

Fitchburg Housing Authority

Minutes of FHA Regular Board Meeting, July 27, 2022 C. J. Durkin 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</u>, <u>July 27, 2022</u>, in the C. J. Durkin Community Room at 50 Day Street in the City of Fitchburg, Massachusetts.

Present:

FHA Board Members: Linda Byrne, Chair Adam Goodwin, Vice Chair David Rousseau, Treasurer Thomas Hughes, Member

FHA Staff:

Douglas M. Bushman, Executive Director, FHA Board Secretary Andrew Skoog, Deputy Director
Kim Hergert, Director of Finance/HR
Yoko Ishii, Executive Assistant / Bookkeeper
Christopher Masta, FHA-FSU Summer Intern
Felix Velazquez, Family Resident Service Coordinator
Roberta Kozak, Director of Leased Housing (left at 10:21am)
Genesis Ruiz, Director of Family Housing (left at 10:21am)
Erica Shorts, Director of Elderly Housing (left at 10:21am)

FHA Tenants:

Durkin- John Brown, Kathy Leighton, Steve Voisine, Deborah Voisine, Daniels Heights- Janice Spellane Canton Valley- Kathy Deery

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

1. Motion to Open Meeting

Chair, Linda Byrne opened the meeting at 8:30am

Move: Adam Goodwin

Second: Thomas Hughes All in favor

Absent:

FHA Board Members:

David Basilio, Assistant Treasurer

2. Motion to Congratulate & Thank Mary Giannetti for her services (Attachment F)

Move: David Rousseau Second: Adam Goodwin All in favor

Douglas Bushman, Executive Director, thanked Mary Giannetti for her services for FHA. The Chair introduced Thomas Hughes, new State Appointee commissioner, to the tenants. (Attachment E)

3. Motion to Open Public Comments.

Move: David Rousseau <u>Second:</u> Adam Goodwin All in favor

Kathy Leighton, Durkin Tenant, asked if the FHA would allow a tenant to move before they file a lawsuit against the FHA for not moving them. Deborah Voisine, Durkin Tenant, complained about smoking at 3F of Durkin, cannot open the windows. Deborah Voisine claimed that DHCD has given a letter to FHA, but The Executive Director and Andrew Skoog, Deputy Director said that FHA hasn't received a letter yet. The Executive Director stated that Ms. Voisine has moved 4 times through transfers. The Deputy Director spoke about ramp regulations. Thomas Hughes, FHA Board Member, discussed ramp regulations. The Executive Director stated that lots of organizations are trying to help Ms. Voisine. Kathy Deery, Canton Valley Tenant, asked questions, when all construction is done and how many new apartments will there be. The Executive Director answered there will be added 8 units at Wallace Tower after asbestos units are done. Also, Kathy Deery requested to post FHA Grievance Policy on website. The Executive Director replied that it will be put on the website. John Brown asked questions if we can stay during the construction project of heat pump and window project and who will pay the moving cost. Also asked about the transfer. The Executive Director answered that the heat pump and window project are not at Durkin's. The Executive Director replied that transfer and relocation will be decided by DHCD and architects. Wallace Tower has a relocation issue, but Durkin has only handicap unit's being remodeled. Janice Spellane, Daniels Heights tenant,

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claimed there are no RFP's for Daniels Heights, and laundry room is not ADA accessible. Also, she addressed unit door number need to be fixed because it is too small to see it. Andrew Skoog stated that the FHA is working on this. David Rousseau, FHA Board treasurer, the door to community room needs to be wider.

- 4. Motion to Approve Minutes of Regular Session Meeting held on June 22, 2022 Second: Adam Goodwin All in favor Move: David Rousseau
- 5. Motion to Approve Minutes of Executive Meeting held on June 22, 2022 Second: David Rousseau All in favor Move: Adam Goodwin
- 6. Motion to Approve FHA Payables for June-July FY 2022 (Attachment A) All in favor Second: Thomas Hughes Move: Adam Goodwin
- 7. Motion to Approve January- June Financials FY 2022 (Attachment B) Second: David Rousseau All in favor Move: Adam Goodwin

The Executive Director discussed FISH project that will add money back to us. The Executive Director thanked Andrew Skoog, Deputy Director, Kim Hergert, Director of Finance/HR and Yoko Ishii, Executive Assistant for handling the last Board Meeting while he was out due to a family emergency. TAR (Tenant Accounts Receivable) will be in report each meeting. (Attachment C)

8. Motion to Approve Debt Write -OFF Former Tenants Owing (Attachment D) Second: Adam Goodwin All in favor Move: David Rousseau

The Executive Director explained the Write-Off is done biannually. The Board discussed the SHERA program.

- Revised Budget Exemption Request to DHCD Approved
- 10. Master Reporting & Submission List- will roll out in fall.
- 11. Audit and Management Reviews waiting final report for audit
- 12. Master Reporting & Submission List- will roll out in fall.
- 13. Motion to Accept Award from DHCD for FISH Numbers:097168, 097169, 097170 (Attachment G) All in favor

Move: Adam Goodwin 14. Canton Valley Golden Shovel Kickoff Ceremony (Attachment H & I)

The Executive Director spoke about the Canton Valley Construction kick-off and thanked the Board.

15. FHA Properties Tour

The FHA gave a tour to elected official's key staff members and the FHA Board, Linda Byrne, FHA Chair, David Rousseau, FHA Treasurer, and Thomas Hughes, new commissioner, State Appointee on July 6th, 2022.

Second: Thomas Hughes

16. Site Visit to Worcester Housing Authority

The Executive Director, Deputy Director and David Basilio, Assistant Treasurer, visited to see WHA's new admin building. There is a lot of ideas for our new admin building layout and detail. He thanked Alex Corrales, CEO of WHA for touring.

- 17. FHA-FSU Summer Intern- Christopher Masta, FHA Summer intern, has been working on Emergency Action Plan project, Canton Valley Groundbreaking Ceremony, public Safety Data and finalizing ACOP.
- 18. FHA Union Negotiation Submitted Changes to Union for agreement

19. Public Safety Report (Attachment J)

Andrew Skoog, Deputy Director, discussed police report. Thomas Hughes, FHA Board Member-State Appointee, asked if those issues have been addressed and RSC working with tenants. David Rousseau, FHA Treasurer, stated that there were 6 calls from one apartment at Wallace Towers. The Deputy Director stated that he will find out what the calls are about.

20. Eviction Cases

The Executive Director stated that the FHA is now evicting tenants at post-COVID, but there are a lot of programs to help tenants.

21. Vacancy & HAFIS Report (Attachment K)

The Deputy Director stated that the Vacancy rate for July1st, held at 57 units.

Out of 57 vacancies, 21 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, 5 are offline due to water leaks, and 12 are offline for a vacancy rehab project at Green Acres and 6 units are Ready to Occupy, leaving 7 units needing rehab. The Board discussed occupancy rate.

22. Grant Submission- lost all but Tess MacLean, Elderly RSC did a great job.

23. CHAMP Application Process (Attachment L & M)

The Deputy Director explained that CHAMP has new features that have prolonged housing new tenants, discussed the process. Several vacancies have had multiple lists pulled to find verified applicants.

24. Resident Services

- City of Fitchburg Block Party Event-Erica Shorts, Director of Elderly Housing, did a great job.
- Green Acres Block Party Event- Thanked Felix Velazquez for his great job.

25. Massachusetts ARPA Fund for DHCD Public Housing

The Executive Director stated that the FHA received the targeted ARPA award total \$3,567,955.00 for Federal Pacific Panel and Fire Alarm.

Construction

26. Motion to Approve Change Order & Motion to Approve Substantial Completion FISH097076 Green Acres Basement Project

a. Motion to Approve Change Order FISH097076 (Attachment N)

Move: Thomas Hughes

Second: Adam Goodwin

All in favor

b. Motion to Approve Substantial Completion FISH097076 (Attachment O)

Move: Thomas Hughes

Second: Adam Goodwin

All in favor

The Executive Director stated that DHCD wants us to approve this, but not a final completion.

27. FISH 097124 Canton Valley CSI project (Attachment P)

28. FISH 097127 AUI at C. J. Durkin Project-BID PHASE (Attachment Q)

The Executive Director stated that the moving will be impacted on the tenants, there will be a relocation meeting with tenants to discuss, and the architect and DHCD will make a decision.

29. FISH 097132 Wallace Tower MOD-PHASE- moving along, waiting for DHCD

30. FISH 097153 Green Acres Project (Attachment R)

The Board discussed about ICON and layout on the new admin building issue.

31. FISH 097156 Creative Place Making at C. J. Durkin - Architect signed up

- 32. FISH 097164-C. J. Durkin 4th floor project- on going
- 33. FISH 097161-76 Mechanic Street rehab project-Still waiting
- 34. <u>FISH 097168- Green Acres Force Account Vacancy Turnover Project (Attachment S)</u>
 Three temporary maintenance employees were hired for this project.
- 35. NON-FISH project

174 Milk Street-design-phase.

36. Federal Scattered Site Single-Family Housing- 2 homes were leased up.

Roberta Kozak, Director of Leased Housing, Erica Shorts, Director of Elderly Housing and Genesis Ruiz, Director of Family Housing introduced themselves to the Board.

37. Leased Housing Division

HUD Voucher Program

Roberta Kozak explained voucher system and how many vouchers the FHA is administrating. Effective as of August 1, 2022

- The FHA has 156 vouchers leased in Fitchburg, 118 are HCV and 38 are PBV (Fitchburg Place)
- 37 Landlords are in Fitchburg
- The FHA has 4 leased vouchers not living in MA (9 ported out of state).
- There are currently 4 landlords the FHA issues HAP to that do not reside in MA.
- 38. Motion to Adjourn Regular Meeting (10:23 am) The Board entered to Executive Session at 10:24am (See the Executive Session Minutes.)

Move: Thomas Hughes

Second: Adam Goodwin All in favor