

# **Fitchburg Housing Authority Minutes – Regular Meeting**

*Daniels Heights Community Room, Fitchburg, MA*

March 21, 2017

**PRESENT:**

**Paul Fontaine, Chair**

**Linda Byrne, Treasurer**

**David Rousseau, Assistant Treasurer**

**ABSENT:**

**Mary Giannetti, Vice Chair**

**ALSO PRESENT:**

**Peter Proulx, Secretary**

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

**Denise Ivaldi, Recording Secretary**

1. At 9:06 a.m. the meeting opened. The Chair declared a quorum present and called the meeting to order.

6. State-Aided Housing Report:

- a. 78 new standard applications received in February; 19 elderly and 59 family.
- b. We have 21 elderly and 107 young disabled on the waitlist.
- c. We are working with elderly and family for lease-ups.
- d. Permission to have elderly age changed to 58 (down from 60); Peter to ask DHCD.
- e. Overall occupancy is 98.22% through the end of February.
- f. 83% of work orders were completed within 24 hours.

7. Section 8 Housing Choice Voucher Report:

- a. 99% leased up.
- b. 779 Fitchburg applicants (given local preference); 165,257 applicants state-wide.

4. Financial Report:

Sue Honeycutt from Fenton & Ewald was present to go over the December 2016 year-end financials:

- a. The housing authority hung in there; better than 2015.
- b. More rental income than budgeted by \$163,000.
- c. Administrative Salary and Maintenance were under by \$15,000 but contractor costs were over giving a positive amount of \$24,000 (combined).

d. Reserves were at \$152,000 (8.67%) at year-end; minimum is 20%. There was some discussion on subsidy amounts.

e. Net metering – will see credits beginning in 2017.

f. About \$309,000 under budget overall due to utilities.

g. \$81,000 in write-offs for 2016. The Chair noted that if any of these monies are recovered, goes back in. It was suggested to have a list of definite “non-paid back” amounts. There are quarterly write-offs now for anything over 12 months.

h. 689s – One property on the list for disposition. A rental increase helped on the reserves.

i. Section 8 had negative reserves last year; now on a positive side.

j. MRVP - \$40 per unit is not enough; reserves keep going down. Short discussion on doing away with MRVP. This will be discussed further at budget time.

The board asked if there were any red flags for the February 28, 2017 financials. Sue Honeycutt said that everything was right in line where it should be at this time. There were no questions or discussion on the January 31, 2017 financials.

Motion made by Linda Byrne to accept all three financial reports presented (2016 year-end, January and February 2017). David Rousseau seconded; all in favor. The board asked if any red flag items or items that need attention could be highlighted in the future on the financials. The E.D. said he would do that going forward.

2. The minutes of February 15, 2017 were presented. Linda Byrne made a motion to accept the minutes. David Rousseau seconded; all were in favor.

8. Old Business: None

9. New Business: The following resolutions were presented:

**RESOLUTION FOR EXECUTION OF DHCD REQUIRED  
FISCAL YEAR-END CERTIFICATIONS**

Resolution 2017-03-01

Whereas: The Fitchburg Housing Authority has the need to be in compliance with DHCD fiscal year-end certifications as follows:

1. Year-End Financial Statements Certification (400-1)
2. Year-End Financial Statements Certification (MRVP)
3. Year-End Financial Statements Certification (667-A)
4. Year-End Financial Statements Certification (689-C)
5. Salary Certification (Fiscal Year Ending 2016)
6. Schedule of Positions and Compensation

NOW THEREFORE BE IT RESOLVED,

That members of the Fitchburg Housing Authority Board of Commissioners hereby certify the fiscal year-end certifications (listed above) and authorize the Executive Director to execute the certifications.

RESOLVED, Motion made by David Rousseau to certify and execute the fiscal year-end certifications in compliance with the DHCD requirement.

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

On the following resolution, the E.D. noted that everything looks good, may get a 95% score.

RESOLUTION AUTHORIZING THE SUBMISSION OF THE  
FITCHBURG HOUSING AUTHORITY  
SEMAP CERTIFICATION TO HUD

RESOLUTION 2017-03-02

WHEREAS: The Fitchburg Housing Authority is required by HUD to submit an annual SEMAP Certification as required by 24CFR sec 985.101, and,

WHEREAS: The Fitchburg Housing Authority's fiscal year end is December 31, 2016 and,

WHEREAS: The Fitchburg Housing Authority has collected the information concerning the performance of the Housing Authority and provides assurance that there is no evidence of seriously deficient performance,

NOW THEREFORE BE IT RESOLVED,

That the Fitchburg Housing Authority authorizes the Executive Director to electronically submit the SEMAP Certification.

RESOLVED, Motion made by Linda Byrne to accept the Section 8 Management Assessment Program (SEMAP) Certification,

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

On the following resolution, the E.D. noted that this form is submitted by the Executive Director but requires approval by the board.

RESOLUTION AUTHORIZING THE EXECUTION  
OF HUD FORM 52725 SCHEDULE OF  
POSITIONS AND COMPENSATION

RESOLUTION 2017-03-03

WHEREAS: The Fitchburg Housing Authority is required by HUD to submit HUD Form 52725 Schedule of Positions and Compensation and,

WHEREAS: The board has reviewed and approved HUD Form 52725.

NOW THEREFORE BE IT RESOLVED,

That the Fitchburg Housing Authority board authorizes the Executive Director to execute HUD Form HUD Form 52725 Schedule of Positions and Compensation.

RESOLVED, Motion made by Linda Byrne to authorize the Executive Director to execute HUD Form 52725 Schedule of Positions and Compensations.

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

10. Other Correspondence: NAHRO News, March 2017

11. Resident Participation: None

The Executive Director wanted to share the following with the board:

- a. Two board members will now be required to sign off on payroll each month.
- b. Chair to sign Letter of Engagement for Guyder-Hurley.
- c. During the next seven days, the housing authority will be busy with a yearly audit, AUP and DHCD staff for the PMR. We may have the results/scores for the next board meeting. Some items may be failing but expected.
- d. Mark Jackson has resigned from the board effective March 9<sup>th</sup>. A board member asked if someone on the City Council can be on the board. The E.D. noted no, City Council members cannot be on the board, there are no exceptions. He added that local labor has six (6) months from the time of resignation to submit names to the Mayor. If one submitted, the Mayor can appoint someone.

12. There being no further business, motion to adjourn the meeting at 9:48 a.m. was made by Linda Byrne. David Rousseau seconded; all were in favor.