



**5. Motion to Open and Certify FHA Board Officer Elections for FY2022 (Attachment B)**

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

David Rousseau suggested Adam Goodwin to be Vice Chairman. Mary Giannetti will be a member. All others remain the same.

**FHA Board Elected Positions**

Chairman-Linda Byrne

Vice Chair-Adam Goodwin

Treasure (and Tenant Member) – David Rousseau (Tenant Rep.)

Assistant Treasurer- David Basilio (Labor Rep.)

**Non-Elected Positions and Regular Member of the FHA Board**

Member- Mary Giannetti

Secretary (Held by Executive Director)- Douglas M. Bushman

**6. Motion to Approve FHA Board Members Compensation Levels (Attachment C)**

**Discussion- Move: David Rousseau                      Second: Adam Goodwin**

The Board discussed about the compensation level, all meetings including signing checks each time are important and should be paid for as meetings. David Basilio, Treasure suggested that compensation should be \$50 for Chair and \$40 for the other Board members.

**Move: David Basilio    Second: David Rousseau**

**In Favor -David Basilio, David Rousseau, Adam Goodwin (3)**

**Not in Favor-Linda Byrne (1)**

**7. FHA Board of Commissioners Meeting dates and Locations for Fiscal Year (Attachment D)**

**Move: David Rousseau    Second: Adam Goodwin                      All in favor**

January 26th - C.J. Durkin 08:30 a.m.

March 23rd – Wallace Towers 08:30 a.m.

May 25th- C.J. Durkin 08:30 a.m.

July 27th - C.J. Durkin 08:30 a.m.

September 28th - Wallace Towers 08:30 a.m.

November 16th – Canton Valley 08:30 a.m.

February 23rd – \*Canton Valley 08:30 a.m.

April 27th - Daniels Heights 08:30 a.m.

June 22nd – Wallace Towers 08:30 a.m.

August 24th - Canton Valley 10:00 a.m.

October 26th - Daniels Heights 08:30 a.m.

December 14th - C.J. Durkin 08:30 a.m.

The Board discussed that the **February meeting** will be held at **\*CJ Durkin** due to the DHCD Annual Plan meeting which was posted in December of 2021 to schedule the meeting at CJ Durkin. That is the only change on this schedule.

**8. FY 2022 DHCD Budget Update**

The Executive Director updated the significant factors on Budget for FY2022.

- The budget for DHCD was increased by 10% but the Allowable Non-Utility Expense Level (ANUEL) will only be increased by 4 %.
- DHCD maintains the 50% retention of the saving from Solar Net Metering Credit agreement. (Up to FY2019 LHA could keep 100%.)
- DHCD is mandating a 35% reserve balance since 2018. FY2021 was the last year of the financial off-set for the three additional maintenance employees as a part of the 2019 Pathway to Success Plan.
- Sue Honeycutt from Fenton, Ewald & Associates P.C. reported that FY2022 the FHA has an estimated \$500,000 budget deficit driven by the DHCD factors.

**9. Motion to Approve Debt Write-Off Former Tenants Owing (Attachment E)**

**Move: Adam Goodwin                      Second: David Rousseau                      All in favor**

**10. Personal Policy** -Draft will be presented to the Board to look over. (Attachment F)

***“Teamwork, Excellence and Ability for Your Home and Family”***

**11. Annual and CIP Plan Dates (Attachment G)**

January 26, FHA meeting with LTO's and Tenants to present Annual/CIP Plan was held at C.J Durkin Community room after the Board Meeting. Annual plan meeting to be held during the regular Board Meeting in February which will be held at CJ Durkin.

**12. Employee Training Acknowledgements**

Erica Shorts, Director of Elderly Housing -NanMakay Supervision and Management Training  
Sherry Colon, Leased Housing Manager-MPHA (Massachusetts Public Housing Administrator) Certificate.

**13. MassNAHRO Convention-May 22-25, 2022**

Doug Bushman, Executive Director, may present a lecture Andrew Skoog, Deputy Director may present lecture about the Maintenance Labor method "Swing Shift".  
The FHA will invite those FHA employees to attend that will be receiving their MPHA certificate. David Rousseau, Treasure, asked if the FHA pay for van fee to get there. The Executive Director answered he will look into that.

**14. New FHA Employees**

The FHA welcomes Felix Velazquez, Resident Service Coordinator-Family, Tess (Marites) MacLean, Resident Service Coordinator-Elderly, and Sol Toro, Administrative Clerk I (Customer & Application Services).

**15. Fitchburg Affordable Housing Coalition**

The Executive Director stated that the FHA has been invited to be part of a City of Fitchburg Community Development & sponsored local housing coalition. The local collation will assist in part, to create a system to match vacant properties with affordable redevelopment and develop a revolving acquisition fund in order to quickly respond to opportunities.

**16. ARPA Funding -not announced yet.**

**17. COVID-19 Corner-Updates**

The Executive Director thanked Kim Hergert, Finance & HR Director for keeping Employees' Covid Sick leave tracking. The Booster Clinic will be conducted by CHC at Canton Valley Community on February 15.

**18. Revision to FHA's Reasonable Accommodation Policy -The FHA will revise policy and will present to the Board at March 2022 meeting.**

**19. Appreciation to Bemis Associates Inc., ASNCM & LUK (Attachment I)**

The Executive Director expressed appreciations to Mr. Thomas A. Hall, COO of LUK, Mike Johansen, President of Bemis Associates, Inc and Lori A. Richardson, CEO of Aging Services of North Central Massachusetts (ASNCM) and all of their staffs for their generous donations to our seniors. Also, he thanked Erica Shorts, Director of Elderly Housing for coordinating with these great organizations. Lori Richardson, ASNCM and Sonia Demelo, Executive Assistant to President of Bemis Associates Inc., received the certificate of appreciation from the FHA Chair, Linda Byrne.

**20. Vacancy & HAFIS Report (Attachment H)**

Andrew Skoog, Deputy Director updated that the Vacancy rate for January 1<sup>st</sup>, increased 39 units to 44 units, and the vacant unit days increased from 14,169 to 15,286. The vacant days drops to 1,204. However, of the 44 vacancies, 19 units are off-line for asbestos at Wallace Tower, 3 units are off-line for handicapped remodel at C.J. Durkin, 3 units are offline for ADA accessibility project at Canton Valley, and 1 unit is RTO leaving only 18 needing rehab.

**21. Smoke & Fire Detectors**

The Executive Director stated that there have been two tragic fires in apartment complex, one in Philadelphia and another in New York City. He instructed the FHA maintenance crews and Admin staffs to issue a work order immediately if any staff sees that it is disconnected in the unit. The FHA is reviewing our smoke and fire detector policies.

**22. Single-Family Scattered Sites**

The Executive Director updated that single family homes renovation had been done and now doing a punch list. The Cahir suggested that The Board have a site visit tour in March after Board Meeting (March 23<sup>rd</sup>).

**23. 689 Housing Program**

The Executive Director updated that the lease with Our Father's House was executed. (Attachment J)

**Construction Update:**

**24. Motion to Approve Proposed Change Order #004 (Attachment K)**

**Move:** Adam Goodwin                      **Second:** David Basilio                      All **NOT** in favor

**25. Motion to Approve Final Completion FISH097122-76 Mechanic Street (Attachment L)**

**Move:** Adam Goodwin                      **Second:** David Basilio                      All in favor

**26. TO Be Re-BID FISH097124 CSI Canton Valley Out to Bid (Attachment M)**

Lots of companies came at site visit. General Bid due is March 2.

**27. FISH097127 AUI -Durkin project** will start this year.

**28. FISH097131 Wallace Tower Exterior Construction Complete**

**Motion to Approve Substantial Completion FISH097131 (Attachment N)**

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

**Motion to Approve Final Completion FISH097131 (Attachment O)**

**Move:** Adam Goodwin                      **Second:** David Rousseau                      All in favor

**29. FISH097147 GA ASHP project** -waiting.

**30. FISH097165 Wallace Tower Air Source Heat Pump (ASHP) Project (Attachment Q)**

The Executive Director was pleased to announce that the FHA has received ASHP award letter. DHCD is very happy to receive the fund outside.

**31. FISH 097156 Creative Place Making** -Bid out this year.

**32. FISH097164 -4<sup>th</sup> Floor office conversion project (Attachment P)**-RE-Bid soon due to the rejection of the first Bid cycle.

**33. FISH097153-Gateway Cities Revitalization**

The park will be constructed near the admin building.

**34. Discussion over Construction Plan (CIP)**

Andrew Skoog, Deputy Director explained about proposed CIP plan. The Board discussed about the construction plan in next 5 years & projects that have been removed.

**35. Motion to Adjourn** (Meeting adjourned at 10:15 am)

**Move:** David Basilio                      **Second:** Adam Goodwin                      All in favor