

# **Fitchburg Housing Authority Minutes – Regular Meeting**

*CJ Durkin Community Room, Fitchburg, MA*

August 12, 2015

## **PRESENT:**

**Paul Fontaine, Chair**

**Linda Byrne, Treasurer**

**David Rousseau, Assistant Treasurer**

## **ALSO PRESENT:**

**Peter Proulx, Secretary**

**Benjamin Gold, Asst. Exec. Director**

**Denise Ivaldi, Recording Secretary**

## **ABSENT:**

**Mary Giannetti, Vice Chair**

**Mark Jackson, Member**

There were residents present with the following comments:

- a. A resident asked if they had to remove their air conditioner with the new AC Policy. *The E.D. replied yes; but if pre-approved already there was no problem. He added it had to be insulated and suggested they still fill out the AC form in the office.*
- b. A resident stated that there was air coming through the winters last winter. He found a mouse in his apartment. He also wanted to know why we needed new security locks, when we need more things fixed no. *The E.D. replied that if there were drafts in the windows, were work orders put in.*
- c. A resident asked why this building was the only one that you had to be 50 feet away with the new smoke-free policy. *The E.D. replied that there were only three buildings smoke-free.*
- d. A resident stated we are low-income but have to pay to remove the air conditioners. *The E.D. replied that DHCD policy does not allow for tenants to install.*
- e. A resident asked if residents could choose the designated smoking area, for example the courtyard; the parking lot is not safe. *The E.D. replied he was willing to discuss the location, adding the LHA is not responsible for what happens if residents go out at 3 a.m.*

- f. A resident asked why the grandfather rule does not apply to smokers. *The E.D. replied there is no law, no rule for housing authorities. He added that he will have meetings with smokers.* Tenants added notices were not put up.
- g. A resident asked why Canton Valley and Green Acres were not included in the smoke-free policy.
- h. A resident asked if “no vapor” cigarettes were allowed. *The E.D. replied not until someone shows there are no issues with them.*
- i. A resident asked what was meant by “here for board meeting”. *The E.D. replied that the monthly board meeting is for housing authority business, unless a resident is asked to be put on the agenda.*
- j. A resident stated that there are water marks and mold on every floor; this is more important than smoking. *The E.D. gave his phone number and said residents can call him any time.*
- k. A resident wanted to know why since this is low-income the lock-out fee is \$60.00; why can't the manager be called. *The E.D. noted the board voted on a set of fees and further explained.*
- l. A resident stated that the biggest problem is people hanging around in the lobby. *The E.D. replied that for the next meeting with residents, he would invite Ben, the Asst. E.D. and Anna, our in-house attorney.*
- m. A resident stated that he came to housing for a better life; not for rights and privileges. He added people should stop crying about everything.
- n. A resident wanted to know where the 50 fee started for smoking. *The E.D. replied 50 feet from the entrance to the building.* A resident added that the sidewalks were public property and they can smoke there if they want.
- o. A resident introduced herself and stated she had call about congregate and the stealing of food.
- p. A resident asked if the majority rules for smoking. *The E.D. replied he would bring the numbers to the meeting.*
- q. A resident asked if the board could introduce themselves; which the board did at this time.

1. With no further comments from the tenants and a quorum present; the Chair called the meeting to order at 8:55 a.m.

2. Linda Byrne made a motion to accept the minutes of the July 22, 2015 meeting, David Rousseau seconded the motion; all in favor; the motion passed unanimously.

3. The Executive Director Report:

- a. Update on the locks/security project – bids are due today at 2:00 p.m.
- b. Green Acres roof project – out to bid next week. Bids due the first week of September; to board for approval at the September meeting.
- c. Pet Policy was delivered to all residents. Mr. Rousseau asked if it was 4” or 4’ leash. The E.D. said 4” while in open areas.
- d. Smoke-Free policy delivered to the three complexes; in effect September 1<sup>st</sup>. The E.D. noted this was a very touch topic with the residents. The Chair asked how we would let the tenants know of the meeting next week. The E.D. replied that a notice would be delivered to all residents.

4. Financial Report:

There was no financial report for July. The financial audit is in from Ross & Company; all board members received a copy. There were no findings; the last audit had five findings.

5. Facilities Report:

- a. 90% of work orders were completed.
- b. Modernization – locks/security project bids are due today.
- c. Green Acres roof project out to bid next week.
- d. Wallace Towers’ asbestos abatement bids were received.

6. State Housing Report:

- a. Slight dip in the vacancy rate (due to evictions, etc.).

The Chair asked why there were vacancies at Canton Valley. The E.D. said this is a family complex; some tenants decide the apartment is too small and move. Originally, they were studios, then changed to family (one person, sometimes two).

7. Section 8 Report:

We have 219 vouchers; 210 leased (96%). We like to keep it at 98%.

8. Old Business:

- None

9. New Business:

The following resolutions were presented by the Chair:

The first resolution is the Memorandum of Understanding (MOU) between the housing authority and Summit ElderCare®. Mr. Capoccia had spoken to the board

about a year ago about this program, similar to the one in Leominster. The 3<sup>rd</sup> floor at Wallace Towers would be used; current tenants would be offered units first, if eligible. We would then work from the waiting list to fill the remaining units. The E.D. further explained the program, i.e. medications, care, etc.

The Chair asked if the program was successful in Leominster. The E.D. replied it was, adding the program has been on-going for a few years now, six units on the 10<sup>th</sup> floor at Sunset Towers. Linda Byrne asked how many residents would be able to participate. The E.D. replied 9 residents; the 10<sup>th</sup> unit would be for a Summit office.

RESOLUTION TO AUTHORIZE THE SIGNING OF THE MEMORANDUM  
OF UNDERSTANDING (MOU) BETWEEN  
THE FITCHBURG HOUSING AUTHORITY AND THE  
SUMMIT ELDERCARE® PACE PROGRAM FOR THE COLLOBORATIVE  
SUPPORTIVE HOUSING ARRANGEMENT  
AT WALLACE TOWERS

Resolution 2015-08-01

Whereas: The Fitchburg Housing Authority deems it necessary to enter into an agreement with Summit ElderCare® to begin the collaborative Supportive Housing Arrangement at Wallace Towers (667-3) and,

Whereas: The agreement fully outlines the terms and conditions for both parties under the Summit ElderCare® PACE Program,

NOW THEREFORE BE IT RESOLVED:

That the Fitchburg Housing Authority Board of Commissioners authorizes the Executive Director to sign the Memorandum of Understanding (MOU) between the Fitchburg Housing Authority and Summit Elder Care®.

Resolved, Motion made by David Rousseau to authorize the Executive Director to sign the Memorandum of Understanding (MOU) with Summit ElderCare®.

Seconded, Linda Byrne seconded the Motion, and the Motion was passed by a unanimous vote.

The E.D. noted there was a 20 year warranty for the following resolution:

**RESOLUTION AUTHORIZING SIGNING OF THE CERTIFICATE OF FINAL  
COMPLETION FOR THE ROOF REPLACEMENT  
AT DANIELS HEIGHTS (667-2)**

DHCD PROJECT NUMBER 097073

Resolution 2015-08-02

Whereas: The Architect (Nault Architects, Inc.) has inspected the roof replacement at Daniels Heights (667-2) and,

Whereas: The Architect has recommended that the roof replacement at Daniels Heights (667-2) has reached the point of Final Completion and, contingent upon DHCD's approval,

NOW THEREFORE BE IT RESOLVED,

That the Fitchburg Housing Authority authorizes the Chair or Executive Director to sign the necessary documents in connection with Final Completion of the roof replacement at Daniels Heights (667-2).

RESOLVED, Motion made by Linda Byrne to accept the Final Completion of the roof replacement at Daniels Heights (667-2).

SECONDED, David Rousseau seconded the motion, and the motion was passed by a unanimous vote.

The E.D. noted that the following resolution is under compliance funding, not formula funding; DHCD requires this work be done.

RESOLUTION TO AMEND THE CONTRACT (AMENDMENT #5) BETWEEN  
THE FITCHBURG HOUSING AUTHORITY AND THE DEPARTMENT OF  
HOUSING & COMMUNITY DEVELOPMENT FOR ADDITIONAL PUBLIC  
HOUSING COMPLIANCE RESERVE FUNDING

WORK PLAN 5001  
PROJECT NUMBERS 097078, 097081 AND 097083

Motion 2015-08-03

Whereas: The Fitchburg Authority has the need to amend the Contract for Financial Assistance between the Fitchburg Housing Authority and the Department of Housing and Community Development, and

Whereas: This award is funded from the Public Housing Compliance Reserve to assist LHAs to comply with laws or regulations regarding access and hazardous materials, and

Whereas: The award amount is **\$143,480** and the cost breakdown is as follows:

#097078 Asbestos removal from loose popcorn ceiling, est. cost \$96,600

#097081 Installation of an accessible ramp at community building, est. cost \$26,800

#097083 Installation of MAAB compliance doors at the Comm. Room, est. cost \$20,000

NOW THEREFORE BE IT RESOLVED:

That the Fitchburg Housing Authority Board of Commissioners authorizes the Chair or the Executive Director to sign the Standard Contract Amendment Form in conjunction with the Public Housing Compliance Reserve funding regarding access and hazardous materials being undertaken by the Department of Housing and Community Development and the Fitchburg Housing Authority.

Resolved, Motion made by David Rousseau to authorize the signing of the Standard Contract Amendment Form by the Chair or Executive Director in conjunction with the Public Housing Compliance Reserve funding.

Seconded, Linda Byrne seconded the Motion and the Motion was passed by a unanimous vote.

The E.D. noted we would be moving residents out of their units to so work can be done. The Chair stated there was quite a difference between the two bids received. The E.D. added yes, SMI bid on the first round and that bid was high too.

**RESOLUTION AUTHORIZING THE ACCEPTANCE  
OF THE LOWEST BID FOR THE ASBESTOS ABATEMENT  
AT WALLACE TOWERS (667-3)**

DHCD Project #097098

Resolution 2015-08-04

**WHEREAS:** The Fitchburg Housing Authority has advertised for bids for the asbestos abatement at Wallace Towers (667-3), and

**WHEREAS:** The bids were due by 2:00 p.m., Wednesday, August 5, 2015 and two (2) bids were received (*see attached list*).

**NOW THEREFORE BE IT RESOLVED,**

That the Fitchburg Housing Authority Board of Directors approve the lowest qualified bidder, Acme Abatement Contractor, Inc., Seekonk, MA 02771 with an estimated cost of \$51,150.00, subject to a reference check, and authorizes the Chair or the Executive Director to sign said contract and/or any other documents necessary to complete the work.

This approval is also pending the favorable recommendation by DHCD.

**RESOLVED,** Motion made by Linda Byrne to award the bid for the asbestos abatement at Wallace Towers (667-3) to the lowest qualified bidder, Acme Abatement Contractor, Inc. not to exceed \$51,150.00, and to authorize the signing of the contract, and/or any other documents necessary to complete the work, by the Chair or Executive Director.

**SECONDED,** David Rousseau seconded the motion, and the motion was passed by a unanimous vote.

The E.D. noted that bids for the following resolution were due this afternoon.

RESOLUTION AUTHORIZING THE ACCEPTANCE  
OF THE LOWEST BID FOR THE DOOR, LOCKSET  
AND SECURITY CAMERA PROJECT AT  
667-/667-2/667-3/667-5

DHCD FISH #097066

Resolution 2015-08-05

WHEREAS: The Fitchburg Housing Authority has advertised for bids for door, lockset and security camera at 667-1/667-2/667-3/667-5, and

WHEREAS: The bids will be received until 2:00 p.m., Wednesday, August 12, 2015 (*the afternoon of the board meeting*).

NOW THEREFORE BE IT RESOLVED,

That the Fitchburg Housing Authority Board of Commissioners approve the lowest qualified bidder, subject to a reference check, and authorizes the Chair or the Executive Director to sign said contract and/or any other documents necessary to complete the work.

This approval is also pending the favorable recommendation by DHCD.

RESOLVED, Motion made by David Rousseau to award the bid for door, lockset and security camera at 667-1/667-2/667-3/667-5 to the lowest qualified bidder and to authorize the signing of the contract, and/or any other documents necessary to complete the work, by the Chair or Executive Director.

SECONDED, Linda Byrne seconded the motion, and the motion was passed by a unanimous vote.

Motion to adjourn the meeting at 9:15 a.m. was made by Paul Fontaine. Linda Byrne seconded; all were in favor.

