

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

*Canton Valley Community Room, Fitchburg, MA*

June 20, 2018

## **PRESENT:**

Linda Byrne, Chair  
Mary Giannetti, Vice Chair  
David Rousseau, Treasurer  
David Basilio, Assistant Treasurer  
Andrew Van Hazinga, Member

## **ALSO PRESENT:**

Peter Proulx, Secretary (arrived late)  
Benjamin Gold, Asst. Exec. Director  
Denise Ivaldi, Recording Secretary

1. At 8:30 a.m. the meeting opened. The Chair declared a quorum present and called the meeting to order.

2. The minutes of May 16, 2018 were presented. David Basilio made a motion to accept the minutes. Andrew Van Hazinga seconded; all were in favor.

3. Executive Director Report:

- The Director of Facilities retired May 4<sup>th</sup>. We have not determined what we do at this time with the position.

4. Financial Report (May 31, 2018):

- May Monthly Payroll was passed around for review and two board member signatures.
- Page F3 – Negative reserves at 0.65%.
- Page F4 – Utilities, will even out. Contract costs are high; unit turnovers, etc.

David Basilio noted it would be easier to have a cover sheet on the financials for money that comes in and goes out. Will continue discussion later in meeting when E.D. arrives.

5. Modernization Report:

- Wallace Towers Generator – In close-out phase.
- 689-3 Shingle Roof Replacement – In close-out phase.
- 689-3 Driveway/Fence Replacement – Design complete, to be awarded in June.
- Green Acres Basement Moisture Remediation – Still in design phase.
- 689-1 Sprinkler Installation – Design complete, to be rebid in June.

6. State-Aided Housing Report:

- 70 new standard applications in April; 19 elderly/young-disabled, 51 family.
- 2,262 applicants on the waiting list; 781 local residents.
- 59 emergency applications received for all of our housing authorities; twelve (12) of these were hurricane victims. In Fitchburg, 31 emergency applications approved were for hurricane victims.

- Fourteen (14) new lease-ups for emergency (ten in Fitchburg).
- Seven (7) new lease-ups, seven (7) new vacancies.
- Overall occupancy rate was 95.52% for May.
- Work order report included.

7. Section 8 Housing Choice Voucher Report:

- 99% leased.
- MRVP, 65% leased

8. Old Business: None

9. New Business: The following resolutions were presented:

RESOLUTION AUTHORIZING SIGNING OF THE CERTIFICATE OF  
SUBSTANTIAL COMPLETION FOR THE WALLACE TOWERS (667-3)  
GENERATOR REPLACEMENT

DHCD PROJECT NUMBER 097099

Resolution 2018-06-01

Whereas: The Architect (Nangle Engineering, Inc.) has inspected the 667-3 Wallace Towers Generator Replacement and,

Whereas: The Architect has recommended that the 667-3 Wallace Towers Generator Replacement 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 667-3 Wallace Towers Generator Replacement.

RESOLVED, Motion made by Mary Giannetti to accept the Certificate of Substantial Completion for the 667-3 Wallace Towers Generator Replacement.

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 WALLACE TOWERS (667-3)  
GENERATOR REPLACEMENT

DHCD PROJECT #097099

RESOLUTION 2018-06-02

Whereas: The Fitchburg Housing Authority has the need to sign a Change Order Number One in conjunction with the Wallace Towers (667-3) Generator Replacement, and

Whereas: Nangle Engineering Inc. (the architect) recommends approval of this Change Order Number One which will increase the contract amount by \$3,302.34.

NOW THEREFORE BE IT RESOLVED,

That the Fitchburg Housing Authority Board of Directors authorizes the Chair, or their designee, to sign the Change Order Number One in conjunction with the Wallace Towers (667-3) Generator Replacement now being undertaken by the Department of Housing and Community Development and the Fitchburg Housing Authority.

RESOLVED, Motion made by Mary Giannetti to authorize the signing of the Change Order Number One by the Chair, or their designee, in conjunction with the Wallace Towers (667-3) Generator Replacement.

SECONDED, David Basilio seconded the motion, and the motion was passed unanimously.

RESOLUTION AUTHORIZING SIGNING OF THE CERTIFICATE OF  
FINAL COMPLETION/FINAL PAYMENT FOR THE 667-3 WALLACE TOWERS  
GENERATOR REPLACEMENT

DHCD PROJECT NUMBER 097099

Resolution 2018-06-03

Whereas: The Architect (Nangle Engineering, Inc.) has inspected the 667-3 Wallace Towers Generator Replacement and,

Whereas: The Architect has recommended that the 667-3 Wallace Towers Generator Replacement 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 Final Payment, in the amount of \$19,883.37, for the 667-3 Wallace Towers Generator Replacement.

RESOLVED, Motion made by David Rousseau to accept the Certificate of Final Completion and Final Payment, in the amount of \$19,883.37, for the 667-3 Wallace Towers Generator Replacement.

SECONDED, Andrew Van Hazinga seconded the motion, and the motion was passed by a unanimous vote.

RESOLUTION AUTHORIZING THE ACCEPTANCE OF THE  
LOW BID PROPOSAL FOR THE 689-3 240 ASHBURNHAM PAVING  
AND FENCE REPLACEMENT

WORK PLAN 5001, PROJECT #097095

RESOLUTION 2018-06-04

WHEREAS: The Fitchburg Housing Authority requested bid proposals for the 689-3 240 Ashburnham Paving and Fence Replacement, and

WHEREAS: The Fitchburg Housing Authority received two (2) bid proposals; bid proposals were due by 2:00 p.m. on Thursday, June 7, 2018 (see attached sheet), and

WHEREAS: The architect, CRJA-IBI Group, has checked references for Bautista Masonry, 99 Milton Street, Waltham, 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, Bautista Masonry, 99 Milton Street, Waltham, MA with a bid amount of \$94,900.00 and to sign any and all documents in conjunction with the contract.

RESOLVED, Motion made by Mary Giannetti to accept the eligible and responsible bidder, Bautista Masonry, for the bid amount of \$94,900.00 and sign any and all documents in conjunction with the contract.

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

RESOLUTION AUTHORIZING THE ACCEPTANCE OF THE  
LOW BID PROPOSAL FOR THE 689-1 76 MECHANIC STREET  
NEW SPRINKLER SYSTEM INSTALLATION

WORK PLAN 5001, PROJECT #097105

RESOLUTION 2018-06-05

- WHEREAS: The Fitchburg Housing Authority requested bid proposals for the 689-1 76 Mechanic Street New Sprinkler System Installation, and
- WHEREAS: The Fitchburg Housing Authority received two (2) bid proposals; bid proposals were due by 2:00 p.m. on Friday, June 8, 2018 (see attached sheet), and
- WHEREAS: The architect, Hesnor Engineering Associates, PLLC, has checked references for Xcel Fire Protection Inc., 11A Industrial Way, Salem, NH 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, Xcel Fire Protection Inc., 11A Industrial Way, Salem, NH with a bid amount of \$114,400.00 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, Xcel Fire Protection Inc., for the bid amount of \$114,400.00 and sign any and all documents in conjunction with the contract.

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

Resolution 2018-06-06 will be reviewed when the Executive Director arrives.

10. Other Correspondence:

- Wallace Towers Resident Letter to the Board was discussed.
  1. Residents are using the Community Room door, to the patio, to avoid cameras at the lobby door. We have worked with an engineer for three years, cannot put a ramp in (due to the hill). We are working with DHCD and the Disability Commission for funding.
  2. The Board asked if the patio door could be made for use only to residents, perhaps enclosing the area. The E.D. stated there is no easy solution. Residents can use the patio now, Mary Giannetti would like to see the area used as a patio.
  3. The E.D. will talk to the tenant (through the Housing Manager) and tell tenant their letter was discussed with the Board.
- DHCD Letter on Formula Funding for FY2021 (will be spent in 2022).

The Chair mentioned to the Board that she had attended the NAHRO Conference in May. She passed out a copy of the Program Book. She noted the following which she thought was worth sharing with the rest of the Board:

- She attended a session on a mentoring program.
- NAHRO has standing Agency Awards
- Asked if NAHRO newsletters could be sent to Board Member personal emails.
- There was a session on selecting a new Executive Director.
- The convention was wonderful; Moe, one of our Housing Managers, was recognized.
- She felt a sense of being important being on the Board and meeting others.
- She asked the E.D. how many Board Members could attend the conference; he replied all five could if they wanted to.

At this time, some of the Board Members asked the E.D. on how to best understand the financial report. The E.D. replied that Fenton & Ewald could come and meet with the Board and explain to them. The Board could have Sue Honeycutt come for a special meeting just on financials if they like. The following areas were discussed:

- Page F3 – The \$85,000 reserves does not mean we have that in the bank.
- The E.D. went over the revenues, budget and what the numbers on the financial report mean. Fenton works with DHCD on what goes into the report.
- The Board asked if a cover sheet could be provided to make it easier to understand the financials (revenues, etc.) The E.D. will work on this for future meetings.

Mary Giannetti made a motion to accept the May financial report. Andrew Van Hazinga seconded, all were in favor.

The E.D. went over Resolution 2018-06-06, CFP Amendment to the Annual ACC. He explained the funding mechanism. He noted that the 705s on Taft, Milk and Forest are being sold.

Mary Giannetti asked how long Winn is involved; the E.D. replied forty (40) years. They could pay off at end or hand over to Fitchburg H.A. (50 units). Mary Giannetti further asked if there were issues with management of the building, could anything be done. The E.D. replied could go to HUD.

RESOLUTION AUTHORIZING THE APPROVAL  
OF HUD FORM 52840-A 2018 CAPITAL FUND  
PROGRAM (CFP) AMENDMENT TO THE CONSOLIDATED ANNUAL  
CONTRIBUTIONS CONTRACT (HUD FORM 53012)

RESOLUTION 2018-06-06

WHEREAS: The Fitchburg Housing Authority is required by HUD to approve HUD Form 52840-A 2018 Capital Fund Program (CFP) Amendment in the amount of \$228,027.00 under Capital Fund Grant Number MA01P03750118, as well as the following forms:

Standard Form LLL Disclosure of Lobbying Activities  
Form HUD-50071 Certification of Payments to Influence Federal  
Transactions Form HUD-50077-CR Civil Rights Certification

WHEREAS: The board has reviewed HUD Form 52840-A 2018 Capital Fund Program (CFP) Amendment and other forms stated above.

NOW THEREFORE BE IT RESOLVED,

That the Fitchburg Housing Authority board authorizes the Executive Director to execute HUD Form 52840-A 2018 Capital Fund Program (CFP) Amendment under Capital Fund Grant Number MA01P03750117 in the amount of \$228,027.00.

FURTHER RESOLVED,

That the Fitchburg Housing Authority board authorizes the Chair to execute Standard Form LLL, Form HUD-50071 and Form HUD-50077-CR.

RESOLVED, Motion made by Mary Giannetti to authorize the Executive Director to execute HUD Form 52840-A 2018 Capital Fund Program (CFP) Amendment and the Chair to execute Standard Form LLL, Form HUD-50071 and Form HUD-50077-CR.

SECONDED, Andrew Van Hazinga seconded the motion, and the motion was passed by a unanimous vote.

11. Resident Participation: None

12. At 9:37 a.m., the Chair asked for a motion to go into Executive Session to discuss confidential information under item 10 of the Open Meeting Law, noting the Board will not return to Regular Session. David Rousseau made a motion to go into Executive Session, Andrew Van Hazinga seconded the motion. Roll call vote was as follows: David Rousseau – aye, Andrew Van Hazinga – aye, David Basilio – aye, Mary Giannetti – aye and Linda Byrne – aye.