

Fitchburg Housing Authority Minutes – Regular Meeting

CJ Durkin Community Room, Fitchburg, MA

December 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. A resident asked about Supportive Housing and the funding mechanism. *The E.D. replied that he had met with Mass NAHRO and Directors of Elder Affairs and MHCC. The resident added there were communication problems with the coordinators (stating “not part of their job”) and negativity from FHA and MHCC staff. The E.D. added he met with the Director of MHCC last week. They have a list of issues to go over and will then meet again.*
- b. New tenants should be aware of MHCC program so they can take advantage of the services.
- c. Fed Ex packages are being left in the lobby and not delivered to the residents directly.

1. With no further comments from the tenants and a quorum present; the Chair called the meeting to order at 8:50 a.m.

2. Linda Byrne made a motion to accept the minutes of the November 18, 2015 meeting, Mary Giannetti seconded the motion; all in favor; the motion passed unanimously.

3. The Executive Director Report:

- a. Offices will be closed December 24th and 25th for Christmas and December 31st (at 11:30 a.m.).
- b. DHCD Letter, November 20, 2015 – FY18 Formula Funding Award
- c. DHCD Letter, November 10, 2015 – AHVP Additional Voucher Award
The chair asked for clarification of AHVP. The E.D. noted it was the MA version of Section 8 for individuals with disabilities only.
- d. Green Acres Furnace Service Contract. All over-bid, will have to rework and go back out to bid.

- e. Police duties scheduled at Wallace and Green Acres now; four hour duty periods. There was some discussion on this item.
 - Mark Jackson noted that they have a five car minimum; when patrolling they will have extra patrols walk through areas, etc.
 - David Rousseau asked if the police department could have a key like the fire department does. *The E.D. replied he had discussed this issue with the police chief. It may be possible to have a blue box with a key inside; they are still working this out.*
- f. Wifi is working in the building now – no issues. Next step is to set up some computers in the community room.
- g. The E.D. met with MHCC and Director of Elder Affairs; will meet with each individually next.
- h. There are no issues in Sterling or Lunenburg.
- i. Working on no-smoking in Sterling and at George St. in Leominster. Fitchburg and Lunenburg both have no-smoking policies in place now. Linda Byrne asked how it was working. *The E.D. replied that there were a few minor issues; but no complaints at three of the major sites in Fitchburg.*
- j. David Rousseau said there were new lights in the entire building but they are not as strong/bright enough in the kitchen though. *The E.D. stated he would check if there is something brighter.*

4. Financial Report:

- a. Page 3 – Slowly increasing the Reserves; now at 21.69%. We will end the year with maintenance over budget and a \$90,000 deficit.

Linda Byrne made a motion to accept the November financial reports. David Rousseau seconded; all were in favor.

5. Facilities Report:

- a. 82% of work orders are completed within 24 hours.
- b. Security Cameras bids are due today.
- c. Green Acres roof work is going well, two change order resolutions today.
- d. Day St. Community Room in design stage.

6. State Housing Report:

- a. We are holding above 90% occupied (does not include units with waivers). The Chair would like to know how many applicants are ready to go.
- b. Mary Giannetti asked what happens to the families that don't meet the program's criteria and are not given housing; are there resources out there for them. *The E.D. explained the programs available and how things are now (i.e., families in shelters where they don't plan or want to live in that community).*
Mark Jackson added that support for these individuals is needed.
David Rousseau asked what the CDC/Fitchburg Housing Director do. *The E.D. replied they are not tied into the housing authority.*

7. Section 8 Report: No discussion

8. Old Business: None

9. New Business:

The following resolutions were presented by the Chair:

RESOLUTION AUTHORIZING SIGNING OF THE CERTIFICATE OF FINAL
COMPLETION FOR THE ROOF TOP FANS AT WALLACE TOWERS (667-3)

DHCD PROJECT NUMBER 097057

Resolution 2015-12-01

Whereas: The Architect (JRW Engineering) has inspected the roof top fans project at Wallace Towers (667-3) and,

Whereas: The Architect has recommended that the roof top fans project at Wallace Towers (667-3) 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 top fans project at Wallace Towers (667-3).

RESOLVED, Motion made by Linda Byrne to accept the Final Completion of the roof top fans project at Wallace Towers (667-3).

SECONDED, Mark Jackson seconded the motion, and the motion was passed by a unanimous vote.

RESOLUTION FOR AUTHORIZATION OF CHANGE ORDER
NUMBER ONE IN CONJUNCTION WITH THE
ROOF REPLACEMENT AT GREEN ACRES (200-1)

DHCD PROJECT NUMBER 097077

Resolution 2015-12-02

Whereas: The Fitchburg Housing Authority has the need to sign a Change Order Number One in conjunction with the roof replacement at Green Acres (200-1) and,

Whereas: This Change Order Number One will increase the contract by \$21,000.00 and also increase the contract time by 14 days.

NOW THEREFORE BE IT RESOLVED,

That the Fitchburg Housing Authority Board of Directors authorizes the Chair or the Executive Director to sign the Change Order Number One in conjunction with the roof replacement at Green Acres (200-1) now being undertaken by the Department of Housing and Community Development and the Fitchburg Housing Authority.

RESOLVED, Motion made by Linda Byrne to authorize the signing of the Change Order Number One by the Chair or Executive Director in conjunction with the roof replacement at Green Acres (200-1).

SECONDED, Mark Jackson seconded the motion, and the motion was passed unanimously.

RESOLUTION FOR AUTHORIZATION OF CHANGE ORDER
NUMBER TWO IN CONJUNCTION WITH THE
ROOF REPLACEMENT AT GREEN ACRES (200-1)

DHCD PROJECT NUMBER 097077

Resolution 2015-12-03

Whereas: The Fitchburg Housing Authority has the need to sign a Change Order Number Two in conjunction with the roof replacement at Green Acres (200-1) and,

Whereas: This Change Order Number Two will increase the contract time by 110 calendar days (in addition to the 14 days requested in Change Order Number One).

NOW THEREFORE BE IT RESOLVED,

That the Fitchburg Housing Authority Board of Directors authorizes the Chair or the Executive Director to sign the Change Order Number Two in conjunction with the roof replacement at Green Acres (200-1) now being undertaken by the Department of Housing and Community Development and the Fitchburg Housing Authority.

RESOLVED, Motion made by Linda Byrne to authorize the signing of the Change Order Number Two by the Chair or Executive Director in conjunction with the roof replacement at Green Acres (200-1).

SECONDED, Mark Jackson seconded the motion, and the motion was passed unanimously.

RESOLUTION AUTHORIZING THE ACCEPTANCE
OF THE LOWEST BID FOR THE SECURITY CAMERA SYSTEMS AT THE WALLACE
TOWERS (667-3) AND
C.J. DURKIN (667-5) APARTMENTS

DHCD PROJECT NUMBER 097066

Resolution 2015-12-04

WHEREAS: The Fitchburg Housing Authority has advertised for bids for security camera systems at the Wallace Towers (667-3) and C.J. Durkin (667-5) Apartments, and

WHEREAS: The bids will be received until 2:00 p.m., Wednesday, December 16, 2015 (*the afternoon of the board meeting*).

NOW THEREFORE BE IT RESOLVED,

That the Fitchburg Housing Authority Board of Directors approve the lowest qualified bidder, with an estimated cost of \$155,800.00, 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 pending the favorable recommendation by DHCD.

RESOLVED, Motion made by David Rousseau to award the bid for security camera systems at the Wallace Towers (667-3) and C.J. Durkin (667-5) apartments to the lowest qualified bidder, not to exceed \$155,800.00, 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, Linda Byrne seconded the motion, and the motion was passed by a unanimous vote.

RESOLUTION FOR AMENDMENT 6 TO THE CONTRACT FOR FINANCIAL
ASSISTANCE BETWEEN THE FITCHBURG HOUSING AUTHORITY AND THE
DEPARTMENT OF HOUSING & COMMUNITY DEVELOPMENT

CAPITAL IMPROVEMENT WORK PLAN 5001

Resolution Number 2015-12-05

Whereas: The Fitchburg Housing 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 amendment is to fund the following project under the Public Housing Compliance Reserve Award:

Fish #097080 Asbestos Removal related to 667-2 Daniel Heights Siding and Canopy Project - **\$28,985.00**

Whereas: The above mentioned contract, Capital Improvement Work Plan 5001, has been increased by **\$28,985.00** (total contract amount is now **\$3,940,497.00**), and

NOW THEREFORE BE IT RESOLVED:

That the Fitchburg Housing Authority Board of Directors authorizes the Chair or the Executive Director to sign the Standard Contract Amendment Form in conjunction with the projects listed on Amendment 6 for Capital Improvement Work Plan 5001 now being undertaken by the Department of Housing and Community Development and the Fitchburg Housing Authority.

Resolved, Motion made by Linda Byrne to authorize the signing of the Standard Contract Amendment Form by the Chair or Executive Director in conjunction with the projects listed on Amendment 6 for Capital Improvement Work Plan 5001 currently being undertaken by the Fitchburg Housing Authority and the Department of Housing and Community Development. .

Seconded, Mary Giannetti seconded the Motions and the Motions were passed by a unanimous vote.

RESOLUTION TO APPROVE THE APPLICATION FOR CAPITAL IMPROVEMENT PLAN – FORMULA FUNDING TO DHCD

Resolution 2015-12-06

Whereas: DHCD will annually provide a given amount of capital development funding through a “formula funding” allocation to address deficiencies and deferred maintenance issues identified and,

Whereas: The Fitchburg Housing Authority has the need to submit an application for Capital Improvement Plan (CIP) to DHCD for the year 2016 and,

Whereas: A meeting was held with the tenants on January 14 and January 16, 2015 for their comment and input as required by DHCD.

NOW THEREFORE BE IT RESOLVED,

That the members of the Fitchburg Housing Authority Board of Commissioners have reviewed and approved the Capital Improvement Plan

(CIP) Formula Funding for year 2016 as presented and further authorize the Executive Director to submit the application to DHCD.

RESOLVED, Motion made by Linda Byrne to authorize the Executive Director to submit the application for Capital Improvement Plan (CIP) Formula Funding, as proposed, to DHCD.

SECONDED, Mark Jackson seconded the motion, and the motion was passed by a unanimous vote.

RESOLUTION FOR CERTIFICATION OF 2015 COMPLIANCE
WITH NOTIFICATION PROCEDURES FOR FEDERAL
AND STATE LEAD PAINT LAWS

Resolution 2015-12-07

Whereas: The Fitchburg Housing Authority has the need to be in compliance with notification procedures for Federal and State lead paint laws as follows:

1. Environmental Protection Agency (EPA) regulations at 40 CFR 745 Subpart F “*Disclosure of Known Lead-Based Paint and/or Lead-Based Paint Hazards Upon Sale of Lease of Residential Property*”,
2. Massachusetts Department of Public Health Lead Poisoning Prevention and Control regulations at 105 CMR 460.725,
3. EPA regulations at 40 CFR 745 Subpart E “*Residential Property Renovation*”, and
4. Massachusetts Division of Occupational Safety Deleading and Lead-Safe Renovation Regulations at 454 CMR 22.00.

Whereas: The Fitchburg Housing Authority is maintaining proper record-keeping related to such requirements.

Whereas: DHCD has mandated that housing authority boards certify the compliance.

NOW THEREFORE BE IT RESOLVED,

That members of the Fitchburg Housing Authority Board of Commissioners certify that the Leominster Housing Authority is in compliance with notification procedures mentioned above and that the Fitchburg Housing Authority is maintaining proper record-keeping related to such requirements for year 2015.

RESOLVED, Motion made by David Rousseau for certification of compliance with the notification procedures for Federal and State Lead Paint Laws.

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

RESOLUTION TO APPROVE AN AMENDMENT TO THE
REASONABLE ACCOMMODATION POLICY

Resolution 2015-12-08

Whereas: The Fitchburg Housing Authority has the need to amend the existing reasonable accommodation policy.

NOW THEREFORE BE IT RESOLVED,

That the Fitchburg Housing Authority Board of Commissioners approve the amended reasonable accommodation policy to be effective immediately (*see attached proposed changes*).

RESOLVED, Motion made by Linda Byrne to approve the amended reasonable accommodation policy effective immediately.

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

10. Other Correspondence:

a. Green Acres Newsletter, Winter 2015

Mary Giannetti wanted to acknowledge Don Sparks for again organizing a Thanksgiving Dinner for residents here at Day St.

Motion to adjourn the meeting at 9:35 a.m. was made by Linda Byrne. Mary Giannetti seconded; all were in favor.

