

Fitchburg Housing Authority Minutes – Regular Meeting

CJ Durkin Community Room, Fitchburg, MA

December 20, 2017

PRESENT:

Paul Fontaine, Chair
Mary Giannetti, Chair
Linda Byrne, Treasurer
David Rousseau, Assistant Treasurer
David Basilio, Member

ALSO PRESENT:

Peter Proulx, Secretary
Benjamin Gold, Asst. Exec. Director
Denise Ivaldi, Recording Secretary

1. At 8:43 a.m. the meeting opened. The Chair declared a quorum present and called the meeting to order.
2. The minutes of November 15, 2017 were presented. Linda Byrne made a motion to accept the minutes. Mary Giannetti seconded; all were in favor.
3. Executive Director Report:
 - a. DHCD FY18 budget guidelines still delayed. State is working on money available for housing authorities.
 - b. We have had a number of calls for the Blossom St. entrance. We will meet with the residents in January to review. One option is to silence the alarm and only have go to the fire alarm company.
 - c. Management Staff Update – Andrea Garcia has been promoted to Housing Manager for the elderly. Moises Ramos was promoted to Assistant Housing Manager, he will still do the annual and interim recertifications. Once the budget is approved we hope to have an Assistant Manager for family.
4. Financial Report – November 2017:
 - a. Page F2 – Reserves are at 7.63%.
 - a. Page F3 – Subsidy to the housing authority should be \$1M+ (\$443,000 under what was paid).

Motion made by Linda Byrne to accept the November 2017 financial report presented. David Rousseau seconded; all in favor.

5. Modernization Report:
 - a. Wallace Towers Abatement Phase 3 – 33 units completed.
 - b. Wallace Towers Emergency Generator – Will be delivered in February.
 - c. CJ Durkin Security Cameras – Contract award later in meeting.
 - d. Daniels Heights/Canton Valley Crawlspace – Work 50% complete.
 - e. Green Acres Vacant Unit Renovations – Should be completed the end of January.
 - f. Daniels Heights Ramp – In close-out.
 - g. 689-3 Shingle Replacement – Complete, waiting on gutter work.

- h. 689-3 Driveway/Fence Replacement – In design.
 - i. Green Acres Basement Moisture Remediation – Unitil under order to replace gas lines.
 - j. 705 Renovations – In design.
 - k. 689-1 Sprinkler Installation – Out to bid in March.
6. State-Aided Housing Report:
- a. 128 new standard applications in November; 32 elderly/young-disabled, 82 family. 327 elderly/young disabled applicants currently on the waiting list; 1,700 family.
 - b. There were four (4) new lease-ups and two (2) vacates in October.
 - c. We hope to fill five (5) Wallace Tower vacancies the end of the month.
 - d. We are at 97.59% overall occupancy for October.
 - e. Work order report included.
7. Section 8 Housing Choice Voucher Report:
- a. 95% leased up.
 - b. 207 leased out of 219 vouchers.
 - c. State MRVP – 13 new vouchers; seven (7) issued, not leased yet.
 - d. Issue with landlords willing to work with MRVP vouchers.
8. Old Business: None
9. New Business: The following resolutions were presented:

**RESOLUTION TO APPROVE THE APPLICATION FOR THE
2018 CAPITAL IMPROVEMENT PLAN – FORMULA FUNDING TO DHCD**

Resolution 2017-12-01

- Whereas: DHCD will annually provide a given amount of capital development funding through a “formula funding” allocation to address deficiencies and deferred maintenance issues identified and,
- Whereas: The Fitchburg Housing Authority has the need to submit an application for Capital Improvement Plan (CIP) to DHCD for the year 2018 and,
- Whereas: Meetings were held with the tenants on September 22, September 27, September 28 and October 26 for their comment and input as required by DHCD.

NOW THEREFORE BE IT RESOLVED,

That the members of the Fitchburg Housing Authority Board of Commissioners have reviewed and approved the Capital Improvement Plan (CIP) Formula Funding for years 2018 to 2022 as presented and further authorize the Executive Director to submit the application to DHCD.

RESOLVED, Motion made by Linda Byrne to authorize the Executive Director to submit the application for 2018 Capital Improvement Plan (CIP) Formula Funding, as proposed, to DHCD.

SECONDED, Mary Giannetti seconded the motion, and the motion was passed by a unanimous vote.

**RESOLUTION AUTHORIZING SIGNING OF THE
CERTIFICATE OF SUBSTANTIAL COMPLETION A&B SELECTIVE
INTERIOR AND EXTERIOR RENOVATIONS**

DHCD PROJECT NUMBER 097068

Resolution 2017-12-02

Whereas: The Architect (Garofalo Design Associates, Inc.) has inspected the 705-1 A&B selective interior and exterior renovations and,

Whereas: The Architect has recommended that the 705-1 A&B selective interior and exterior renovations has reached the point of Substantial Completion and, contingent upon DHCD's approval,

NOW THEREFORE BE IT RESOLVED,

That the Fitchburg Housing Authority authorizes the Chair or his designee to sign the necessary documents in connection with the Certificate of Substantial Completion for the 705-1 A&B selective interior and exterior renovations.

RESOLVED, Motion made by Mary Giannetti to accept the Certificate of Substantial Completion for the 705-1 A&B selective interior and exterior renovations.

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

**RESOLUTION FOR AUTHORIZATION OF CHANGE ORDER NUMBER ONE
IN CONJUNCTION WITH THE
705-1 A&B SELECTIVE INTERIOR AND EXTERIOR RENOVATIONS**

WORK PLAN 5001, PROJECT #097068

RESOLUTION 2017-12-03

Whereas: The Fitchburg Housing Authority has the need to sign a Change Order Number One in conjunction with the 705-1 A&B selective interior and exterior renovations and

Whereas: Garofalo Design Architects, Inc. (the architect) recommends approval of this Change Order Number One which will decrease the contract amount by \$1,330.26.

NOW THEREFORE BE IT RESOLVED,

That the Fitchburg Housing Authority Board of Directors authorizes the Chair, or his designee, to sign the Change Order Number One in conjunction with the 705-1 A&B selective interior and exterior renovations now being undertaken by the Department of Housing and Community Development and the Fitchburg Housing Authority.

RESOLVED, Motion made by David Rousseau to authorize the signing of the Change Order Number One by the Chair, or his designee, in conjunction with the 705-1 A&B selective interior and exterior renovations

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

RESOLUTION AUTHORIZING SIGNING OF THE
CERTIFICATE OF FINAL COMPLETION FOR THE
705-1 A&B SELECTIVE INTERIOR AND EXTERIOR RENOVATIONS

DHCD PROJECT NUMBER 097068

Resolution 2017-12-04

Whereas: The Architect (Garofalo Design Associates, Inc.) has inspected the 705-1 A&B selective interior and exterior renovations and,

Whereas: The Architect has recommended that the 705-1 A&B selective interior and exterior renovations has reached the point of Final Completion and, contingent upon DHCD's approval,

NOW THEREFORE BE IT RESOLVED,

That the Fitchburg Housing Authority authorizes the Chair or his designee to sign the necessary documents in connection with the Certificate of Final Completion and Payment Number 3, in the amount of \$5,299.74 for the 705-1 A&B selective interior and exterior renovations.

RESOLVED, Motion made by Linda Byrne to accept the Certificate of Final Completion for the 705-1 A&B selective interior and exterior renovations.

SECONDED, Mary Giannetti seconded the motion, and the motion was passed by a unanimous vote.

RESOLUTION AUTHORIZING THE ACCEPTANCE
OF THE BID FOR IT CONSULTANT AWARD

Resolution 2017-12-05

WHEREAS: The Fitchburg Housing Authority has advertised for bids for an IT Consultant, and

WHEREAS: Bids were due on Friday, December 15, 2017 and two (2) firms responded to our solicitation (*see attached memorandum*).

NOW THEREFORE BE IT RESOLVED,

That the Fitchburg Housing Authority Board of Directors approve the bid from CB Systems and award a one (1) year contract with two (2) one year options to renew annually at sole FHA discretion to CB Systems in the estimated amount of \$4,675 per year or \$14,025 if all options are exercised. The contract is not to exceed \$6,250 per year or \$18,750 for all three (3) years 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 Linda Byrne to award the contract for IT Consultant to CB Systems and award a one (1) year contract with two (2) one year options to renew annually at sole FHA discretion to CB Systems in the estimated amount of \$4,675 per year or \$14,025 if all options are exercised. The contract is not to exceed \$6,250 per year or \$18,750 for all three (3) years and authorizes the Chair, or his designee, to sign said contract and/or any other documents necessary to complete the work.

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

RESOLUTION AUTHORIZING SIGNING OF THE
CERTIFICATE OF FINAL COMPLETION FOR THE
CJ DURKIN (667-5) COMMUNITY ROOM MODERNIZATION

DHCD PROJECT NUMBER 097075

Resolution 2017-12-06

Whereas: The Architect (Antonio Gomes) has inspected the Community Room Modernization at CJ Durkin (667-5) and,

Whereas: The Architect has recommended that the Community Room Modernization at CJ Durkin (667-5) has reached the point of Final Completion and, contingent upon DHCD's approval,

NOW THEREFORE BE IT RESOLVED,

That the Fitchburg Housing Authority authorizes the Chair or his designee to sign the necessary documents in connection with the Certificate of Final Completion and Payment Number 4, in the amount of \$8,915.85, for the Community Room Modernization at CJ Durkin (667-5).

RESOLVED, Motion made by Linda Byrne to accept the Certificate of Final Completion for the Community Room Modernization at CJ Durkin (667-5).

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

RESOLUTION AUTHORIZING THE ACCEPTANCE OF THE
BID PROPOSAL FOR THE CJ DURKIN (667-5)
SECURITY CAMERA INSTALLATION

WORK PLAN 5001, PROJECT #097094

RESOLUTION 2017-12-07

WHEREAS: The Fitchburg Housing Authority requested bid proposals for the Security Camera Installation at the CJ Durkin (667-5) Development, and

WHEREAS: The Fitchburg Housing Authority received five (5) bid proposals; bid proposals were due on Wednesday, December 6, 2017 (see attached sheet), and

WHEREAS: The architect, John Murphy, Jr. Electrical Construction and Engineering, Inc., has checked references for Setronics, Billerica, MA and has received favorable feedback, and contingent on DHCD's approval.

NOW THEREFORE BE IT RESOLVED,

That the Fitchburg Housing Authority authorizes the Chair, or his designee, to accept the lowest eligible and responsible bidder, Setronics, 5 Executive Park Drive, Billerica, MA 01862 with a bid amount of \$53,143.00 and to sign any and all documents in conjunction with the contract.

RESOLVED, Motion made by David Rousseau to accept the eligible and responsible bidder, Setronics, for the bid amount of \$53,143.00 and sign any and all documents in conjunction with the contract.

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

RESOLUTION AUTHORIZING SIGNING OF THE
CERTIFICATE OF SUBSTANTIAL COMPLETION FOR THE
ASBESTOS ABATEMENT (PHASE III) AT WALLACE TOWERS (667-3)

DHCD PROJECT NUMBER 097093

Resolution 2017-12-08

Whereas: The Architect (ATC Group Services LLC) has inspected the asbestos abatement (Phase III) at Wallace Towers (667-3) and,

Whereas: The Architect has recommended that the asbestos abatement (Phase III) at Wallace Towers (667-3) has reached the point of Substantial Completion and, contingent upon DHCD's approval,

NOW THEREFORE BE IT RESOLVED,

That the Fitchburg Housing Authority authorizes the Chair or his designee to sign the necessary documents in connection with the Certificate of Substantial Completion for the asbestos abatement (Phase III) at Wallace Towers (667-3).

RESOLVED, Motion made by Mary Giannetti to accept the Certificate of Substantial Completion for the asbestos abatement (Phase III) at Wallace Towers (667-3).

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

RESOLUTION AUTHORIZING SIGNING OF THE
CERTIFICATE OF FINAL COMPLETION FOR THE
ASBESTOS ABATEMENT (PHASE III) AT WALLACE TOWERS (667-3)

DHCD PROJECT NUMBER 097093

Resolution 2017-12-09

Whereas: The Architect (ATC Group Services LLC) has inspected the asbestos abatement (Phase III) at Wallace Towers (667-3) and,

Whereas: The Architect has recommended that the asbestos abatement (Phase III) at Wallace Towers (667-3) has reached the point of Final Completion and, contingent upon DHCD's approval,

NOW THEREFORE BE IT RESOLVED,

That the Fitchburg Housing Authority authorizes the Chair or his designee to sign the necessary documents in connection with the Certificate of Final Completion and Payment Number 2, in the amount of \$4,948.35, for the asbestos abatement (Phase III) at Wallace Towers (667-3).

RESOLVED, Motion made by Linda Byrne to accept the Certificate of Final Completion for the asbestos abatement (Phase III) at Wallace Towers (667-3).

SECONDED, Mary Giannetti seconded the motion, and the motion was passed by a unanimous vote

10. Other Correspondence:
a. Public Housing Notices

11. Resident Participation: None

12. There being no further business, motion to adjourn the meeting at 9:30 a.m. was made by Linda Byrne. David Basilio seconded; all were in favor.