for handicapped remodel at C. J. Durkin, 3 units are offline for ADA accessibility project at Canton Valley, 4 are offline due to water leaks, and 6 units are Ready to Occupy, leaving 15 needing rehabs. He stated that vacancy turnover was delayed due to emergency boiler replacement, water problem in GA, and snow removal. He anticipated that April would be better.

- 19. COVID SHERA Program Closed on April 15, 2022. \$78,356.49 funds requested.
- 20. Funds Request for Wallace Towers-Health Foundation of Central Massachusetts
 Tess MacLean, RSC-Elderly will submit the grant for additional funds for Wallace Towers 1st Floor project (Due date is April 28, 2022)
- 21. <u>Submission of Grant Fund Request to DHCD to Replace Federal-Pacific Electrical Panel</u> Yoko Ishii, Executive Assistant, submitted the data survey to DHCD.
- 22. MAHAMS Maintenance Training Three maintenance staff, Nick B, Foreman, Plumber, Marc Cunningham, Elderly Assistant Fireman, and Alex Cotto, Family Assistant Foreman attended the training on April 20, 2022.
- 23. Funds from Sale of Congress, Clinton & Pearl Street

Kim Hergert, Director of Finance/HR updated that we haven't heard anything yet. The fund will go to Trust which can be used for 705 project if the FHA has a project, same as Prospect St & Pleasant Street proceeds.

24. Site Visit on 28 Taft Street, 24 Forest Street & 174 Milk Street

The board visited the sites after the Board meeting of March 23, 2022.

- 25. Resident Services
 - NARCAN Training on April 11 & April 12, 2022 at Elderly Housing
 - Anti-Bullying Meeting on April 22, 2022 at Elderly Housing
 - Easter Event at Green Acres on April 13, 2000
 - Poetry Event at Wallace Tower
- 26. Construction (FISH Project)

FISH097165 ASHP Wallace Tower Sustainability Initiative for Resiliency (Attachment N)

- 27. Construction Project (Non-FISH projects) (Attachment O & P)
 - Motion to Approve Architect for Phase II Structural Phase \$39, 115.00 -174 Milk Street

 Move: Adam Goodwin Second Mary Giannetti All in favor
 - Motion to Approve Architect for Phase III Renovation Interior \$27,980.00 -174 Milk Street

 Move: David Rousseau Second: David Basilio All in favor

28. Federal Housing-HUD Federal Scattered Site Single-Family Housing

(i) Motion to Approve Priority List (Attachment Q)

Move: Mary Giannetti

Second: Adam Goodwin

The Executive Director explained that Federal Housing must have an approved Admission Continued Occupancy Plan (ACOP). The Board discussed about Priority list and points. The Board decided that Priority list d-f need to be all equal points (40 Points) as follows. The Executive Director will post the revised points (d-f are now 40 points) of Priority List on ACOP.

All in favor

a. Administrative Internal Transfers:
b. Residence (Live or Work 20 Hours):
c. Employment (20 Hours), Education & Training:
d. Veteran or Spouse of Veteran:
40 Points

(To include National Guard & Reserves)

e. Victim of Domestic Violence: 40 Points
Emergency Priorities: 40 Points

(Fire, Federal Disaster, Condemnation, Urban Renewal, & Witness Protection)

. Standard Application:

(ii) Motion to Authorize One-Month Security Deposit with Three Month Payment Move: Adam Goodwin Second: David Rousseau All in favor

(iii) Motion to Open & Close the Wait List

Move: Adam Goodwin

Second: David Rousseau

All in favor

29. Motion to Approve MOU the Homeless Young Adult (18-24) Voucher

Move: Adam Goodwin

Second: David Rousseau

0 Points

All in favor

30. Motion to Adjourn (10:29 am)

Move: Adam Goodwin

Second: David Rousseau

All in favor