

Fitchburg Housing Authority

Minutes – Regular Meeting

C.J. Durkin Community Room, Fitchburg, MA

May 25, 2016

PRESENT:

Paul Fontaine, Chair
Mary Giannetti, Vice Chair
Linda Byrne, Treasurer
David Rousseau, Assistant Treasurer
Mark Jackson, Member

ALSO PRESENT:

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

There were residents present with the following comments:

- a. A resident stated there was an issue with the spotlight out back. *The E.D. replied they should be calling Cathy with any issues.*
- b. A resident stated that MHCC breakfast is supposed to be at 7:45 a.m. – they found out at 8:15 a.m. no one was coming in yesterday.
- c. A resident stated that Cathy is supposed to be in the office from 9:00 – 11:30 a.m.; she left at 8:55 a.m. and didn't get back until 12:30 p.m.
- d. A resident stated there was a leak in the Community Room over the weekend; it was reported to the office.

1. With no further comments from the tenants and a quorum present; the Chair called the meeting to order at 8:39 a.m.

2. Linda Byrne made a motion to accept the minutes of the April 20, 2016 meeting, David Rousseau seconded the motion; all in favor; the motion passed unanimously.

Linda Byrne noted that Peter was acknowledged as one of the best Executive Directors at the NAHRO Conference (she was in attendance).

3. The Executive Director Report:

- a. A reminder to board members to set up their H.A. email accounts. If you are having any issues, let us know.
- b. A reminder for board members to take the on-line ethics training. It is required every two years. *David Rousseau commented that the City Clerk wants a copy too.*
- c. SEMAP score – Fitchburg had an overall score of 93 which designates FHA as a High Performer. FHA Leased Housing will now be located at 50 Day St. with two employees.
- d. There are no activities to report for Leominster, Lunenburg or Sterling.

4. Financial Report – April Statement:

- a. Page F3 – Reserves were at 17.84%. This is below 20%, but the numbers should be up hopefully in the next couple of months.
- b. Page F4 – Operating Subsidy – running over on a number of accounts; electricity higher during the winter months.
- c. Rental Increase - \$34,000 above budgeted amount; more apartments rented now.

The Chair asked the status of Lodestar. The E.D. replied it was in the construction phase; there was a setback with Unutil but should up by September of this year.

Motion made by Mary Giannetti to accept the April financial statement. Mark Jackson seconded; all were in favor.

5. Facilities Report:

- a. Work orders – 67% completed within 24 hours. Last column (72+hrs) reflects annual inspections at Green Acres in April.
- b. Locks/Camera project – waiting on final recommendation from architect.
- c. Green Acres roof project is now complete.
- d. Durkin Community Room extension – expected to bid this month.
- e. Daniel Heights Siding, Decks and Railing – waiting for DHCD approval of method for asbestos removal; architect completing design; out to bid soon.
- f. Green Acres vacant unit renovations – still waiting for DHCD to assign architect.
- g. Wallace doors – architect inspected 5/17.

David Rousseau asked what was holding up the camera project. The Executive Director said he spoke with contractors at the NAHRO conference to see if the work could be done without using an architect. He also went over a few other projects – Daniel Heights siding/decks/railings and the Durkin Community Room Extension/Congregate.

Mr. Rousseau also noted that two signs had been put up for loitering at Durkin; one that was high up on a tree, the other high up on the building. The Executive Director replied he would take a look after the meeting; he also noted that the No Loitering Ordinance in Fitchburg is not enforced if the public has access to the area.

6. State Housing Report:

- a. Additional information is now added on the briefings; the number of individuals who attended.
- b. 94.7% overall occupancy; a little higher.
- c. DHCD wants housing authorities to report waivers ASAP when needed. The Executive Director explained waivers for all developments; requested by Mary Giannetti.

Paul Fontaine asked what the status was for the Clinton St. property. The Executive Director explained that there were seven units/properties with long-term vacancy. Under Chapter 235, a straight sale is allowed. Appraisals have been done and we are hoping to have approval from DHCD by Friday. Mary Giannetti requested a list of the properties.

7. Section 8 Report:

No discussion – 99% leased up.

8. Old Business: None

9. New Business:

The following resolution was presented by the Chair:

RESOLUTION AUTHORIZING SIGNING OF THE CERTIFICATE OF FINAL COMPLETION AND PAYMENT NUMBER 2 FOR THE ROOF TOP FANS AT WALLACE TOWERS (667-3)

DHCD PROJECT NUMBER 097057

Resolution 2016-05-01

Whereas: The Architect (JRW Engineering) has inspected the roof top fans project at Wallace Towers (667-3) and,

Whereas: The Architect has recommended that the roof top fans project 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 Executive Director to sign the necessary documents in connection with the Final Completion and Payment Number 2, in the amount of \$12,370.00, for the roof top fans project at Wallace Towers (667-3).

RESOLVED, Motion made by Linda Byrne to accept the Final Completion and Payment Number 2, in the amount of \$12,370.00, for the roof top fans project at Wallace Towers (667-3).

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

RESOLUTION AUTHORIZING SIGNING OF THE CERTIFICATE OF SUBSTANTIAL COMPLETION FOR THE GREEN ACRESS ROOF AND SOFFITS PROJECT (200-1)

DHCD PROJECT NUMBER 097077

Resolution 2016-05-02

Whereas: The Architect (Nault Architects, Inc.) has inspected the roof and soffits project at Green Acres (200-1) and,

Whereas: The Architect has recommended that the roofs and soffits project at Green Acres (200-1) 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 Executive Director to sign the necessary documents in connection with the Certificate of Substantial Completion for the roofs and soffits project at Green Acres (200-1).

RESOLVED, Motion made by Linda Byrne to accept the Certificate of Substantial Completion for the roofs and soffits project at Green Acres (200-1).

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

RESOLUTION AUTHORIZING THE ACCEPTANCE
OF THE LOWEST QUOTE FOR VCT REPLACEMENT
AT C.J. DURKIN (667-5) AND AWARD THE CONTRACT

Resolution 2016-05-03

WHEREAS: The Fitchburg Housing Authority has advertised for quotes for VCT replacement in ten (10) units at C.J. Durkin (667-5) for vacant unit turnover, with an Add Alternates for five (5) additional units, and

WHEREAS: The quotes were due on Wednesday, May 11, 2016 and four firms responded to our solicitation for VCT replacement (*see attached bid tabulation*).

NOW THEREFORE BE IT RESOLVED,

That the Fitchburg Housing Authority Board of Commissioners approve the lowest responsive and eligible quote from Littles Floor Covering, with the low base bid for ten (10) units, plus five (5) additional units, for a **total of \$20,002.30** and authorizes the Chair or the Executive Director to sign said contract and/or any other documents necessary to complete the work.

RESOLVED, Motion made by David Rousseau to award the contract for VCT replacement in ten (10) units, with the add alternates of five (5) additional units, at C.J. Durkin for a total of **\$20,002.30**, to the lowest qualified bidder, Littles Floor Covering, and to authorize the signing of the contract, and/or any other documents necessary to complete the work, by the Chair or Executive Director.

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

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

Resolution 2016-05-04

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 Linda Byrne to allow the Fitchburg Housing Authority to revise the maintenance fee schedule.

SECONDED, Mark Jackson seconded the motion, and the motion was passed.

RESOLUTION AUTHORIZING SIGNING OF THE CERTIFICATE OF FINAL COMPLETION AND CERTIFICATE OF PAYMENT FOR THE GREEN ACRES ROOFS AND SOFFITS PROJECT (200-1)

DHCD PROJECT NUMBER 097077

Resolution 2016-05-05

Whereas: The Architect (Nault Architects, Inc.) has inspected the roofs and soffits project at Green Acres (200-1) and,

Whereas: The Architect has recommended that the roofs and soffits project at Green Acres (200-1) 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 Executive Director to sign the necessary documents in connection with the Certificate of Final Completion and Certificate of Payment, in the amount of \$59,112.20, for the roofs and soffits project at Green Acres (200-1).

RESOLVED, Motion made by David Rousseau to accept the Certificate of Final Completion and Certificate of Payment for the roofs and soffits project at Green Acres (200-1).

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

RESOLUTION AUTHORIZING THE EXECUTION
OF HUD FORM 51999 GENERAL DEPOSITORY AGREEMENT

RESOLUTION 2016-05-06

WHEREAS: The Department of Housing and Urban Development (HUD) has entered into one or more contracts with the Housing Authority for the purpose of providing financial assistance to develop and operate lower income housing projects as authorized by the United States Housing Act of 1937 and,

WHEREAS: The Fitchburg Housing Authority is required by HUD to execute HUD Form 51999 General Depository Agreement between the Fitchburg Housing Authority and the Fidelity Co-Operative Bank for this purpose and retain a file copy and,

WHEREAS: The Executive Director and two Board Members are required to sign the General Depository Agreement.

NOW THEREFORE BE IT RESOLVED,

That the Fitchburg Housing Authority board authorizes the Executive Director to execute HUD Form 51999 General Depository Agreement between the Fitchburg Housing Authority and Fidelity Co-Operative Bank, along with two Board Members as designated on the form.

RESOLVED, Motion made by Linda Byrne to authorize the Executive Director, along with two designated Board Members, to execute HUD Form 51999 General Depository Agreement as required by HUD.

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

At this time the Chair stated the board would be going into Executive Session to discuss strategy with respect to collective bargaining and the residents were asked to leave. He noted that the open session would resume after the Executive Session.

At 9:23 a.m. motion made by David Rousseau to go into Executive Session, seconded by Linda Byrne. Roll call vote as follows: David Rousseau – yes, Linda Byrne - yes, Mary Giannetti – yes, Mark Jackson – yes and Paul Fontaine – yes. The motion passed.

At 9:35 a.m. motion made by Linda Byrne to leave Executive Session and return to open session, Mark Jackson seconded. Roll call vote as follows: Linda Byrne – yes, Mark Jackson - yes, Mary Giannetti – yes, David Rousseau – yes, Paul Fontaine – yes. The motion passed.

David Rousseau made a motion to approve the proposed agreement between the housing authority and AFSCME as presented.

RESOLUTION AUTHORIZING THE EXECUTIVE DIRECTOR TO ENTER INTO AGREEMENT WITH THE AMERICAN FEDERATION OF STATE, COUNTY AND MUNICIPAL EMPLOYEES, AFL-CIO, COUNCIL 93, LOCAL NUMBER 2034 FOR THE PERIOD JULY 1, 2016 THROUGH JUNE 30, 2019

Resolution 2016-05-07

Whereas: The existing agreement between the Fitchburg Housing Authority and the American Federation of State, County and Municipal Employees, AFL-CIO, Council 93, Local Number 2034 expires on June 30, 2016, and

Whereas: The Executive Director and Assistant Executive Director have met with union representatives in negotiations, and

Whereas: The terms of the contract will be identical with the exception of the changes in red on page 9, Article XV-Hours of Work and Overtime, Item 1; page 10, Article XV-Hours of Work and Overtime, Item 5; page 11, Article XX - Holidays and page 17, Article XXVII-Miscellaneous Provisions, Clothing-Item 9.d.

NOW THEREFORE BE IT RESOLVED,

That the Authority accepts the recommendation of the Executive Director and further authorizes the Executive Director to enter into agreement with the American Federation of State, County and Municipal Employees, AFL-CIO, Council 93, Local Number 2034 for the period July 1, 2016 through June 30, 2019, with the changes proposed.

RESOLVED, Motion made by David Rousseau authorizing the Executive Director to enter into agreement with the American Federation of State, County and Municipal Employees, AFL-CIO, Council 93, Local Number 2034.

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

10. Other Correspondence:

Green Acres and Canton Valley newsletters. David Rousseau stated these were nice but where are the rest. The Executive Director replied they will be coming soon.

Motion to adjourn the meeting at 9:38 a.m. was made by Mark Jackson. Mary Giannetti seconded; all were in favor.

