

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

*Wallace Towers Community Room, Fitchburg, MA*

October 17, 2018

**PRESENT:**

Linda Byrne, Chair  
Mary Giannetti, Vice Chair  
David Rousseau, Treasurer  
David Basilio, Assistant Treasurer

**ABSENT:**

Andrew Van Hazinga, Member

**ALSO PRESENT:**

Benjamin Gold, Interim Executive Director  
Denise Ivaldi, Recording Secretary  
Sheila Lancelotta, Director of Finance  
Cindy Driscoll, Director of Housing Management  
Mayor Stephen DiNatale

1. At 9:01 a.m. the meeting opened. The Chair declared a quorum present and called the meeting to order.
2. The minutes of September 26, 2018 were presented. David Basilio made a motion to accept the minutes. David Rousseau seconded; all were in favor.
3. Executive Director Report:
  - We have received six resumes to date on the Executive Director Search, open until November 5<sup>th</sup>. We will put the ad on Indeed per the Board's request. David Rousseau asked if the interviews could start now. Linda Byrne and David Rousseau will serve as the E.D. Search Committee.
  - We are currently cleaning out offices at 50 Day St. as well as looking at phones, internet and flooring. Mary Giannetti asked if there was communication with the staff, Ben said it was on-going. Linda Byrne asked if the Chair, David Rousseau and Ben should meet with the staff to assure them.
  - Mayor DiNatale asked if the budget could be sent to him.

Ben Gold introduced Cindy Driscoll and Sheila Lancelotta. He told the Board that we would go out of order to address the monthly state-aided report and asked Cindy Driscoll to speak to the board, outlining the following:

- The housing authority receives a lot of applications monthly.
- DHCD is going on-line January 1, 2019 with a centralized waiting list (CHAMP).
- Explained the process for applying and eligibility which includes an interview, CORI, credit and landlord references, then a home visit.

- She addressed the board's concerns with the number of vacancies at Green Acres.
  1. A briefing was held on October 15<sup>th</sup> where 52 families were invited to come in for an initial in-take. Out of those 52 families, 14 showed up.
  2. We have helped victims from the hurricane.

Mary Giannetti asked how long the process takes to house these individuals. Cindy Driscoll said it can take 30-40 days, with about three families possibly being housed. The board would like to keep on doing the briefings until the vacancies are filled. Cindy Driscoll noted that we are doing the individual process for the elderly as well.

Cindy Driscoll next went over the vacancies for each complex, including waivers approved by DHCD. David Basilio asked what date all the Green Acres units would be available. Cindy Driscoll replied by the end of the year hopefully.

#### 4. Financial Report (September 2018):

Sheila Lancelotta first went over the Cash Flow sheet noting that we received \$300,000 funding from DHCD this month. She went over the sheet for both State and Federal.

Page F3 – Reserves are at 46%, she explained the jump from last month. Amount of money DHCD approved budget, over \$900,000. We are at a good place right now.

Page F4 – Shelter rent is a little over, right on line. Operating subsidy over by 8% (DHCD prefers not to go over 10%). We are \$518,000 under budget.

Utilities – We are under 10%.

Maintenance - \$111,000 overspent.

General expenditures – Under.

Non-routine expenditures – Hard to budget for vacancies.

At the end of the year, DHCD asks us to put in for a revision if needed. Bottom line looks good this month due to the \$900,000 from DHCD.

Mary Giannetti asked if we were capped at ordinary maintenance. Sheila stated that administrative, ordinary maintenance and general expenses ANUEL cannot go over the total, we have to watch.

David Rousseau what happened to the money from people that left or retired. Sheila stated that in late August the budget had not been approved yet, it was reverted. We looked at the budget, told DHCD we could adjust based on Tony's retirement. We did not adjust for the Finance Clerk.

Mary Giannetti made a motion to accept the September financial report. David Basilio seconded, all were in favor.

David Rousseau stated that Sue Honeycutt had told the board last month that Fitchburg H.A. would get 4.5% of the billion dollars from the State. Where will that money go?

Ben Gold passed out sheets to the board on positions for Fitchburg without Leominster.

- Procurement Officer – paid by both FHA and LHA.
- Work Orders – can go with Receptionist.
- Assistant Executive Director – someone with facilities background or Attorney.

He noted these are all proposals/suggestions. The new Executive Director will set everything in motion once hired.

Mary Giannetti asked about line item 4001 Administrative Other, is that money paid to Leominster to manage Fitchburg (\$405,000). Sheila Lancelotta stated only \$391,000 to manage plus salaries. As of January 1<sup>st</sup>, if Leominster is not managing, that goes away. She explained that for 2018 sheet:

- \$237,774 – paid to Leominster, no benefits
- \$437,000 – FHA positions.
- \$675,000 – Total

The board asked if the 2019 sheet meant it would be \$695,000. Benefits are 50% of salary (retirement, etc.).

Ben Gold said he would draft a letter to DHCD for the Chair to sign, stating Fitchburg H.A. would like to go on their own, to have a written response from DHCD.

Sheila Lancelotta stated she would like to know when the board wants to move forward so she can start working on the 2019 budget.

David Rousseau asked if Sheila was a Fitchburg employee. Sheila replied she is a Leominster employee. Kim Hergert is a Fitchburg employee, she would go to Fitchburg directly with the transition. Her duties will increase, it would be a promotion to her.

David Rousseau asked about the attorney. This is a Fitchburg paid position, the other four H.A.'s pay as needed.

Linda Byrne stated they will keep the positions as recommended so Sheila can start work on the 2019 budget.

#### 5. Modernization Report:

- 689-3 240 Ashburnham Driveway and Fence Replacement – in close-out phase.
- 200-1 Green Acres Basement Moisture Remediation – almost 100% with documents.
- 689-1 76 Mechanic Fire Sprinkler Installation – punch list meeting being scheduled.
- 667-1/705-2 Canton Valley Fire Alarm Upgrade – no update. Funding from budget or extra money, CIP.

#### 7. Section 8 Housing Choice Voucher Report:

- 99% leased.
- MRVP, 67% allocated.
- State MRVP – 100% leased.

8. Old Business: None

9. New Business: The following resolutions were presented:

On the following resolution, ordinary maintenance was over by 20%. We are increasing the budget line to get under 10%. We cut some administrative from the September financial report, as we didn't spend for the finance clerk. Under non-routine, we are moving in between to meet the ANUEL. This keeps the ANUEL in line to stay within the 10% rule.

FY2018 4001 AND 689-C OPERATING BUDGET REVISION 1 SUBMISSION  
RESOLUTION 2018-10-01

WHEREAS: Per DHCD's Performance Management Review (PMR) guidelines, the Fitchburg Housing Authority must submit a budget revision to the FY2018 budget to correct any budget to actual variance greater than 10%.

NOW THEREFORE BE IT RESOLVED,

That the Fitchburg Housing Authority Board of Commissioners authorizes submission of Revision 1 to the 4001 and 689-C Operating Budget for State-Aided Housing for Fiscal Year 2018 to correct any budget to actual variance greater than 10%, as directed by the DHCD PMR guidelines and recommended by the Executive Director.

RESOLVED, Motion made by Mary Giannetti to submit Revision 1 to the FY2018 4001 and 689-C Operating Budget for State-Aided Housing to DHCD, to correct any budget to actual variance greater than 10% per the DHCD PMR guidelines.

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

RESOLUTION TO AWARD CONTRACT  
FOR DESIGN DEVELOPMENT SERVICES FOR THE REHABILITATION  
OF 174 MILK STREET, 28 TAFT STREET AND 24 FOREST STREET

Resolution 2018-10-02

WHEREAS: The Fitchburg Housing Authority has advertised for proposals for design development services for the rehabilitation of 174 Milk Street, 28 Taft Street and 24 Forest Street, and

WHEREAS: Only one (1) firm responded to our solicitation (see attached memorandum).

NOW THEREFORE BE IT RESOLVED,

That the Fitchburg Housing Authority Board of Commissioners approves the highly rated and reasonably priced proposal from Richard Alvord Architects, in the amount of **\$74,480.00**, 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 the contract for design development services for the rehabilitation of 174 Milk Street, 28 Taft Street and 24 Forest Street, in the amount of **\$74,480.00**, to the highly rated and reasonably priced proposal from Richard Alvord Architects and to authorize the signing of the contract, and/or any other documents necessary, by the Chair, or their designee.

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

RESOLUTION AUTHORIZING SIGNING OF THE CERTIFICATE OF  
SUBSTANTIAL COMPLETION FOR THE 689-3 240 ASHBURNHAM STREET  
DRIVEWAY/PARKING/WALKWAYS

DHCD PROJECT NUMBER 097095

Resolution 2018-10-03

Whereas: The Architect (CRJA-IBI Group) has inspected the 689-3 240 Ashburnham Street Driveway/Parking/Walkways project, and

Whereas: The Architect has recommended that the 689-3 240 Ashburnham Street Driveway/Parking/Walkways project 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 689-3 240 Ashburnham St. Driveway/Parking/Walkways project.

RESOLVED, Motion made by Mary Giannetti to accept the Certificate of Substantial Completion for the 689-3 240 Ashburnham St. Driveway/ Parking/Walkways project.

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

RESOLUTION AUTHORIZING SIGNING OF THE CERTIFICATE OF  
FINAL COMPLETION AND FINAL PAYMENT #2 FOR THE  
689-3 240 ASHBURNHAM STREET DRIVEWAY/PARKING/WALKWAYS

DHCD PROJECT NUMBER 097095

Resolution 2018-10-04

Whereas: The Architect (CRJA-IBI Group) has inspected the 689-3 240 Ashburnham Street Driveway/Parking/Walkways project, and

Whereas: The Architect has recommended that the 689-3 240 Ashburnham Street Driveway/Parking/Walkways project 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 #2, in the amount of **\$40,000.00** (total contract amount of \$94,900.00) for the 689-3 240 Ashburnham Street Driveway/Parking/Walkways project.

RESOLVED, Motion made by Mary Giannetti to accept the Certificate of Final Completion and Payment #2 for the 689-3 240 Ashburnham St. Driveway/ Parking/Walkways project, in the amount of **\$40,000.00** (total contract amount of \$94,900.00)

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

RESOLUTION TO WRITE-OFF UNRECOVERABLE DEBTS

Resolution 2018-10-05

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

Whereas: Those persons vacating owed \$7,145.68 as of September 30, 2018 (*see attached list*). The amount is ninety (90) days old as of September 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 \$7,145.68 as uncollectable debts.

RESOLVED, Motion made by David Basilio to write off \$7,145.68 as uncollectible debts.

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

The board asked how this quarter compared to the last one for the write-offs; will review.

David Rousseau asked if the board voted on the Congregate remodeling, he thought the board voted on all projects and he doesn't remember doing so.

10. Other Correspondence:

- PHN Notices
- NAHRO October Newsletter

11. Resident Participation: None

12. There being no further business, motion to adjourn the meeting at 10:16 a.m. was made by Mary Giannetti. David Basilio seconded; all were in favor.