

Fitchburg Housing Authority

Minutes – Regular Meeting

Wallace Towers Community Room, Fitchburg, MA

April 20, 2016

PRESENT:

Paul Fontaine, Chair

Linda Byrne, Treasurer

David Rousseau, Assistant Treasurer

ABSENT:

Mary Giannetti, Vice Chair

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 wanted to know the status of Community Room construction. *The E.D. replied that the design documents were due May 25th.*
- b. Residents mentioned they were having a July 4th celebration.
- c. A resident stated that Cathy Santiago wasn't in the office Tuesday and Thursday; she leaves at 8:55 a.m. and comes back at noon. *The E.D. replied that every other Thursday she is in a Manager's Meeting with Ben Gold.*
- d. A resident stated that some residents on the 4th and 7th floor are having issues. *The E.D. replied that they should report any issues to the office.*
- e. A new tenant (8th floor) stated that she is hearing a sound coming from her bedroom side at 1 / 2 a.m. She added she hears it even when her windows are closed. *The E.D. asked her to call the office for a work order to have it checked out.*
- f. A resident asked if the police department could have a key to the building like the fire department. *The E.D. replied that the police department is looking into a lock box; adding there will be a new design for the buzzer system.*
- g. A resident asked what the netting around the building was for. *The E.D. replied that there are pieces of the building falling off (cracks are being sealed).*
The resident mentioned bricks were falling too. *The E.D. said he will check on this.*
- h. A resident asked if a list of board members could be posted. *The E.D. replied we were working on this.*

1. With no further comments from the tenants and a quorum present; the Chair called the meeting to order at 8:45 a.m.

2. Linda Byrne made a motion to accept the minutes of the March 16, 2016 meeting, David Rousseau seconded the motion; all in favor; the motion passed unanimously.

3. The Executive Director Report:
 - a. DHCD has approved the recessing of the entry door to the congregate facility, along with other renovations (downsizing the number of rooms).
 - b. Two Leased Housing staff members are being moved to Day St. in May; one position to be advertised.
 - c. Met with MHCC and residents; will continue to monitor MHCC contract is being fulfilled.
 - d. The E.D. attended a meeting where Board Member training was discussed in detail. There will be a mandatory full-day training from 9:00 a.m. to 3:00 p.m. with lunch (coordinated by IG/AG/DHCD). One session will be held in Leominster, if possible.
 - e. The E.D. informed the board he would be on vacation May 14-21 and asked the board when they would like to have the May meeting. The board would like to have the meeting on May 25th. They would also like to keep rotating the location of the monthly meetings; the next meeting will be held at C.J. Durkin.
 - f. One FHA leased housing position is being transferred to LHA.
 - g. There are no updates for Lunenburg or Sterling.

4. Financial Report:

February Statement:

- a. Page F3 – Reserves were at 23.43%.
- b. Page F4 – Operating Subsidy – more rental income; lower subsidy. Electric was over budget; high energy bills in January/February.
- c. Overall to the good by \$91,970.00.

March Statement:

- a. Page F3 – Reserves were at 16%; down a little.
- b. Page F4 – Electric was over budget by \$97,000.
- c. Overall to the good by \$29,447.00

The Chair asked about the status of Lodestar. The E.D. replied it should be up by summer and we should be start receiving credits shortly after.

Motion made by Linda Byrne to accept the financial statements for February and March 2016. David Rousseau seconded; all were in favor.

5. Facilities Report:

- a. Work orders – 70% completed within 24 hours.
David Rousseau asked why so many work orders took over 72 hours to complete. *The E.D. replied those are due to contractors, annual inspections and unit turnovers.* David asked if move-outs could be separate from regular work orders on the report.
- b. Locks/Camera project – out to bid.
- c. Green Acres roof project is now complete.
- d. Durkin Community Room extension – expected to bid in May.
- e. Daniel Heights Siding, Decks and Railing – waiting for DHCD approval of method for asbestos removal.
- f. Green Acres vacant unit renovations – waiting for DHCD to assign architect.
- g. Some other projects are coming up (noted in Facilities Report).

Davis Rousseau stated that all entry way doors should be handicap accessible, with automatic openers. The E.D. replied only the main door to the building has to be. The Chair asked the E.D. to double check the code with the engineer.

6. State Housing Report:

- a. A more detailed report is included now.
- b. Briefings are being held in Fitchburg now as requested by the board.
- c. 91.15% overall occupancy.

7. Section 8 Report:

No discussion – 98% leased up.

8. Old Business: None

9. New Business:

The following resolution was presented by the Chair:

RESOLUTION FOR ACCOUNTING SERVICES

Resolution 2016-04-01

Whereas: The Fitchburg Housing Authority requires a fee accountant to assist the agency in maintaining compliance with both State and Federal financial requirements and,

Whereas: The Fitchburg Housing Authority has used the firm of Fenton, Ewald & Associates, P.C. for a number of years and,

Whereas: The Fitchburg Housing Authority is satisfied with the performance of Fenton, Ewald & Associates, P.C.

NOW THEREFORE BE IT RESOLVED,

That the Fitchburg Housing Authority enter into a contract for Accounting services with Fenton, Ewald & Associates, P.C. for the period January 1, 2016 through December 31, 2016.

RESOLVED, Motion made by David Rousseau to enter into contract for accounting services.

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

There was some discussion on the following resolution. The Chair asked if an Evaluation Committee was in place now. The E.D. replied not yet; we will have one and further explained. The E.D., the Chief Procurement Officer, the Director of Facilities, the maintenance supervisor, an architect could be on the committee; cannot be a board member. This would be for RFPs in excess of \$10,000.

The Chair asked who did the appointing. The E.D. replied he does.

With that, the Chair stated this policy clarifies things and he sees no reason not to accept and move forward.

RESOLUTION TO REVISE THE PROCUREMENT POLICY

Resolution 2016-04-02

Whereas: The Fitchburg Housing Authority has the need to revise the existing procurement policy.

NOW THEREFORE BE IT RESOLVED,

That the Fitchburg Housing Authority Board of Commissioners approve the revised procurement policy to be effective immediately.

RESOLVED, Motion made by Linda Byrne to approve the revised procurement policy effective immediately.

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

(AS AMENDED)

RESOLUTION AUTHORIZING THE ACCEPTANCE OF THE LOWEST QUOTE FOR PURCHASE OF FIVE SHEDS FOR DANIEL HEIGHTS, C.J. DURKIN AND WALLACE TOWERS SMOKING AREAS

Resolution 2016-04-03

WHEREAS: The Fitchburg Housing Authority no-smoking policy calls for enclosures for smokers to be placed at various sites, and

WHEREAS: The Fitchburg Housing Authority has requested quotes for five (5) sheds to be used in the smoking areas at Daniel Heights (three small), C.J. Durkin (one large) and Wallace Towers (one large), and

WHEREAS: The Fitchburg Housing Authority has received two quotes (see attached).

NOW THEREFORE BE IT RESOLVED,

That the Fitchburg Housing Authority Board of Commissioners approve the lowest responsive and qualified quote from Skip's Online Accents, with the estimated cost of this project at \$10,799 and authorizes the Executive Director to award a contract to purchase five sheds to Skip's Online Accents.

RESOLVED, Motion made by Linda Byrne, as amended, to accept the low quote for five (5) sheds to be used in the smoking areas at Daniel Heights, C.J. Durkin and Wallace Towers and authorizes the Executive Director to award a contract to Skip's Online Accents in the amount of \$10,799.

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

The last resolution on the agenda for VCT Replacement at C.J. Durkin has to go out to bid again. Will be placed on next month's agenda.

10. Other Correspondence: NAHRO Letter asking board member/resident support for increase in subsidy.

Motion to adjourn the meeting at 9:31 a.m. was made by Linda Byrne. David Rousseau seconded; all were in favor.