

May 05 2021 9:21 am



Fitchburg Housing Authority

Minutes of FHA Regular Board Meeting, April 28, 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 ordered by Chairperson, Linda Byrne at 8:30 AM on Wednesday, April 28, 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
David Rousseau, Treasurer
David Basilio, Assistant Treasurer
Adam Goodwin, Member (Remote)

Absent:

Mary Giannetti, Vice Chair

FHA Staff:

- Douglas Bushman, Executive Director
Andrew Skoog, Deputy Director
Kim Hergert, Finance/HR Director
Yoko Ishii, Executive Assistant / Bookkeeper
Marc Cunningham, Elderly Housing Maintenance
William MacDonald, Family Housing Maintenance (Foreman)
Kathy, President of CV Tenant Association
Kathy, C. J. Durkin Tenant Association Officer
Janice, DH resident (Caller-Remote)

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

- 1. Motion to Open Meeting
Chairperson, Linda Byrne opened the meeting at 8:30am.
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
Kathy, President of Canton Valley Tenant Association spoke about that the 1st Tenant Association Meeting went well and was positive.
3. Motion to Approve Minutes of Meeting held on March 31, 2021.
Move: David Basilio Second: David Rousseau All in favor
4. Motion to Approve FHA Payables for March -April FY 2021 (Attachment A)
Move: David Basilio Second: David Rousseau All in favor
5. Motion to Approve Payable \$175,512.50 FISH#097076
Move: David Basilio Second: David Rousseau All in favor
6. Motion to Approve January-March Financials FY2021.
Move: David Basilio Second: David Rousseau All in favor
7. Motion to Accept Fitchburg Place Audit
Move: David Basilio Second: David Rousseau All in favor
8. Audit and Management Reviews FY2020

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9. **Motion to Approve Modification of Wage rate per Collective Bargaining Agreement with Local 2034.**  
**Move:** David Basilio                      **Second:** David Rousseau    All in favor
10. **Acknowledgement of New family Housing Foreman & Elderly Housing Assistant Foreman**
11. **Review and Modification of FHA Personnel Policy Handbook**
12. **Motion to Approve Anti-Fraternization & Conflict of Interest Policy**  
**Move:** David Basilio                      **Second:** David Rousseau    All in favor
13. **Motion to Approve Update Harassment (including Sexual Harassment) Policy**  
**Move:** David Basilio                      **Second:** David Rousseau    All in favor
14. **FHA Bylaws**
15. **Review-Discussion of Public Safety Matters with FPD**
16. **COVID-19 Corner-Updates**
17. **UMASS Health Grant**
18. **Vacancy & HAFIS Reports (Attachment J-Vacancy Report)**
19. **DHCD-Tufts University CHAMP Study**
20. **Security Camera**
21. **Scatter Site**
22. **Update on Disposition Status of 132 Pleasant & 16 Prospect Streets**
23. **Congregate Housing**
24. **Granted Award-LUK & FHA Public Safety Youth Violence Prevention Grant**
25. **Activation Fund Grant:**
26. **CDBG Fund Awarded**
27. **689 Housing Program**
28. **FISH097076 Green Acres Basement Project**
29. **FISH097122 76 Mechanic St Window Project**
30. **FISH097127 AUI**
31. **Motion to Approve Lowest & responsible BID Canton Valley Roof Replacement FISH097129**  
**Move:** David Basilio                      **Second:** David Rousseau    All in favor
32. **FISH 097131 Wallace Tower Exterior**
33. **FISH097153 ICON Architecture Selected**
34. **FISH097156 Creative Place Making Grant**
35. **Overland FISH097134**
36. **FISH097137 Boiler Project at Green Acres**
37. **Motion to Decline HUD Shortfall Grant Funds (PIH Notice 2020-16)**  
**Move:** David Basilio                      **Second:** David Rousseau    All in favor  
The Executive Director explained that after discussion with HUD-Boston and the FHS's fee accountant it was decided that it would NOT be in the best interest of the FHA to accept the HUD Shortfall funds.
38. **Motion to Enter to Executive Session** (Entered at 10:08am)  
**Move:** David Basilio                      **Second:** David Rousseau    All in favor
39. **Motion to Enter to the Regular Session**  
**Move:** David Basilio                      **Second:** David Rousseau    All in favor
40. **Motion to Adjourn** . (Meeting adjourned at 10:47am)  
**Move:** David Rousseau                      **Second:** David Basilio        All in favor

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