

Fitchburg Housing Authority

Minutes – Regular Meeting

C.J. Durkin Community Room, Fitchburg, MA

August 17, 2016

PRESENT:

Paul Fontaine, Chair
Mary Giannetti, Vice Chair
David Rousseau, Assistant Treasurer
Mark Jackson, Member

ABSENT:

Linda Byrne, Treasurer

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 stated that there are cars parking in the loading zone on the street. *The E.D. replied that it is a public street; were the police called.*
- b. A resident stated that visitors are coming in with dogs after 5:00 p.m. *The E.D. said something will be put in the Fall Newsletter about visitors with dogs.*
- c. A resident asked what the perimeters were for smoking; people smoking close to the building. *The E.D. replied it is 50 feet from the doors to the building.*
- d. A resident asked when the leaves would be picked up. *The E.D. replied that he will be going to all sites with Tony Stancato and Ben Gold. They will see what maintenance can take care of versus what an outside contractor may have to come in for.*
- e. A resident asked if the Manager has to actually see someone smoking. *The E.D. replied that if they smell smoke, they should report it to the Manager and they will look into it. Residents should make sure they give the apartment #, date and time.*
- f. A resident stated that there were a lot of drugs around the building. Same resident wanted to know if he could throw the individuals out of the building. *The E.D. replied that they should call the police; the resident would be liable if something happens to them (the resident).*

At this time, Mary Giannetti asked the E.D. if he could talk about the cameras. The E.D. replied that the project went out to bid twice, both times bids came back too high. He had private contractors come out; both came back with costs under \$100,000 (just for cameras; door locks will be bid out separately). He also mentioned that he met with Elder Affairs recently to discuss issues on elderly housing and what can be improved.

- g. A resident stated that she lives in the congregate area in the corner, handicapped unit. She stated there are Spanish people doing drugs, drinking and working on cars; adding they had a BBQ on the sidewalk and no one could get by. *The E.D. asked if she called the police; adding they are working on that area.*

The Chair asked what relationship the housing authority had with the owners of the building across the street. The E.D. said they had a good relationship with the Management Company.

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. The minutes of the July 20, 2016 were reviewed. Mary Giannetti made a motion to accept the minutes, Mark Jackson seconded. All were in favor and the minutes were accepted.
3. The Executive Director Report:
 - a. Disposition of 705's. One has been okayed; all properties have been inspected by an engineer. We have received permission to dispose of 16 Prospect Street; as it is a 689 we will need permission from DMR.

If we sell all seven; DHCD would like us to purchase a 3-4 family building. The Chair asked if this included Clinton St. The E.D. replied it did; Clinton St. is one of the first two buildings we are working on to sell. The Chair asked if this would be placed on a fast track or take a long time and timing. The E.D. replied that we have been given procedures to follow. Any sale is to be approved by DHCD. Timing should be within three months with a fast track. We are hoping to have a letter next week from DHCD on all seven properties.

- b. Green Acres HILAPP - \$10M being held by DHCD but still not moving forward on getting tax credits. This is a \$13M project.
 - c. 2015 AUP Report performed by Guyder & Hurley; this is not an audit. It is a review by DHCD to gauge the housing authority. This was the first time done; Fitchburg team did a great job. A physical inventory has not been done since LHA started managing; will do this by the end of the year.

The Chair asked the E.D. to explain NE & E in the report. The E.D. used Rent Collections on the first page as an example. NE means there were no exceptions found; good. E means an exception was noted with recommendation and housing authority response.

Mary Giannetti asked if the Management Letter was not used/shared for future grants, HILAPP, etc. The E.D. replied that was correct; this was not an audit, strictly for DHCD use. She further asked if we went out to bid for accounting firms last time. The E.D. replied we had not had to but as of December 2016 we will have to.

- d. Staff Mediation – the Fitchburg offices will be closed on August 23rd from 9:00 a.m. to noon for staff mediation training. This training will help employees understand how to deal with vendors, residents, applicants, etc.

4. Financial Report – July

- a. Page F3 – Reserves slightly up at 18.61%.
 - b. Page F4 – We are in good shape, \$124,000 ahead of budget; still have a deficit of \$155,000 through end of year).
 - c. Operating receipts \$951,000 less than budgeted.

The Chair asked about Lodestar. The E.D. stated it was 80% complete; looking at October for production. He added the board would be able to tour the site soon if interested.

Mary Giannetti asked how the balance sheet/fixed assets will be affected by the 705 disposition. The E.D. replied that Page F2 – state consolidated includes elderly, 705's and Green Acres. It will only be adjusted by the small amount we spend on them. The Chair asked if it was tax exempt; the E.D. replied yes.

Mark Jackson made a motion to accept both the July financial statement. Mary Giannetti seconded; all in favor.

5. Modernization Report:

- a. Camera project is our first priority.
- b. Durkin Community Room Extension will go out to bid the end of August.
- c. Daniel Heights siding/decks/railings – contract was awarded at the last meeting. Stutman to start work Labor Day.
- d. Green Acres Vacant Unit Renovation – in architect design. There have been no leaks since the roofs were replaced.
- e. Daniel Heights ramp will go out to bid next week.
- f. Wallace Towers Community Room Door will also go out to bid next week.
- g. Wallace Towers Envelope Repairs will be done in two phases. 1st phase will be to remove the loose concrete/bricks. The 2nd phase will be to work on preventing water seeping in.

6. State Housing Report:

- a. We received 71 standard applications in July; 19 elderly/young disabled and 47 families. We have 1,055 applicants on the waiting list.
- c. Six (6) elderly and fifty-five (55) families came in for briefings; we are currently working with them.
- d. Overall vacancy is 93.12%. Nine (9) individuals were leased up in July.
- e. On-going asbestos abatement at Wallace; working on flooring at Durkin.
- f. There were four new vacancies in July.
- g. 58% of work orders were completed with 24 hours; this number is low due to inspections being performed.
- h. Units with waivers will come off the vacancy list as work is completed. Ten (10) waivers at Durkin will go away creating more vacancies.
- i. We have four (4) lease-ups so far in August.

7. Section 8 Report:

- 98% leased up.
- Administrative Fees/HAP payments are on schedule.
- HUD Review – include report in next board packet.

8. Old Business: None

9. New Business – The following resolutions were presented by the Chair.

RESOLUTION AUTHORIZING THE DISPOSITION OF A
2002 GMC SIERRA 2500 TRUCK

Resolution 2016-08-01

Whereas: The Fitchburg Housing Authority has the need to dispose of a 2002 GMC Sierra 2500 truck, and

Whereas: The vehicle requires significant repairs of \$4,000 and the estimated value is \$3,000 deeming it no longer financially viable.

NOW THEREFORE BE IT RESOLVED,

That the Authority authorizes the disposition of the 2002 GMC Sierra 2500 truck in a manner consistent with the Fitchburg Housing Authority disposition policy.

Resolved, Motion made by Mary Giannetti to authorize the disposition of the 2002 GMC Sierra 2500 truck.

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

Resolution 2016-08-02 Pest Control Contract Award is not needed as it is under \$10,000.

RESOLUTION AUTHORIZING THE ACCEPTANCE
OF THE LOWEST QUOTE FOR VCT REPLACEMENT

Resolution 2016-08-03

Whereas: The Fitchburg Housing Authority has advertised for quotes for VCT replacement, and

Whereas: The quotes were due on Wednesday, August 10, 2016 and only one firm responded to our solicitation for VCT replacement (*see attached*).

NOW THEREFORE BE IT RESOLVED,

That the Fitchburg Housing Authority Board of Commissioners approve the lowest responsive and eligible quote from Capital Carpet and Flooring of Woburn, MA, for a one year contract in an estimated amount of **\$35,054.00** (not to exceed \$35,000.00), and authorize the Chair, or their designee, to sign said contract and/or any other documents necessary.

Resolved,

Motion made by David Rousseau to award the contract for VCT replacement for a total estimate of **\$35,054.00** (not to exceed \$35,000.00) to the lowest qualified bidder, Capital Carpet and Flooring of Woburn, MA and to authorize the signing of the contract, and/or any other documents necessary, by the Chair, or their designee.

Seconded,

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

10. Other Correspondence – None

Motion to adjourn the meeting at 9:31 a.m. was made by Mary Giannetti. Mark Jackson seconded; all were in favor.

