

# **Fitchburg Housing Authority**

## **Minutes – Regular Meeting**

*Wallace Towers Community Room, Fitchburg, MA*

September 20, 2017

### **PRESENT:**

**Paul Fontaine, Chair**

**Mary Giannetti, Vice Chair**

**Linda Byrne, Treasurer**

**David Rousseau, Assistant Treasurer**

### **ALSO PRESENT:**

**Peter Proulx, Secretary**

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

**Denise Ivaldi, Recording Secretary**

1. At 8:56 a.m. the meeting opened. The Chair declared a quorum present and called the meeting to order.
2. The minutes of August 16, 2017 were presented. Mary Giannetti made a motion to accept the minutes. Linda Byrne seconded; all were in favor.
3. Executive Director Report:
  - a. The E.D. introduced David Basilio as our newest board member. He was appointed last night but has to be sworn in by City Clerk. David told the board he has 32 years with the Carpenter's Union and retired last year. The board welcome him.
  - b. A meeting was held with the residents of Day St. on security and Blossom St. There were many good comments. The E.D. noted that the Blossom St. door will be for emergencies only and residents will no longer have a key to get in from outside. The H.A. is working with the Fire Department. There is an issue with the window nearby, people are getting in. We will come up with a resolution for this. Thirty residents attended the meeting; there were no objections to the plan. It was also noted that the door will be alarmed.
  - c. A Better Life (ABL) – we were not funded in this round. The E.D. received a phone call Monday; the funding was awarded to housing authorities that already have a similar program in place (Federal).
4. Financial Report – August 2017:
  - a. Page F3 – Reserves are at 5%.
  - b. Page F4 – We are doing fairly well, \$61,000 in the negative through August. We expected \$176,000 negative by this year end.

Motion made by Linda Byrne to accept the August 2017 financial report presented. Mary Giannetti seconded; all in favor.

5. Modernization Report:
  - a. Durkin Security Cameras – Additional design complete this week. There is not enough funding from DHCD for all projects at this time. The E.D. asked to go forward with this project; hopefully award in November.
  - b. Durkin Community Room – A few extra things; Change Order at next meeting.

David Rousseau stated that the doors are still locked, residents aren't using the room yet. The E.D. will take care of the issue.

- c. Green Acres Vacant Units – New sheet rock, etc to get ready to rent.
- d. Daniel Heights Ramp – Another two-three weeks to complete.

6. State-Aided Housing Report:
  - a. 103 new standard applications in August; 30 elderly/young-disabled, 73 family.
  - b. 1,916 applicants currently on the waiting list.
  - c. There were 5 new lease-ups and 7 new vacancies in August.
  - d. We are at 97.38% overall occupancy.
  - e. Work order report included; different format.

Linda Byrne asked how long it takes for asbestos removal; seems to go on and on. The E.D. replied that we are in the third phase now. First phase was 24 units, second phase 27 units and third phase 33 units. Once third phase is completed, we will do remaining units as they become vacant using an outside contractor.

7. Section 8 Housing Choice Voucher Report:
  - a. MRVP information is now on this report.

8. Old Business - None

9. New Business: The following resolutions were presented:

The first resolution is for the actual cost of materials and the low estimate on aintenance.

**RESOLUTION TO ALLOW THE FITCHBURG HOUSING AUTHORITY TO REVISE  
THE REPLACEMENT FEES FOR MOVE-OUTS AND VANDALISM (AND COSTS FOR  
LIGHTS BULBS, ETC.)**

Resolution 2017-09-01

Whereas: The authority has an obligation to recover the costs for damages and other maintenance related charges as a result of move-outs or vandalism and the cost of replacement light bulbs, etc.

NOW THEREFORE BE IT RESOLVED,

That the attached list of fees is revised to meet the current costs associated with damages and other maintenance related charges as a result of move-outs or vandalism.

RESOLVED, Motion made by Mary Giannetti to allow the Fitchburg Housing Authority to revise the maintenance fee schedule.

SECONDED, Linda Byrne seconded the motion, and the motion was passed.

The estimated cost for the following resolution is \$233,719 and will be so noted in the resolution.

RESOLUTION AUTHORIZING THE ADVANCE AWARD FOR THE  
GREEN ACRES (200-1) INTERIOR RENOVATIONS

Resolution 2017-09-02

WHEREAS: The Fitchburg Housing Authority will be advertising for bids for the Green Acres (200-1) interior renovations, and

WHEREAS: The bids will be due on Wednesday, October 4, 2017 (two weeks before the October board meeting).

NOW THEREFORE BE IT RESOLVED,

That the Fitchburg Housing Authority Board of Directors approve an advance award for the lowest qualified bidder, with an estimated cost of \$233,719.00, subject to a reference check, and authorizes the Chair, or their designee, 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 contract for interior renovations at Green Acres (200-1) to the lowest qualified bidder, not to exceed \$233,719.00, and to authorize the signing of the contract, and/or any other documents necessary to complete the work, by the Chair or their designee.

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

There was no action on Resolution 2017-09-03 CFA 5001, Amendment 11 as paperwork was not received from DHCD. It will be placed back on the agenda for the October meeting.

RESOLUTION TO AUTHORIZE REVOCATION OF  
RESOLUTION 2017-08-08 (ACCEPTANCE OF LOWEST BID PROPOSAL)  
IN CONJUNCTION WITH THE INTERIOR PAINTING OF  
VACANT UNITS CONTRACT

Resolution 2017-09-04

Whereas: The contractor, K&S General Maintenance, has failed to comply with the bonding requirements of the contract, and

Whereas: The Fitchburg Housing authority has the need to revoke Resolution 2017-08-08 (Acceptance of the Lowest Bid Proposal) in conjunction with the Interior Painting of Vacant Units Contract Award.

NOW THEREFORE BE IT RESOLVED,

That the Fitchburg Housing Authority Board of Directors authorizes the revocation of Resolution 2017-08-08 (Acceptance of Lowest Bid Proposal) in conjunction with the Interior Painting of Vacant Units Contract Award.

RESOLVED, Motion made by Mary Giannetti to authorize the revocation of Resolution 2017-08-08 (Acceptance of Lowest Bid Proposal) in conjunction with the Interior Painting of Vacant Units Contract Award.

SECONDED, Linda Byrne seconded the motion, and the motion was passed unanimously.

RESOLUTION AUTHORIZING THE ACCEPTANCE  
OF THE SECOND LOWEST BID FOR INTERIOR PAINTING  
OF VACANT STATE FUNDED APARTMENTS

Resolution 2017-09-05

WHEREAS: The Fitchburg Housing Authority has advertised for bids for interior painting of vacant state funded apartments, and

WHEREAS: The bids were due Thursday, August 3, 2017 and three bids were received (see attached tabulation), and

WHEREAS: M.R. Construction is our incumbent painting firm and their previous work has been satisfactory.

NOW THEREFORE BE IT RESOLVED,

That the Fitchburg Housing Authority Board of Directors approve the second lowest eligible and responsible bidder, M.R. Construction, with an estimated cost of \$32,400.00, not to exceed \$37,500.00 and authorizes the Chair, or his designee, to sign said contract and/or any other documents necessary to complete the work.

RESOLVED, Motion made by David Rousseau to award the bid for interior painting of vacant state funded apartments to the second lowest qualified bidder, M.R. Construction, with an estimated cost of \$32,400.00, not to exceed \$37,500.00, and to authorize the signing of the contract, and/or any other documents necessary to complete the work, by the Chair, or his designee.

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

RESOLUTION FOR RATIFICATION OF CHANGE ORDER NUMBER ONE  
IN CONJUNCTION WITH THE FOB SYSTEM INSTALLATION  
AT THE CJ DURKIN (667-5) DEVELOPMENT

PROJECT #097098

RESOLUTION 2017-09-06

Whereas: The Fitchburg Housing Authority has the need to ratify Change Order Number One in conjunction with the FOB system installation at the CJ Durkin (667-5) development, and

Whereas: Change Order Number One to Setronics was for installation of a new door strike at CJ Durkin (667-5), and

Whereas: The Executive Director and Chief Procurement Officer recommended this Change Order Number One which increased the contract amount by \$503.00 for a total contract amount of \$13,489.00.

NOW THEREFORE BE IT RESOLVED,

That the Fitchburg Housing Authority Board of Directors authorizes the ratification of Change Order Number One in conjunction with the FOB system installation at the CJ Durkin (667-5) development for the installation of a door strike by Setronics in the amount of \$503.00.

RESOLVED, Motion made by Linda Byrne to authorize the ratification of Change Order Number One for installation of a new door strike at CJ Durkin (667-5) in the amount of \$503.00.

SECONDED, Mary Giannetti seconded the motion, and the motion was passed unanimously.

10. Other Correspondence:

a. Public Housing Notices

11. Resident Participation: None

12. There being no further business, motion to adjourn the meeting at 9:328a.m. was made by Linda Byrne. Mary Giannetti seconded; all were in favor.