



# Fitchburg Housing Authority

## Minutes of FHA Regular Board Meeting, March 31, 2021 C. J. Durkin Community Room, Fitchburg, MA

Pursuant to Massachusetts Governor Baker's Executive Order issued on March 12<sup>th</sup>, 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, March 31, 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  
Erica Shorts, Director, Elderly Housing (Remote)  
Christy Mylott, Covid Coordinator & Resident Service Coordinator in Family  
Marc Cunningham, Durkin Maintenance  
Officer Rouleau, Fitchburg Police Department  
Kathy, President, CV Tenant Association  
Janice, DH resident (Caller-Remote)

2021 APR -1 PM 3:40

FITCHBURG CITY CLERK

### **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**

No Public Comments.

#### **3. Motion to Approve Minutes of Meeting held on February 26, 2021.**

**Move: David Rousseau                      Second: David Basilio                      All in favor**

#### **4. Motion to Approve FHA Payables for February -March FY 2021 (Attachment A)**

**Move: David Basilio                      Second: David Rousseau                      All in favor**

#### **5. Motion to Clarify Executive Director's Contract (Attachment B)**

**Move: David Basilio                      Second: David Rousseau                      All in favor**

The Board voted the Motion to clarify Executive Director's Contract as follows:

- A) Executive Director's new term is **three (3) year(s) from the Effective Date January 1, 2021 ending on December 31, 2023**, which is the last day of the Authority's fiscal year.
- B) Executive Director's Salary is **\$128,297.00**, and his hours expected to work is **37.5 hours per week**.
- C) Changed Benefits selection to **"In accordance with attached personnel policy"** on Contract page 1.
- D) Corrected the State share amount of salary is **69%** and the State Share Salary is **\$85,337.21** on Contact page 1.

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**6. Emergency Motion to Approve FHA's Errors and Omissions insurance for the Board and Executive Director up to \$10,000.**

**Move: David Basilio**

**Second: David Rousseau All in favor**

Douglas Bushman, the Executive Director addressed that the FHA currently does not have an insurance for Errors and Omissions. Kim Hergert, Director of Finance/HR will contact Sarah O'Leary, Esq., DHCD's Risk Assessment officer to find out if the insurance covers the Executive Director and the Board Members. The motion voted to make a contract Errors and Omissions insurance for the Executive Director and the Board as well as FHA employees.

**7. FY2021 FHA Budget-waiting for DHCD's review and approval**

**8. Personnel Policy**

The Executive Director updated that he would get a City's HR policies and procedures from Suzan Davis, HR for the City of Fitchburg and restart the updating of the FHA policies. 70% of the Draft has been done. The Executive Director will present the Draft at May Board meeting and the Board will vote at the June meeting.

**9. Bylaws-The Board will review to discuss in Spring.**

David Rousseau, Treasure requested to review the Bylaw as whole. Linda Byrne, the Chair requested the Special Board meeting with only Bylaw review needs to be held in April.

**10. Motion to Approve MA DOL Wage Rates (Attachment C)**

**Move: David Basilio**

**Second: David Rousseau All in favor**

The Executive Director explained that on an annual basis every March the Massachusetts Executive Office of Labor & Workforce Development, Department of Labor Standards Issues updated wage rates for all local housing authority maintenance employees. However, the FHA's Collective Bargaining Agreement with Local 2034 authorizes a minimum of two (2) % annual to correspond with the DOL's wage rate job classification. For April 2021, all FHA maintenance employees will receive a flat 2% hourly wage increase. The Executive Director thanked for Marc Cunningham and Bill MacDonald, Union Rep. and Andrew Skoog, Deputy Director for negotiating this agreement. Marc expressed his appreciation for the Board to raise 2% and addressed that the FHA has been had an incredibly good management and operation since 2019.

**11. Motion to Approve Amendment 21 to CFA 5001(\$884,547.00) (Attachment D)**

**Move: David Basilio**

**Second: David Rousseau All in favor**

The Executive Director announced that DHCD was granting the FHA and additional \$884,547.00 for our FY2024 Formula Funding award plus reimbursable asbestos removal costs related to the Wallace ModPhase exterior work (FISH 097131).

- FY2024 Formula Funding award %671,547.00
- FISH097131 public Compliance Reserve award-asbestos removal related to ModPhase exterior work \$213,000.00.

**12. Motion to Approve BID Submitted by Robert J. Lemay of 16 Prospect St. to DHCD**

**Move: David Basilio**

**Second: David Rousseau All in favor**

The Executive Director updated that the FHA held a bid on March 10<sup>th</sup>, 2021 for the disposal of 16 Prospect Street. Five (5) bids were submitted with one of them being an Option A. (Attachment G) And the Option A was disqualified due to non-responsive to the bid requirements. (Attachment H) The highest bid submitted with all the required documentation was from Mr. Robert J. Lemay in the amount of \$200,000.00. The Motion will authorize the FHA to move forward with the sale. The bid documents have been submitted to DHCD for review and approval to move forward with the disposition of the real property. Also, the Executive Director has submitted a formal request to Mr. McPartland requesting that the sale proceeds remain with the FHA due to the FHA's 689 program's NAGATIVE reserve situation.

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