

Fitchburg Housing Authority Minutes – Regular Meeting

Daniels Heights Community Room, Fitchburg, MA

November 16, 2016

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

One resident was present and said the residents at Day Street were having a Thanksgiving feast on Tuesday at 2:00 p.m. The board members were welcome to stop by.

1. At 8:37 a.m. the meeting opened. The Chair declared a quorum present and called the meeting to order.
2. The minutes of October 19, 2016 were presented. Linda Byrne made a motion to accept the minutes. Mark Jackson seconded; all were in favor.
3. The Executive Director Report:
 - a. Personnel item. Maureen Martinez, Director of Leased Housing, has left. Two separate positions were posted; we now have two Directors (one for Leominster, one for Fitchburg). Both are long-term employees of the housing authority; Roberta Kozak for Fitchburg, Janet Mora for Leominster.

Mary Giannetti asked if we would be replacing the two positions; the E.D. replied no, we will be saving money without replacing their positions.

- b. Daniels Heights/Canton Valley – Compliance Award for asbestos. The money will be coming from DHCD's special fund, not our capital funds.

David Rousseau asked if Ben Gold was moving to Day St. The E.D. replied that we are always re-evaluating, some part-time moves may occur.

4. Financial Report – October:
 - a. Page F3 – Reserves are at 15.39%.
 - b. Page F4 – Operating Receipts - \$342,897 to be received, but not yet. Hopefully we will receive some of this money by the end of the year.

- c. Total Utilities – saved \$202,000 (due to a mild winter).
- d. Total Operating - \$276,000 to the good.
- e. New FHA Housing Clerk – Help Cathy and Janel with filing, etc.

The Chair asked about the Operating Subsidy earned/received, over/under (Page F4, box). The E.D. explained the numbers to the board.

Mary Giannetti made a motion to accept the October financial statement. David Rousseau seconded; all were in favor.

5. Modernization Report:

- a. We still have funds for the locks/cameras. We are waiting for a Fish # for the cameras at Wallace/Durkin; then out to bid. Locks – we are waiting on this as we have already gone out to bid three times.
- b. Community Room at Day St. – The room will be closed during the day, we will work with the resident programs in place. David Rousseau asked if he could have copy of the plans.
- c. Daniels Heights Siding, Decks and Railings – should be completed by November 30th.
- d. Green Acres vacant unit turnover (24 units) – Remove layers on walls, new sheet rock, then to DHCD architect. The Chair asked if mold mediation would be included and if there was a waitlist to fill the units. The E.D. replied yes to both.
- e. Daniels Heights Ramp – All bids received were over \$25,000.
- f. Wallace Towers Door Openers – contract to be completed this month or December.
- g. Wallace Towers Concrete/Brick – Out to bid next week. Weather permitting will start work now or in the spring. Mary Giannetti asked if this project was being managed by the RCAT. The E.D. replied they only manage projects under \$50,000.

6. State-Aided Housing Report:

- a. 84 new standard applications received; 24 elderly/young disabled and 60 family.
- b. Briefings were held.
- c. There were five lease-ups in October.
- d. Four new vacancies; 98.64% occupied the end of October.
- e. Work Orders – 79% completed within 24 hours.

The Chair asked about the appeal hearings. All applicants under the age of 60 who are denied, have the opportunity to come in and meet with the Executive Director. If they don't appeal, they are removed from the waiting list. The E.D. went over the process and plans to revamp the process. There was some discussion on the process, 21 days allowed for overnight visitors, etc.

David Rousseau asked if the Office of Elder Affairs was coming out. The E.D. noted that Mass Housing/Security Specialist is coming out next Tuesday to walk the Day St. neighborhood; Cornerstone was invited to come. A meeting will be set up with all local representatives for all four housing authorities. Mr. Rousseau asked if board members were allowed on the walk. The E.D. replied no as DHCD was organizing this. The Chair added that if there was anything the board could be involved in, send them a notice.

7. Section 8 Housing Choice Voucher Report:
 - a. 98% leased.
 - b. Roberta Kozak is the Director for Fitchburg now.

8. Old Business: None

9. New Business: The following resolutions were presented:

**RESOLUTION ADOPTING DHCD INCOME LIMITS FOR ADMISSION AND FMRs
FOR CONTINUED OCCUPANCY**

Resolution 2016-11-01

Whereas: The Department of Housing and Community Development (DHCD) has revised the Income Limits for admission to state-aided public housing and for participation in the AHVP, as well as FMRs for Continued Occupancy, which are effective August 1, 2016 and,

Whereas: The Fitchburg Housing Authority has been advised by DHCD, that the Revised Income Limits and FMRs should be adopted and,

Whereas: The Authority is currently administering the Conventional Housing program and participating in the AHVP.

NOW THEREFORE BE IT RESOLVED,

That the Fitchburg Housing Authority adopt the Revised Income Limits and FMRs by household size specific for all sizes effective August 1, 2016.

RESOLVED, Motion made by Linda Byrne to accept the Revised Income Limits for admission and FMRs for Continued Occupancy.

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

**RESOLUTION FOR EXECUTION OF DHCD REQUIRED
2015 FISCAL YEAR-END SCHEDULE OF TOP FIVE (5) POSITIONS
CERTIFICATION (REVISED FORMAT)**

Resolution 2016-11-02

Whereas: The Fitchburg Housing Authority has the need to be in compliance with DHCD's year-end Schedule of the Top Five (5) Positions certification.

NOW THEREFORE BE IT RESOLVED,

That members of the Fitchburg Housing Authority Board of Commissioners hereby approve the 2015 fiscal year-end Schedule of the Top Five (5) Positions and authorize all Board Members to execute the certification.

RESOLVED, Motion made by Mary Giannetti to certify and execute the 2015 fiscal year-end Schedule of the Top Five (5) Positions in compliance with the DHCD requirement.

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

RESOLUTION AUTHORIZING THE ACCEPTANCE
OF THE LOWEST BID FOR FIRE ALARM TESTING AND REPAIRS

Resolution 2016-11-03

WHEREAS: The Fitchburg Housing Authority has advertised for quotes for fire alarm testing and repairs, and

WHEREAS: The quotes were due on Wednesday, October 26, 2016 and two firms responded to our solicitation (*see attached*).

NOW THEREFORE BE IT RESOLVED,

That the Fitchburg Housing Authority Board of Directors approve the eligible and responsible bid from B.E.F. Enterprises, Inc. for a three (3) year contract in the amount not to exceed \$22,830.00 and authorize the Chair, or their designee, to sign said contract and/or any other documents necessary.

RESOLVED, Motion made by Linda Byrne to award a three (3) year contract for fire alarm testing and repairs in the amount not to exceed \$22,830.00 to B.E.F. Enterprises, Inc. 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.

RATIFICATION OF DHCD'S ISSUANCE OF WORK ORDER FOR DESIGN OF
ASBESTOS ABATEMENT AT WALLACE TOWERS

Resolution 2016-11-04

Whereas: The Department of Housing and Community Development (DHCD) has issued a work order for the design of asbestos abatement at Wallace Towers to ATC Group Services LLC.

NOW THEREFORE BE IT RESOLVED,

That the Fitchburg Housing Authority hereby ratify the design contract in the amount of \$15,160.00.

RESOLVED, Motion made by Linda Byrne to ratify the design contract, to ATC Group Services LLC, in the amount of \$15,160.00.

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

RESOLUTION AUTHORIZING AMENDMENT #1
TO THE CONTRACT FOR SOLID WASTE
AND RECYCLABLES HAULING

Resolution 2016-11-05

WHEREAS: The Fitchburg Housing Authority has the need to amend the contract for solid waste and recyclables hauling previously approved at the October 19, 2016 board meeting, and

WHEREAS: The contract amount will increase from \$57,830.00 to \$76,637.00 (*see attached memo*).

NOW THEREFORE BE IT RESOLVED,

That the Fitchburg Housing Authority Board of Directors authorizes the Executive Director to sign Amendment #1 to the contract for solid waste and recyclables hauling increasing the total contract amount from \$57,830.00 to \$76,637.00.

RESOLVED, Motion made by Mary Giannetti to authorize the Executive Director to sign Amendment #1 to the contract for solid waste and recyclables hauling increasing the total contract amount from \$57,830.00 to \$76,637.00.

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

10. Other Correspondence: Green Acres/Canton Valley Newsletters

11. Resident Participation: None

12. There being no further business, motion to adjourn the meeting at 9:34 a.m. was made by Paul Fontaine. Mary Giannetti seconded; all were in favor.