

May 24 2023 10:16 am



Fitchburg Housing Authority

Minutes of FHA Regular Board Meeting, April 26, 2023 Daniels Heights Community Room, Fitchburg, MA

A Regular Meeting of the Fitchburg Housing Authority was called to order by Chair, Linda Byrne at 8:30 AM on Wednesday, April 26, 2023, in the Daniels Heights Community Room at 1 Daniels Heights Street in the City of Fitchburg, Massachusetts.

Present:

FHA Board Members:
Linda Byrne, Chair
Adam Goodwin, Vice Chair
David Rousseau, Treasurer
David Basilio, Assistant Treasurer
Thomas Hughes, Member (Arrived at 8:43am)

Absent:

FHA Board Members: None

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
Genesis Ruiz, Director of Housing (Left at 9am)
Norma Letamendi, Director of Elderly Housing (Left at 9am)
Marc Cunningham, Elderly Maintenance Foreman (Left at 9am)
Gary Geneau, Maintenance staff for Family Housing (left at 8:47am)
Jacob Pierce, Maintenance staff for family Housing (left at 8:47am)

FHA Tenants:

Daniels Heights Tenants-Janice Spellane, Maria Carreiro, Michael Aiesi, Gillian Abbott

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: David Basilio All in favor

2. Motion to Open Public Comments.

Move: Adam Goodwin Second: David Basilio All in favor

Janice Spellane commented and appreciated that the FHA maintenance staff did a great job.

3. Motion to Close Public Comments.

Move: Adam Goodwin Second: David Rousseau All in favor

4. Motion to Approve Minutes of Regular Session Meeting held on March 22, 2023

Move: Adam Goodwin Second: David Basilio All in favor

5. Motion to Approve Minutes of Executive Session Meeting held on March 22, 2023

Move: David Rousseau Second: Adam Goodwin All in favor

6. Motion to Approve FHA Payables for March-April FY 23 (Attachment A)

Move: David Basilio Second: David Basilio All in favor

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7. Motion to Approve Financials for January-February FY 23 (Attachment B)

Move: Adam Goodwin

Second: David Rousseau All in favor

Douglas Bushman, Executive Director, discussed about FY2023 Budget, the factors including inflation rate going up, DHCD requirements like OSHA eyewash stations, PMR expenses, need a lot of money. We hope DHCD will get back to us soon.

Thomas Hughes, FHA Board member arrived at 8:43am

8. Review the FHA's updated Reasonable Accommodation Policy

The Executive Director stated that Marci Haneisen, FSS Coordinator would review the policy since she is a secretary to the Fitchburg Disability Commission.

9. Hiring of New Maintenance Staff

The Executive Director introduced two new maintenance staff. Gary Geneau & Jacob Pierce introduced themselves. Both staff are working at the Family Housing.

10. Audit & Management Reviews

The Executive Director updated that DHCD's Performance Management Review (PMR) would be held on April 27, 2023. The DHCD Facility Management specialist, Mr. Howard, and Housing Management Specialist, Ms. Muasya will be coming for PMR Audit.

11. Motion to Support Increased DHCD Public Housing Subsidies (Attachment D & E)

Move: Adam Goodwin

Second: Thomas Hughes All in favor

The Executive Director spoke about the purpose of this motion, after the Board approval, he will submit it to MassNAHRO to advocate this request.

12. Motion to Approve File Destruction (Attachment F)

Move: David Rousseau

Second: David Basilio All in favor

Andrew Skoog, Deputy Director stated that 536 boxes of files were removed to be destroyed pending approval of the application for record destruction and this motion will approve the submittal of the Massachusetts Universal Application for Destruction to the Massachusetts Records Conservation Board that will meet in May.

13. Evictions

The Deputy Director updated that the eviction numbers were stable. Some eviction cases will be coming up soon and a few may proceed to Court.

14. Vacancy & HAFIS Report (Attachment G)

The Deputy Director stated that 3 bedrooms had a big issue for leasing due to the CHAMP issue. The Chair noticed that the vacancies were going up.

15. Union Negotiation

The Board will discuss this issue at the executive session.

16. Motion to Approve MA DOL Wage Rates (Attachment H)

Move: Adam Goodwin

Second: David Basilio All in favor

The Executive Director stated that on every March, the Massachusetts Executive Office of Labor & Workforce Development Department of Labor Standards issues new prevailing wage rates that are effective every April 1st, 2023.

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17. Motion to Approve Wage Match for State Housing Program per DHCD PHN 2023-03 (Attachment I)

Move: David Basilio

Second: Adam Goodwin All in favor

The Executive Director stated that per DHCD PHN 2023-03 issued on March 16, 2023, all LHA use Wage Match which must certify within 60 days.

18. Two Conventions in April

- (1) 2023 MassNAHRO Spring Conference on April 2nd -April 4th – The Executive Director, Deputy Director and Norma Letamendi, Director of Elderly Housing attended.
- (2) PHA-Web User Conference 2023 on April 17-April 19th. -The Executive Director, the Deputy Director, Genesis Ruiz, Temp. Director of Housing, Yajaira Aldrich, Director of Customer Services & Applications, and Charline Spencer, Administrative Clerk for Finance Dept., attended this training.

19. Resident Service, Congregate & Supportive Housing (HUD & DHCD)

Family Self-Sufficiency Program Coordinating Committee on April 24, 2023

Marci Haneisen, FSS Coordinator has organized the first meeting of the Program Coordinating Committee. (PCC) on April 24, 2023, at North Central Chambers & Commerce board room. The Executive Director and the Board discussed the FSS program. It is anticipated that sometime in May a public announcement of the FHA's program will take place.

20. Construction Update

(1) Motion to Approve Amendment #28 -\$775,150.00 (Attachment J)

FY2026 formula Fund Award	\$1,027,970.00
Compliance Reserve 689 mechanic Street	\$18,963.00
Compliance Reserve Award ModPhase III Wallace	\$90,000.00

Move: David Basilio

Second: Adam Goodwin All in favor

(2) Motion to Approve Contract for Financial Assistant (CFA) 5010-\$671,547.00 (Attachment K)

Move: Adam Goodwin

Second: Thomas Hughes All in favor

Contract for Financial Assistant (CFA) for FY 2024 Energy Conservation Sustainability Initiative.

(3) Funding Award Letter for 76 Mechanic Street & 174 Milk Street (Attachment L)

The Executive Director stated that DHCD approved applying the sales proceeds from Prospect and Pleasant to the Mechanic Street project and the sale of Congress, Pearl, and Clinton to the Milk Street project. Kim Hergert, Director of Finance & HR did a pronominal job on getting this fund transfer approved.

(4) FISH 097076 Green acres Basement Project

The Executive Director updated that this FISH project would be closed and created as a new FISH project.

(5) FISH 097127 AUI -Construction Phase

The Executive Director updated that there was a problem with this project, Emergency Meeting would be held with DHCD, Architect as Building Drawings were wrong. David Rousseau, FHA Board Treasurer, claimed that no announcement was made for water shutting off for the project and bedroom door issue. The Board discussed the door issue at AUI project.

21. Motion to Approve FHA HUD Single-Family Housing Program Budget (Attachment M)

Move: Adam Goodwin

Second: David Basilio All in favor

HUD requires form 52574 for two HUD single-family homes to add to the FHA's portfolio.

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22. Motion to Enter to Executive Session (9:39am)

Move: Adam Goodwin

Second: David Basilio

All in favor

23. Motion to close Executive Session & Adjourn the Regular Board Meeting (10:12am)

Move: Adam Goodwin

Second: David Rousseau

All in favor