



Fitchburg Housing Authority

Minutes of FHA Regular Board Meeting, June 22, 2022 Wallace Tower 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, June 22, 2022, in the Wallace Tower Community Room at 54 Wallace Avenue in the City of Fitchburg, Massachusetts.

Present:

FHA Board Members:

Linda Byrne, Chair
Adam Goodwin, Vice Chair
David Rousseau, Treasurer
Mary Giannetti, Member (left at 10:05am)

FHA Staff:

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

Stephen L. DiNatale, Mayor of Fitchburg (left at 09:08 am)
Natalia Oliver, Chief of Staff of Mayor's Office (left at 09:08 am)

FPD- Earnest F. Martineau, Chief of Police (left at 09:08 am)
Jeffrey J. Howe- Lt. Officer (left at 09:08 am)

FHA Tenants:

Wallace Tower- Pamela Newton, Richard Avant, June Sears
Daniels Heights- Janice Spellane
Canton Valley- Kathy Deery

Absent:

FHA Board Members:
David Basilio, Assistant Treasurer

FHA Board Secretary:
Douglas Bushman due to family emergency

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 Rousseau All in favor

2. Motion to Open Public Comments.

Move: Adam Goodwin

Second: David Rousseau All in favor

Earnest F. Martineau, Fitchburg Chief of Police noted that the FHA is a priority, and will 100% commit to the FHA, but FPD has a 20% staff shortage. Wallace Tower had over 75 calls since January 2022. During Covid time FPD responded to overdose, mental health, and disturbance related calls. The Chief of Police requested monthly crime data to identify and target the problems. Kathy Deery, Canton Valley Tenant, claimed the problem is that the FHA didn't follow their own policies like pet policy and guest policy which the FHA doesn't review CORI- criminal record with the guest. The Chief of Police stated that crisis intervention and mitigation calls are primary. The tenant can call and address their concerns at OIC-Officer in Charge 24/7. Linda Byrne, the FHA Chair introduced the Board members and FHA staff to the tenants. Stephen L. DiNatale, Mayor of Fitchburg thanked the FHA for inviting him to the Board meeting. Mayor stated that problems sent to him were mostly from tenants interacting with each other, he will make himself more accessible to tenants. Andrew Skoog, Deputy Director, will email the FPD requesting police reports. Pamela Newton claimed that on May 19 she delivered a file and 3 letters to the Deputy Director, but she claimed the Management lost her letters. The Deputy Director explained that the Executive Office was already investigating what happened with the file Ms. Newton delivered. Richard Avant, Wallace Tower Tenant, claimed that resident let homeless people into the building at night, and someone who was kicked out is living in building with his girlfriend. The Deputy Director noted that it is difficult for the FHA management to control people's behavior after office hours and explained in detail the process to evict people. The Deputy Director explained that tenants may feel that the FHA is not responding to complaints, but administrative staff do not

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communicate actions that are taken against other tenants. Because the eviction process is very lengthy it can take months or even years to remove a tenant who is violating the lease, so tenants feel like their complaints are not heard. The Chief of Police discussed the implementation of a no trespass order, the police do not have to arrest the visitor or ask them to leave. Cheryl Hirst requested Tenant rights information. Kathy Deery, Canton Valley tenant will provide the information.

Mayor, Natalia Oliver, Mayor's office, the Chief of Police, Lt. Police Officer Howe left at 9:08am

3. **Motion to Close Public Comments.**
Move: Mary Giannetti **Second:** Adam Goodwin All in favor
4. **Motion to Approve Minutes of Regular Session Meeting held on May 25, 2022**
Move: David Rousseau **Second:** Adam Goodwin All in favor
5. **Motion to Approve Minutes of Special Meeting held on May 11, 2022**
Move: David Rousseau **Second:** Adam Goodwin All in favor
6. **Motion to Approve FHA Payables for April-May FY 2022 (Attachment A)**
Move: Mary Giannetti **Second:** David Rousseau All in favor
The Board requested the attachment A is printed out in color.
7. **Motion to Approve January- April Financials FY 2022 (Attachment B)**
Move: Mary Giannetti **Second:** David Rousseau All in favor

Andrew Skoog, Deputy Director, explained the budget summary, water in the basement in GA, 2 Maintenance employees are leaving by the end of year. And he met with DHCD and requested more funds at the NAHRO conference.
8. **FHA Master Reporting & Submission List: (Attachment C)**
9. **Audits and Reviews:** AUP on going
10. **Motion to Approve FHA's GASB 74 & 75 Actuarial Valuation (Attachment D)**
Move: Mary Giannetti **Second:** Adam Goodwin All in favor
11. **CIP-Approved (Attachment E)**
12. **DHCD Federal-Pacific Grant Submittal** -waiting
13. **Labor Advisory Committee** – will set up another meeting.
14. **Allocation of DHCD ARPA funds \$671,547.00**
All ARPA funds will be allocated to WT for ASHP project due to cost increase.
15. **Revised Budget Exemption Request to DHCD (Attachment F)**
Revised letter, which requested \$50,000 instead of the original request of \$125,000 due to the CIP revision and vacancy issues, was sent on June 14, 2022.
16. **MassNAHRO Annual Convention** - Sherry Colón, Leased Housing Manager received her MPHA certificate.
17. **FHA Labor Advisory Committee-Sub**-Committee meeting will be held on Friday June 24.
18. **Wallace Tower & YMCA Land Issues**- still waiting

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19. Motion to Congratulate and Appreciation for Al DiMarzio (Attachment G)
Move: Adam Goodwin Second: David Rousseau All in favor

20. COVID Corner

- SHERA Money received \$69,376.49, and Financial assistant Program was shifted to RAFT program.
- 2nd Booster shot clinics were held at Elderly Housing.

21. Eviction Cases

The Deputy Director updated the board that there are 30 Active Eviction cases. There were also two forced evictions in 2022.

22. Vacancy & HAFIS Report (Attachment H)

The Deputy Director stated that the Vacancy rate for June 1st, increased from 49 units to 57 units. Out of 57 vacancies, 20 units are offline for asbestos at Wallace Tower, 3 units are offline for handicapped remodel at C. J. Durkin, 3 units are offline for ADA accessibility project at Canton Valley, 4 are offline due to water leaks, and 7 units are Ready to Occupy, leaving 20 units needing rehab. Also, historic vacancy data was presented to the Board. Although there has been an increase in the vacancy rate over the last few months, since 2019, the vacancy rate has been improved significantly.

23. Smoke & Fire Detectors- It is enforced. If it is violated, it goes to 30 days-notice.

24. Grant Submission-Health Foundation -waiting

25. Grant Submission-UMass Health Tier I & II -waiting

26. Resident Services

- Poetry event -well attended
- General Meeting /Gossip Free Zone Workshop at Elderly Housing
- Volunteer at Elderly Dept, Bianca Romero.

27. FSU Summer Intern, Christopher Masta for Executive Office

The Deputy Director briefly discussed Summer Intern Christopher Masta who is working 3 days a week.

28. FHA Appreciation Day/ Summer Picnic

This year Appreciation Day will be changed to **Tuesday, August 9 at NOON at Canton Valley Community Room**. Mayor will be attending; all of the board members are invited.

29. FHA Construction Sub-Committee Meeting

On June 8, 2022, Sub-Committee members, Linda Byrne, FHA Chair, David Basilio, Assistant Treasurer, Douglas Bushman, Executive Director and Andrew Skoog, Deputy Director, had a meeting to review the various construction issues including FISH097153 Green Acres New Admin/Community Building layout. The subcommittee members will have a site visit at Worcester Housing Authority on June 28, 2022, for their new admin/Community building.

30. Construction Updates (FISH)

- FISH097076 (Green acres Basement Project)** waiting for drawing. The As-Builts are almost completed.
- FISH097124 (Canton Valley CSI Project)** the groundbreaking ceremony will be held at Noon on Tuesday July 12, 2022, at Canton Valley Community Room.
- FISH097127 AUI Durkin Project-** Completed 100% Construction Document was submitted.
- FISH097132 Wallace Tower MOD-PHASE-**Interior drawing and ASHP (Air Source Heat Pumps) Project.

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- e. **FISH097147 Green Acres Force Account Boiler Replacement Project**-submission to DHCD next month.
- f. **FISH097153 Green Acres Gateway Cities Revitalization (Attachment J & K)**
Site location was approved.
- g. **FISH097164 Fourth Floor Office at Durkin project**-will be competed soon.
- h. **FISH097161 76 Mechanic Street Rehab Project**-will use funds from proceeds from home sales. On June 13, 2022, Simone Early Architect Director & Ben Oxendar, Staff landscape architect from DHCD had a site visit at 76 Mechanic Street.
- i. **FISH097165- ASHP at Wallace Tower**
- j. **FISH097166- Wood siding Repair at C. J. Durkin**

31. NON-FISH project

174 Milk Street-on going.

32. HUD Federal Scattered Site Single-Family Housing

Motion to Approve HUD Admission & Continued Occupancy Policy (Attachment L)

Move: Mary Giannetti

Second: Adam Goodwin

All in favor

Mary Giannetti left at 10:05am.

33. Proposed New Housing (Attachment M) -Three Pyramids building located adjacent to the C. J. Durkin.

34. Motion to Adjourn Regular Meeting (10:09 am) The Board entered to Executive Session at 10:09am (See the Executive Session Minutes.)

Move: David Rousseau

Second: Adam Goodwin

All in favor

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