

# **Fitchburg Housing Authority**

## **Minutes – Regular Meeting**

*Wallace Towers Community Room, Fitchburg, MA*

September 16, 2015

### **PRESENT:**

**Paul Fontaine, Chair**

**Mary Giannetti, Vice Chair**

**Linda Byrne, Treasurer**

**David Rousseau, Assistant Treasurer**

**Mark Jackson, Member**

### **ALSO PRESENT:**

**Peter Proulx, Secretary**

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

**Denise Ivaldi, Recording Secretary**

There were residents present with the following comments:

- a. Bids on locks? *The E.D. replied that the bids were much higher than estimated, new bid out soon. Will be a separate bid for electrical and mechanical.*
- b. Community Room/Lounge – Roger’s old office? *The Chair said it was a go; not sure of date yet.*
- c. Where can we store our new grill, the old one was stolen. *The E.D. replied it was ok to store inside as it is a charcoal grill.*
- d. Can someone post new listings of employees/extensions; some were missing.

1. With no further comments from the tenants and a quorum present; the Chair called the meeting to order at 8:39 a.m.

2. Mary Giannetti made a motion to accept the minutes of the August 12, 2015 meeting, Linda Byrne seconded the motion; all in favor; the motion passed unanimously.

3. The Executive Director Report:

- a. Summit MOU – signed lease for 3<sup>rd</sup> floor at Wallace Towers; ten units to be filled by end of October.
- b. Asbestos abatement complete. The cost was affordable; we have asked DHCD to fund the rest of the building.

- c. Daniel Heights roof – complete; with a 25 year warranty.
- d. Locks/Security Cameras – we received one bid which was too high. It's best to re-bid separately as the mechanical contractor was leary of what work is needed to be done. We will have separate bids for electrical and mechanical. Mary Giannetti asked where the money comes from. The E.D. replied it was from compliance money.
- e. We have signed a lease for office space at 90 Main Street. The Executive staff will be moving in consisting of Peter, Ben, Cindy, Denise, Anna, Yajaira and Jose.

#### 4. Financial Report:

- a. August – doing much better.
- b. Reserves were at 17.42% in July; at 19.97% in August.
- c. Page F4 – July bottom line was \$90,808; August was \$41,800.

Linda Byrne made a motion to accept the July and August financial reports. Mary Giannetti seconded; all were in favor.

#### 5. Facilities Report:

- a. Work order information was presented. We will have a better idea on the completion of same day/next day work orders with the new HAB system.
- b. As Peter mentioned, we are splitting the bid for the locks/cameras.
- c. Green Acres roof – we have a resolution to follow.
- d. Wallace Towers asbestos abatement – twenty (20) apartments are complete. Maintenance is redoing the ceilings/painting.

#### 6. State Housing Report:

- a. Overall occupancy is stable. Canton Valley has nine (9) vacancies (81% occupancy). We are reviewing applicants to fill these units.
- b. Mary Giannetti asked why Green Acres had so many vacancies. The E.D. replied that during the recertification process, we found a high number of residents not reporting income for the previous year. Fifty-two (52) residents had not reported income; they were given a 30 day notice. Some chose to pay the new rent/back rent. A high number chose to leave.
- c. Mark Jackson asked what happens to the money not collected, once the resident pays. The E.D. explained that we use an X-Account, then it becomes a write-off (approved by the board). He further explained the process.
- d. David Rousseau asked if someone is evicted, does judge tell the individual they are not allowed back in the building. The E.D. explained that it is not enforced by the judge; unless a restraining order or no trespass order was issued.

- e. Mary Giannetti noted there was a program in Springfield dealing with CORI issues. The E.D. replied that Ray Mariano is doing the same thing in Worcester. Fitchburg is not ready; takes a lot of money/funds.

7. Section 8 Report:

- a. We have three (3) lease-ups scheduled by the end of September; we would like to get to 219; we are now at 209. We are currently pulling applicants from 2007.
- b. Mary Giannetti asked if there was more money to live within the city. The E.D. replied they don't have to be in Fitchburg; they can port out. Close to 200 voucher holders live within 50 miles; mostly in Fitchburg. It use to be 70% of rent in federal funds to the landlord. Now it is harder to find apartments within the guidelines set by HUD for rent.

8. Old Business:

- None

9. New Business:

The following resolution were presented by the Chair:

The resolution should read base price, plus alternates 1 and 2 (not 1 and 3) as in the original resolution presented to the board. The E.D. explained the ice dam and ventilation issues. Alternate 1 will cover thirty-one (31) buildings (new); Alternate 2 will cover seventeen (17) buildings previously done to be updated.

Mary Giannetti made a motion to approve the resolution with the amendment of Alternates 1 and 2; not 1 and 3. Linda Byrne seconded; all were in favor.

RESOLUTION AUTHORIZING THE ACCEPTANCE OF  
LOWEST BID PROPOSAL  
FOR ROOF REPLACEMENT AT GREEN ACRES (200-1)

DHCD PROJECT #097077

RESOLUTION 2015-09-01

WHEREAS: The Fitchburg Housing Authority requested bid proposals for roof replacement at Green Acres (200-1), and

WHEREAS: The Fitchburg Housing Authority received six (6) bid proposals; bid proposals were due by 2:00 p.m. on Wednesday, September 9, 2015 (*see attached sheet*), and

WHEREAS: The architect, Nault Architects, has checked references for the lowest bidder and received favorable feedback.

NOW THEREFORE BE IT RESOLVED,

That the Fitchburg Housing Authority authorizes the Chair or Executive Director to accept the lowest bid proposal from JNR Gutters, Inc. Haverhill, MA, (base bid plus alternates 1 and 2 of **\$594,400**) and sign any and all documents in conjunction with the contract, and

Pending favorable recommendation and approval by DHCD.

RESOLVED, Motion made by Mary Giannetti to accept the lowest bid proposal.

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

10. Other Correspondence:

- a. Auburn Housing Authority – The E.D. explained foster children and how we (the housing authorities) go about this issue. We go by CMR 760; DCF does not notify us. It is up to the tenant to report to the housing authority.
- b. The Chair asked how we know how many people live in an apartment. The E.D. replied through tenants; annual inspections. We also check newspapers; Anna works with the police and courts.

Mary Giannetti asked if we were fully staffed. The E.D. replied yes; adding that shortly Leominster will be awarded the RCAT. The RCAT will handle modernization work (capital improvements) at seventy-two (72) housing authorities.

One requirement is to help with procurement and salary of the new procurement officer.

Motion to adjourn the meeting at 9:25 a.m. was made by Linda Byrne. Mary Giannetti seconded; all were in favor.

