

*May 01 2023 3:12 pm*

## Fitchburg Housing Authority

### Minutes of FHA Regular Board Meeting, February 21, 2023 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 Tuesday, February 21, 2023, 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  
David Basilio, Assistant Treasurer  
Thomas Hughes, Member (Arrived at 9:08am)

#### **Absent:**

FHA Board Members: None

#### FHA Staff:

Douglas M. Bushman, Executive Director, FHA Board Secretary  
Andrew Skoog, Deputy Director  
Kim Hergert, Director of Finance/HR  
Yoko Ishii, Executive Assistant / Bookkeeper  
Marc Cunningham, Elderly Maintenance Foreman (Left at 8:55am)  
Alex Cotto, Family Maintenance Foreman (Left at 8:55am)  
Genesis Ruiz, Director of Housing

#### FHA Tenants:

Cyril Hist, Wallace Tower Tenant

#### **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 Basilio                      All in favor**

##### **2. Motion to Open Public Comments.**

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

There were no public comments. Douglas Bushman, Executive Director stated that Marc Cunningham, Elderly Housing Maintenance Foreman, Alex Cotto, Family Housing Maintenance Foreman and their crews did a phenomenal job for all the emergency issues including Firewatch at Canton Valley, broken water pipes, etc. Genesis Ruiz, Director of Housing made arrangement for two Tenants to be placed temporarily into hotels during the emergency heat issue at Green Acres. The Executive Director also added the FHA is interviewing maintenance candidates, the goal will be up to 9 Maintenance by the end of March. The Chair asked about the Work Orders. Alex Cotto explained about why he had a lot of Work Order numbers assigned to him. The Executive Director reported that Mr. Howard, DHCD came upon December 2022 to help maintenance crews in getting set up for PMR (Performance Management Review) standards.

##### **3. Motion to Close Public Comments** (All Maintenance Foremen left at 8:55am)

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

##### **4. Motion to Approve Minutes of Regular Session Meeting held on January 18, 2023**

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

##### **5. Motion to Approve FHA Payables for January-February FY 23 (Attachment A)**

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

David Basilio, Assistant Treasurer, asked if Fire Alarm at Ashburnham Street is tenant responsibility. The Executive Director responded that the FHA is responsible for physical components.

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6. **Pending: January-December Financials Year End & FY23 Budget** -still waiting from CPA's reports. Not vote this time.
7. **Audit and Management Review**-The FHA is getting ready for the Audit.
8. **January 30, 2023, Community Coalition Meeting for ABLE at Green Acres**  
The Executive Director stated that the presentation went well, Linda Byrne, Chair and Adam Goodwin, Vice Chair attended. Follow up meeting with public school also went well. MOC and Boys and Girls Club, want space at the New Admin Building Community Room. YMCA will be in too. The Following meeting will be held in late February to March. The city kicked in money to the program. In two weeks, we will have a meeting with DHCD about the Admin center.
9. **Evictions**  
The Executive Director and Deputy Director reported that the FHA served 28 eviction notices and had 1 forced eviction after judgement for the FHA in FY 2023.
10. **Vacancy & HAFIS Report (Attachment E)**  
The Deputy Director briefly updated the Vacancy Report.
11. **DHCD 689 Programs**  
76 Mechanic Street is managed by Our Father's House, the substance abuse program for women. 240 Ashburnham Street is managed by Open Sky, they house people with developmental disabilities.
12. **Union Negotiation**  
The Executive Director updated that the Mediation Hearing will be held virtually on March 1, 2023. The Executive Director, Deputy Director, David Rousseau and David Basilio will attend.
13. **New Assistant Director of Family Housing** (Tom Hughes, FHA Board Member, arrived at 9:06am)  
The Deputy Director, the Director of Family Housing and Kim Hergert, Director of Finance/ HR interviewed the candidates. Tamara Castro will be joining us on February 27, 2023. She is the best candidate, worked for the Spanish American Center, has a knowledge of CHAMP system, RAFT program etc. The Board discussed CHAMP system.
14. **Resident Services**
  - 1) **Motion to Approve Friend of Wallace Tower Tenant Association Funds FY23-\$780.00 (Attachment F)**  
**Move: David Rousseau**                      **Second: Adam Goodwin**      **All in favor**
  - 2) **Letter of Support for Stratton Players (Sally Cragin) (Attachment G)**  
The Executive Director stated that the FHA sent a letter of support for the Stratton Player's application for funding from the Massachusetts Cultural Council.
  - 3) **Motion to Approve HUD FSS Action Plan (Attachment H)**  
**Move: Adam Goodwin**                      **Second: David Basilio**      **All in favor**  
The Executive Director was pleased to announce that the FHA has been awarded a HUD FSS Grant for its HUD Voucher (Section 8) program. The FSS Program will help families continue their education and training so they can enter or re-enter the workforce. The FSS Action Plan is the guiding document that the FHA will have to follow as sign-up families to this voluntary program. The FHA are advertising for the FSS Coordinator position. Program Coordinating Committee (PCC) will work with FHA's FSS Coordinator.

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**4) Elderly Housing Event**

**Bilingual Luncheon and Presentation to promote Healthy Eating Habit and Social Cohesion at the FHA Sponsored by Project Bread.**

Tess MacLean, Residence Service Coordinator-Elderly had a phenomenal event.

**15. HUD & Voucher Program Update**

**FYI Vouchers:**

The FHA Received Four (4) Foster Youth to Independence (FYI) Vouchers.

**16. Construction Update**

**(1) FISH 097127-Accessibility Unit Initiative Project at C. J. Durkin**

The Construction Phase has begun, and will be finishing by June 30 this year, including upgrading community kitchen and bathroom.

**(2) FISH 097164 Wallace Tower ASHP project**

The Contract is in DHCD's hand.

**(3) Three Pyramid Building**

David Rousseau, Treasurer, asked a question about the Pyramid Building. The Executive Director answered that the DHCD is not doing.

**(4) Motion to Approve 174 Milk Street Bid**

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

**17. Motion to Approve FY23 Year End Financials & Related Documents (Attachment B & C)**

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

**18. Motion to Approve Lead Paint Certification**

**Move: Adam Goodwin                      Second: Tomas Hughes      All in favor**

**19. Vacancy**

The Executive Director stated that Vacancy work will be delayed due to Emergency maintenance issues.

**20. Motion to Enter to Executive Session Meeting (9:32am)**

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

**21. Motion to Close Executive Session Meeting (10:22am)**

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

**22. Motion to Adjourn the Board Meeting (10:22am)**

**Move: Tomas Hughes                      Second: David Rousseau      All in favor**

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