

Fitchburg Housing Authority Minutes – Regular Meeting

CJ Durkin Community Room, Fitchburg, MA

August 29, 2018

PRESENT:

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

ALSO PRESENT:

Benjamin Gold, Interim Executive Director
Denise Ivaldi, Recording Secretary

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 June 20, 2018 were presented. Mary Giannetti made a motion to accept the minutes. David Basilio seconded; all were in favor.
3. Executive Director Report:
 - Director of Operations – Received four resumes, will wait for new Executive Director to begin process.

Linda Byrne told the Board she had received a call from the LHA Chair, issue with selected candidate. David Rousseau stated we need to hire our own Executive Director. We need to re-advertise for our own position, not a Director of Operations, we need to have our own authority.

Mary Giannetti stated that the decision to remain with LHA was made in haste, a misunderstanding. David Rousseau added the Management Agreement states FHA can make their own decisions. Ben Gold told the Board that the LHA Board cares about who they hire as an Executive Director, they are being judicious.

David Rousseau stated we need direction, someone in charge of maintenance. Boxes in office space were moved out, we need to put employees there.

Ben Gold will attend the next Tenant Meeting to address issues they brought up before the meeting.

Andrew Van Hazinga stated it is most important to have an Executive Director in place. He asked the Board to be patient and they will put staff needed in place. Ben Gold added that he was not part of the Executive Director Search process.

Mary Giannetti stated she respects LHA doing due diligence, adding we should look at the Director of Operations and see what FHA really needs.

Andrew Van Hazinga asked if there was any discussion on offering a salary increase to entice more applicants for Executive Director.

Linda Byrne stated if there were major concerns, residents should go to Moe Ramos. Mary Giannetti added that a City Councilor has received calls from FHA staff, but would not elaborate.

4. Financial Report (June/July, 2018):

- June/July Monthly Payrolls were passed around for review and two board member signatures.
- Page F3 – Reserves are at 0.52%. DHCD will augment to 20% once budget is approved.
- Page F4 – To date we are \$54,287 behind, lease enforcement.
- Page F4 – We are \$77,876 to the good for utilities; we are behind in maintenance due to unit turnovers (we are trying to fill units).
- Bottom line – we are \$28,000 ahead.

Sue Honeycutt, Fenton & Ewald will be at the next meeting to give an overview on the financials.

5. Modernization Report:

- 689-3 240 Ashburnham Driveway and Fence Replacement – excavating now.
- 200-1 Green Acres Basement Moisture Remediation – we are moving ahead.
- 689-1 76 Mechanic Fire Sprinkler Installation – Work to be completed by fall.
- 667-1/705-2 Canton Valley Fire Alarm Upgrade – Met with engineer, design work.
- 667-3 Wallace Towers Domestic Hot Water System Replacement – Looking for a designer, waiting for approval.

The Board asked if the new Director of Facilities could come to the next meeting with a list of proposed projects too.

6. State-Aided Housing Report:

- 78 new standard applications in July; 25 elderly/young-disabled, 53 family (21 local residents).
- 2,680 applicants on the waiting list; 999 local residents.
- 82 emergency applications received for all of our housing authorities; five were hurricane victims.
- Nine (9) new lease-ups, ten (10) new vacancies.
- Overall occupancy rate was 94.84% for July.
- Work order report included.

7. Section 8 Housing Choice Voucher Report:

- 99% leased.
- MRVP, 65% allocated.

8. Old Business: None
9. New Business: The following resolutions were presented:

RESOLUTION FOR AMENDMENT 13 TO THE CONTRACT FOR
FINANCIAL ASSISTANCE BETWEEN THE
FITCHBURG HOUSING AUTHORITY AND THE
DEPARTMENT OF HOUSING & COMMUNITY DEVELOPMENT
CAPITAL IMPROVEMENT WORK PLAN 5001

Resolution Number 2018-08-01

- Whereas: The Fitchburg Housing Authority has the need to amend the Contract for Financial Assistance between the Fitchburg Housing Authority and the Department of Housing and Community Development, and
- Whereas: This amendment funds the following and extends the contract dates of service from June 30, 2020 to June 30, 2021:
Fish #097048 – FY2021 Formula Funding Award - \$603,209.00
Fish #097068 – E-Bidding/E-Hosting rebate - \$694.34
Fish #097075 – E-Bidding/E-Hosting rebate - \$2,137.00
Fish #097086 – E-Bidding/E-Hosting rebate - \$1,028.50
Fish #097088 – E-Bidding/E-Hosting rebate - \$464.24
Fish #097092 – E-Bidding/E-Hosting rebate - \$875.45
Fish #097094 – E-Bidding/E-Hosting rebate - \$775.00
Fish #097098 – E-Bidding/E-Hosting rebate - \$325.00
Fish #097099 – E-Bidding/E-Hosting rebate - \$1,074.80
- Whereas: The above mentioned contract, Capital Improvement Work Plan 5001, has been increased by \$610,583.33 (total contract amount is now \$9,366,709.71).

NOW THEREFORE BE IT RESOLVED:

That the Fitchburg Housing Authority Board of Directors authorizes the Chair to sign the Standard Contract Amendment Form in conjunction with the projects listed on Amendment 13 for Capital Improvement Work Plan 5001 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 Standard Contract Amendment Form by the Chair in conjunction with the projects listed on Amendment 13 for Capital Improvement Work Plan 5001 currently being undertaken by the Fitchburg Housing Authority and the Department of Housing and Community Development.

Seconded, Andrew Van Hazinga seconded the Motions and the Motion was passed by a unanimous vote.

RESOLUTION FOR AUTHORIZATION OF CHANGE ORDER NUMBER ONE
IN CONJUNCTION WITH THE VACANT UNIT REPAIRS AT THE
GREEN ACRES (200-1) FAMILY UNITS

DHCD PROJECT #097092

RESOLUTION 2018-08-02

- Whereas: The Fitchburg Housing Authority has the need to sign a Change Order Number One in conjunction with the vacant unit repairs at the Green Acres (200-1) Family Units by American Contractors, Inc., and
- Whereas: This Change Order is for an additional 243 square feet of work that was not included in the original scope of work. The unit square foot price of \$2.50 remained the same, and
- Whereas: The Fitchburg Housing Authority requested and recommends approval of this Change Order Number One for ceiling and wall repairs in four (4) vacant units which will increase the contract amount by \$607.50 (the original contract amount was \$9,953.00).

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 vacant unit repairs at the Green Acres (200-1) Family Units 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 their designee, in conjunction with the vacant unit repairs at the Green Acres (200-1) Family Units.

SECONDED, Andrew Van Hazinga seconded the motion, and the motion was passed unanimously.

RESOLUTION AUTHORIZING THE RATIFICATION OF A CONTRACT
TO ONE SOURCE CONSTRUCTION
FOR FLOOR REFINISHING AT GREEN ACRES (200-1)

Resolution 2018-08-03

WHEREAS: The Fitchburg Housing Authority has advertised for bids for refinishing hardwood floors for ten (10) vacant units at Green Acres, and

WHEREAS: The bids were due by 11:00 a.m. on Wednesday, June 27, 2018 and two (2) firms responded to our solicitation (*see attached memorandum*), and

WHEREAS: Due to the timeliness of needing to turnover vacant units, the contract was awarded to One Source Construction, the lowest eligible bid, in the amount of \$18,900.00.

NOW THEREFORE BE IT RESOLVED,

That the Fitchburg Housing Authority Board of Directors approve the ratification of contract award to One Source Construction to refinish hardwood floors in ten (10) vacant units at Green Acres in the amount of \$18,900.00 and authorize the Chair, or their designee, to sign said contract and/or any other documents necessary.

RESOLVED, Motion made by Andrew Van Hazinga approve the ratification of contract award to One Source Construction to refinish hardwood floors in ten (10) vacant units at Green Acres in the amount of \$18,900.00 and to authorize the signing of the contract, and/or any other documents necessary, by the Chair, or their designee.

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

RESOLUTION FOR AUTHORIZATION OF CHANGE ORDER NUMBER ONE
IN CONJUNCTION WITH THE VACANT UNIT TURN AROUND FLOOR
SANDING
AT THE GREEN ACRES (200-1) FAMILY UNITS

RESOLUTION 2018-08-04

Whereas: The Fitchburg Housing Authority has the need to sign a Change Order Number One in conjunction with the Green Acres vacant unit turn around floor sanding work by One Source Construction, and

Whereas: The Fitchburg Housing Authority requested and recommends approval of this Change Order Number One for the Green Acres vacant unit turn around floor sanding in ten (10) vacant units, to add additional work not originally provided in the contract scope of work, which will increase the contract amount by \$2,622.00 (the original contract amount was \$18,900.00).

NOW THEREFORE BE IT RESOLVED,

That the Fitchburg Housing Authority Board of Commissioners authorizes the Chair, or their designee, to sign the Change Order Number One in conjunction with the Green Acres vacant unit turn around floor sanding in ten (10) vacant units 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 Green Acres vacant unit turn around floor sanding work in ten (10) vacant units in the amount of \$2,622.00.

SECONDED, Andrew Van Hazinga seconded the motion, and the motion was passed unanimously.

RESOLUTION AUTHORIZING AWARD OF
RENEWAL OPTION ONE FOR
INTEGRATED PEST MANAGEMENT SERVICES

Resolution 2018-08-05

WHEREAS: In August 2017, the Fitchburg Housing Authority awarded a one (1) year contract for Integrated Pest Management Services in an estimated amount of \$30,623.00 per year, not to exceed \$35,000 per year, with two one-year options for renewal, to A&D Professional Pest Elimination.

NOW THEREFORE BE IT RESOLVED,

That the Fitchburg Housing Authority Board of Commissioners award renewal option #1 for one additional year for Integrated Pest Management Services to A&D Professional Pest Control in an amount not to exceed \$35,000.

RESOLVED, Motion made by David Basilio to award renewal option #1 for one additional year for Integrated Pest Management Services to A&D Professional Pest Control in an amount not to exceed \$35,000.

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

RESOLUTION FOR ACCOUNTING SERVICES

Resolution 2018-08-06

Whereas: The Fitchburg Housing Authority requires a fee accountant to assist the agency in maintaining compliance with both State and Federal financial requirements and,

Whereas: The Fitchburg Housing Authority has used the firm of Fenton, Ewald & Associates, P.C. for a number of years and,

Whereas: The Fitchburg Housing Authority is satisfied with the performance of Fenton, Ewald & Associates, P.C.

NOW THEREFORE BE IT RESOLVED,

That the Fitchburg Housing Authority enter into a contract for Accounting services with Fenton, Ewald & Associates, P.C. for the period January 1, 2018 through December 31, 2018.

RESOLVED, Motion made by Mary Giannetti to enter into contract for accounting services.

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

Mary Giannetti noted that she would like to see the Accounting Services go out to bid next year, to see what other companies might be doing the work.

RESOLUTION AUTHORIZING THE CONTRACT AWARD
FOR ON-CALL PAINTING SERVICES

Resolution 2018-08-07

WHEREAS: The Fitchburg Housing Authority has advertised for bids for on-call painting services, and

WHEREAS: The bids were due on Thursday, August 2, 2018 and one (1) firm responded to our solicitation (*see attached memorandum*).

NOW THEREFORE BE IT RESOLVED,

That the Fitchburg Housing Authority Board of Directors approve the eligible and responsible bid from M.R. Construction for on-call painting services for a one-year contract in the amount not to exceed \$44,000.00 and authorize the Chair, or their designee, to sign said contract and/or any other documents necessary.

RESOLVED, Motion made by David Rousseau to award a one-year contract for on-call painting services in the amount not to exceed \$44,000.00 to M.R. Construction and to authorize the signing of the contract, and/or any other documents necessary, by the Chair, or their designee.

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

The Board asked why there was only one bid received. Union rates, prevailing rates being used.

RESOLUTION AUTHORIZING THE CONTRACT AWARD
FOR ON-CALL FLOORING SERVICES

Resolution 2018-08-08

WHEREAS: The Fitchburg Housing Authority has advertised for bids for on-call flooring services, and

WHEREAS: The bids were due on Thursday, August 2, 2018 and one (1) firm responded to our solicitation (*see attached memorandum*).

NOW THEREFORE BE IT RESOLVED,

That the Fitchburg Housing Authority Board of Directors approve the eligible and responsible bid from Capital Carpet and Flooring Specialists for on-call flooring services for a one-year contract in the amount not to exceed \$56,000.00 and authorize the Chair, or their designee, to sign said contract and/or any other documents necessary.

RESOLVED, Motion made by David Basilio to award a one-year contract for on-call flooring services in the amount not to exceed \$56,000.00 to Capital Carpet and Flooring Specialists and to authorize the signing of the contract, and/or any other documents necessary, by the Chair, or their designee.

SECONDED, Andrew Van Hazinga seconded the motion; Mary Giannetti abstained and the motion was passed by a vote of 4 to 1.

The Board would like more information next time, square foot pricing, etc.

RESOLUTION TO REJECT SOLE BID FOR ELEVATOR PREVENTATIVE
MAINTENANCE AND REPAIRS SERVICES AND RE-BID CONTRACT

Resolution 2018-08-09

WHEREAS: The Fitchburg Housing Authority has advertised for bids for elevator preventative maintenance and repair services, and

WHEREAS: Only one (1) firm responded to our solicitation, *and*

WHEREAS: The sole bid from Elevator Maintenance and Service in the estimated amount of \$96,825.00 was 7% higher than our previous contract.

NOW THEREFORE BE IT RESOLVED,

That the Fitchburg Housing Authority Board of Commissioners approves to reject the sole bid from Elevator Maintenance and Service and grants permission to extend the previous contract with Associated Elevator for one (1) month in the amount of \$2,055 in order to re-bid contract.

RESOLVED, Motion made by David Basilio to reject the sole bid from Elevator Maintenance and Service and grant permission to extend the previous contract with Associated Elevator for one (1) month in the amount of \$2,055 in order to re-bid contract.

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

RESOLUTION AUTHORIZING THE SOLID WASTE AND
RECYCLABLES HAULING CONTRACT AWARD

Resolution Number 2018-08-10

WHEREAS: The Fitchburg Housing Authority has advertised for bids for Solid Waste and Recyclables Hauling, and

WHEREAS: The bids were due on Thursday, August 2, 2018 and two (2) firms responded (*see attached bid results*).

NOW THEREFORE BE IT RESOLVED,

That the Fitchburg Housing Authority Board of Commissioners approve the low responsive and responsible bid for a three-year contract in the estimated amount of \$90,021.96, with an additional three-year option to renew at sole FHA discretion, to E.L. Harvey for solid waste and recyclables hauling in the total six-year amount of \$180,043.92, if the renewal option is exercised and authorize the Chair, or their designee, to sign said contract and/or any other documents necessary.

RESOLVED, Motion made by David Basilio to award a three-year contract in the estimated amount of \$90,021.96, with an additional three-year option to renew at sole FHA discretion, to E.L. Harvey for solid waste and recyclables hauling in the total six-year amount of \$180,043.92, if the renewal option is exercised and authorize the Chair, or their designee, to sign said contract and/or any other documents necessary.

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

The Board asked what the previous year's contract amount was.

RESOLUTION FOR OWNERSHIP TRANSFER OF 15 CONGRESS STREET

Resolution Number 2018-08-11

- Whereas: The Fitchburg Housing Authority, in conjunction with DHCD, recently solicited proposals to dispose of FHA owned property located at 15 Congress Street due to requiring significant investment to rehabilitate the property for habitation, and
- Whereas: The proposals were due by August 3, 2018 and we received two responsive and responsible Option A proposals (*see attached memo*), and
- Whereas: John Despres submitted the highest responsive and responsible bid in the amount of \$52,500 and the bid was reviewed by both DHCD and FHA.

NOW THEREFORE BE IT RESOLVED,

That the Fitchburg Housing Authority Board of Commissioners approve ownership transfer of 15 Congress Street to John Despres in the amount of \$52,500 subject to DHCD final approval.

RESOLVED, Motion made by David Rousseau to transfer ownership of 15 Congress Street to John Despres in the amount of \$52,500, subject to DHCD final approval.

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

RESOLUTION FOR OWNERSHIP TRANSFER OF 279 PEARL STREET

Resolution Number 2018-08-12

- Whereas: The Fitchburg Housing Authority, in conjunction with DHCD, recently solicited proposals to dispose of FHA owned property located at 279 Pearl Street due to requiring significant investment to rehabilitate the property for habitation, and
- Whereas: The proposals were due by August 3, 2018 and we received no Option A proposals and one responsive and responsible Option B proposal (*see attached memo*), and
- Whereas: John Despres submitted the highest responsive and responsible bid in the amount of \$62,500 and the bid was reviewed by both DHCD and FHA.

NOW THEREFORE BE IT RESOLVED,

That the Fitchburg Housing Authority Board of Commissioners approve ownership transfer of 279 Pearl Street to John Despres in the amount of \$62,500 subject to DHCD final approval.

RESOLVED, Motion made by Andrew Van Hazinga to transfer ownership of 279 Pearl Street to John Despres in the amount of \$62,500, subject to DHCD final approval.

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

RESOLUTION FOR OWNERSHIP TRANSFER OF 95 CLINTON STREET

Resolution Number 2018-08-13

Whereas: The Fitchburg Housing Authority, in conjunction with DHCD, recently solicited proposals to dispose of FHA owned property located at 95 Clinton Street due to requiring significant investment to rehabilitate the property for habitation, and

Whereas: The proposals were due by August 3, 2018 and we received one responsive and responsible Option A proposal (*see attached memo*), and

Whereas: Jackson Ave Realty Trust submitted the highest responsive and responsible bid in the amount of \$76,000 and the bid was reviewed by both DHCD and FHA.

NOW THEREFORE BE IT RESOLVED,

That the Fitchburg Housing Authority Board of Commissioners approve ownership transfer of 95 Clinton Street to Jackson Ave Realty Trust in the amount of \$76,000 subject to DHCD final approval.

RESOLVED, Motion made by Andrew Van Hazinga to transfer ownership of 95 Clinton Street to Jackson Ave Realty Trust in the amount of \$76,000, subject to DHCD final approval.

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

RESOLUTION TO WRITE-OFF UNRECOVERABLE DEBTS

Resolution 2018-08-14

Whereas: A number of tenants of the Fitchburg Housing Authority have vacated while owing rent and,

Whereas: Those persons vacating owed \$53,010.03 as of June 30, 2018 (*see attached list*). The amount is ninety (90) days old as of June 30, 2018 and,

Whereas: The Fitchburg Housing Authority staff has made every reasonable effort to collect said vacated amounts without success.

NOW THEREFORE BE IT RESOLVED,

That the Fitchburg Housing Authority officially write-off \$53,010.03 as uncollectable debts.

RESOLVED, Motion made by Andrew Van Hazinga to write off \$53,010.03 as uncollectible debts.

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

10. Other Correspondence:

- PHN Notices
- Green Acres/Canton Valley Newsletters

David Rousseau complimented Ben Gold for his work during these adverse conditions.

11. Resident Participation: None

12. There being no further business, motion to adjourn the meeting at 9:41 a.m. was made by Andrew Van Hazinga. David Basilio seconded; all were in favor.