



Fitchburg Housing Authority

Minutes of FHA Regular Board Meeting, February 23, 2022

C. J. Durkin Community Room, Fitchburg, MA

A Regular Meeting of the Fitchburg Housing Authority was called to order by Vice Chair, Adam Goodwin at 8:30 AM on Wednesday, February 23, 2022, in the C. J. Durkin Community Room at 50 Day Street in the City of Fitchburg, Massachusetts.

Present:

FHA Board Members:
Adam Goodwin, Vice Chair
David Rousseau, Treasurer
David Basilio, Assistant Treasurer
Mary Giannetti, Member

Absent:

Linda Byrne, Chair

FHA Staff:

Douglas Bushman, Executive Director
Andrew Skoog, Deputy Director
Kim Hergert, Finance/HR Director
Yoko Ishii, Executive Assistant / Bookkeeper

Sue Honeycutt, Fenton, Ewald and Associates PC Left at 9:55am)

FHA Tenants:

Daniels Heights- Janice Spellane

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

1. Motion to Open Meeting

Vice Chair, Adam Goodwin opened the meeting at 8:30am

Move: Mary Giannetti

Second: David Basilio

All in favor

2. Motion to Open Public Comments.

Move: David Rousseau

Second: Mary Giannetti

All in favor

No Comments.

3. Motion to Approve Minutes of Regular Session Meeting held on January 26, 2022

Move: David Basilio

Second: David Rousseau

All in favor

4. FHA Board Election Results

Chairman – Linda Byrne

Vice Chair - Adam Goodwin

Treasurer (and Tenant Member) David Rousseau (Tenant Rep.)

Assistant Treasurer – David Basilio (Labor Rep.)

Regular Member - Mary Giannetti

5. Motion to Approve FHA Payables for January -February FY 2022 (Attachment A)

Move: David Rousseau

Second: Mary Giannetti

All in favor

The Board questioned about how the FISH Project funds transferred to FHA's bank account. Kim Hergert, Finance/HR Director, and Sue Honeycutt explained the detail of the process of the FISH Funds' transfer. The Board requested DHCD reports about the FISH payment procedures.

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6. Motion to Approve FY 2021 Financial & Related Documents (Attachment B & C)
Move: Mary Giannetti Second: David Rousseau All in favor

Douglas Bushman, Executive Director, explained some of the line items of the Financial Documents. FY2021 ending reserve balance was 21.03% less than the DHCD mandated 35%. However, overall revenue increased by 0.013% (\$48,995) administration expenses decreased by 0.085% (\$77,694) and Maintenance expenses decreased by 0.063% (\$68,516). The Board approved Year End documents including the top five highest paid FHA employees.

7. Motion to Approve FY2022 Certificate of Compliance with Lead Notification (Attachment D)
Move: Mary Giannetti Second: David Rousseau All in favor

The Board discussed about the lead paint in Green Acres and Scattered Site.

8. Motion to Approve FY2022 FHA Budget & Related Documents (Attachment E & F)
Move: David Rousseau Second Mary Giannetti All in favor

The Executive Director explained budget summary as follows: 3000s-Increase in Revenue by 2.6% or \$115,164 from FY2021. 4000s-Reduction in Admin Expenses by 4.8% or \$58,395 from FY2021. 4410-Reduction in Maintenance Labor by \$47,567 from FY2021. 4420- Reduction in Maintenance Materials by \$25,000 from FY2021. 4430-Reduction in Maintenance Contracts by \$43,730 from FY2021. Increase in Revenue from both 689s. New Revenue from two single-Family Homes. Targeted Salary increases (April and September). Mandatory Furlough Days (12 per Employee). The Executive Director will meet with State Reps regarding request of Funding exemption for Maintenance cost. The Board discussed about the employee's benefit and retirement cost. Sue Honeycutt, CPA from Fenton, Ewald and Associates PC explained that the retirement and benefit cost are increasing crazy and not able to predict how much is increasing in the future.

9. Review and Modification of FHA Personnel Policy Handbook. -In March, Subcommittee meeting will be held to review about personnel policy and union contract.

10. Motion to Approve the Annual & 2022-2026 Capital Improvement Plan (Attachment G)
Move: Mary Giannetti Second: David Basilio All in favor

Douglas Bushman, Executive Director explained the 2022-2026 CIP plan, and the Board discussed it.

11. Motion to Accept DHCD Survey Performance Reports (Attachment H)
Move: Mary Giannetti Second: David Basilio All in favor

Andrew Skoog, Deputy Director explained the results.

12. Motion to Accept FY2021 Overtime Reports (Attachment I)
Move: Mary Giannetti Second: David Basilio All in favor

The Deputy Director stated that Overtime was decreased by using swing-shift system. David Basilio, assistant Treasurer, gave him a compliment on his reports

13. Motion to Approve Updated Maintenance Wage Rate Change for Local 2034(Attachment J)
Move: David Rousseau Second: Mary Giannetti All in favor

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

Abstained-Mary Giannetti (1)

14. Motion to Approve Executive Director Wage Rate Change (Attachment K, L, M)
Move: David Rousseau Second: Mary Giannetti All in favor

15. MassNAHRO Annual Conference -The Executive Director will have a lecture for Bylaws, also, the Deputy Director will teach Swing-Shift system.

16. Fitchburg Affordable Housing Coalition

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- 17. Local ARPA Committee Recommendation to Move Grants to Next Level**
(Attachment N & O) The Executive Director updated that FHA would get \$125,000 for WT project and \$275,000 for GA project hopefully. On March 1st, the full member of City Council will discuss about the Final selection.
- 18. Audit and Management Reviews-** will begin the process soon.
- 19. Fitchburg Community Read Program: The American Dream: Housing (In) Security & Older Adults (Attachment P)-** The Executive Director explained that The Fitchburg Community Read invited him to the remote panel discussion regarding housing insecurity for older American on February 16, 2022, and the discussion centered around the book Nomadland. The other participants included: Dr. Jennifer Molinsky from Harvard Joint Center for Housing Studies, and Dr. Mark Williams from Fitchburg State University, organizing the event by Connie Strittmatter Strategic Project Librarian at FSU, Jackelyn A. Kremer, FSU Library.
- 20. Congratulation to our Community Partners (Attachment Q)-**The FHA at the January 26, 2022, Board Meeting congratulated three of our community partners LUK Inc, Aging Services of North Central Massachusetts, and Bemis Associate Inc.
- 21. COVID-19 Corner**
The Executive Director updated about the COVID testing Kits and the Booster Clinic at Canton Valley Community Room on February 15, 2022. The Deputy Director updated the SHERA Program. MEMA distributed on February 1, 2022; another PPE (Masks qty 30000) will distribute to tenants.
- 22. Vacancy & HAFIS Reports (Attachment R)**
The Deputy Director updated the Vacancy Reports. The Vacancy rate for February 1st, increased from 46 units to 49 units and the vacant unit days increased from 15,286 to 16,591. Excluded offline units, the vacant unit days drops to 1,672. However, of the 49 vacancies, 20 units are offline for asbestos at Wallace Towers, 3 units are offline for handicapped remodel at CJ Durkin, 3 units are offline for ADA accessibility project at Canton Valley, and 7 units are Ready to Occupy (RTO), leaving 16 needing rehab. David Rousseau and David Basilio gave compliments on the Deputy Director's reports.
- 23. Smoke & Fire Detectors**
- 24. FHA's Internal Weekly Housing Manager Meetings-**David Basilio, Assistant Treasurer request new FHA organization Chart.
- 25. Resident Services**
Poetry Event- February 15, 2022, City Councilor Sally Cragin and Swan Hope Press conducted another poetry event at Wallace Tower.
- 26. Motion to Approve FHA C. J. Durkin Tenant Association Funds \$732.00 (Attachment S)**
Move: David Basilio **Second: Mary Giannetti**
In Favor-Adam Goodwin, David Basilio, Mary Giannetti (3)
Abstained- David Rousseau, D.J. Durkin resident (1)
- 27. Motion to Approve FHA Canton Valley Tenant Association Funds \$500.00 (Attachment T)**
Move: David Rousseau **Second: David Basilio** **All in favor**
- 28. Domestic Violence Round Table**
The Executive Director stated that the FHA is now participating in the City of Fitchburg's Domestic Violence Table. The Domestic Violence Roundtable is held quarterly, consisting of area agencies. The FHA's Resident Service Coordinator, Tess MacLean & Felix Velazquez were the guest speakers for the round table held on February 17, 2022. Mary Giannetti, Member of the Board, expressed concerns on safety issues on FHA GA community. The Board discussed about the recruiting internship from Fitchburg State Police Academy as a third summer internship.

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29. 689 Housing Program

DHCD received home sale proceeds check finally.

30. Motion to Approve Amendment to DHCD Contract for Financial Assistant Wallace Tower ASHP Project \$876,120.00 (Attachment U)

Move: David Rousseau

Second: Mary Giannetti

All in favor

Constriction Updates:

31. FISH097076 Green Acres Basement Project

32. Motion to Accept Lowest Response Bid FISH #097124-CSI Grant Project Canton Valley (Attachment V)

Move Mary Giannetti

Second: David Rousseau

All in favor

33. OUT TO BID: FISH097164 (Attachment W)-Re-BID.

The first Project Bid opening date was December 1st, 2021. However, the bids came in over twice the allowable budget, rejected. ASNCM wrote a letter to DHCD to support using DHCD reasonable accommodation funds. The FHA is now reviewing our CIP fund allocation will most likely divert funds towards this project.

34. FISH097161 76 Mechanic Street Rehab Project

35. Motion to Enter Executive Session Meeting (at 10:31am)

Move David Rousseau

Second: David Basilio

All in favor

36. Motion to Exit Executive Session Meeting (10:50am)

Move David Rousseau

Second: David Basilio

All in favor

37. Motion to Adjourn (10:50am)

Move David Rousseau

Second: David Basilio

All in favor