

Fitchburg Housing Authority

Minutes – Annual Meeting

Wallace Towers Community Room, Fitchburg, MA

January 25, 2017

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

Residents were present with the following comments:

- What is the status of the cameras, there is a safety concern. The E.D. stated he met with a camera company at Durkin and Wallace. We may have a temporary fix for now.
- Lot of drugs at Day Street; individuals in and out for two minutes. The E.D. said the police should be called at those times.
- Construction status for Community Room. The E.D. noted that the bid award will be at the February meeting.
- Mark Jackson wanted to let residents know that Sergeant Thomas Daoust is responsible for the drug unit. Residents can call him; but should also call the police.

1. At 8:43 a.m. the meeting opened. The Chair declared a quorum present and called the meeting to order.

The Executive Director noted that as this was the Annual Meeting, we would have the Election of Officers. He asked for nominations from the board. David Rousseau made a motion to keep the same slate of officers as follows: Paul Fontaine as Chair, Mary Giannetti as Vice Chair, Linda Byrne as Treasurer, David Rousseau as Assistant Treasurer and Mark Jackson as member.

Linda Byrne seconded the motion; all were in favor and the slate of officers will remain the same for 2017. The Executive Director turned the meeting back over to the Chair.

2. The minutes of December 14, 2016 were presented. Linda Byrne made a motion to accept the minutes. Mary Giannetti seconded; all were in favor.

3. The Executive Director Report:

- a. Disposition of 705's – The E.D. contacted the neighbor on Clinton St. and left a message. DHCD would like to replace units one for one. They will accept eight (8) handicapped accessible units at Green Acres as replacement. We will get an assessment of properties by an outside company, then report to DHCD. We hope to hear back from DHCD by the end of February and will give feedback to the board.

The Chair asked what Plan B was. The E.D. replied political involvement; UnderSecretary Chrystal Kornegay, then the Governor.

- b. A resident survey was sent to all 200 and 705 units by DHCD. Fitchburg H.A. residents overall were more satisfied with units and buildings than at the county/state levels.
- c. Our ModPHASE Application was not approved this round; another round is coming up.

4. Financial Report –

No report this month. The fee accountants are working on the year-end financials which should be available for the February meeting.

5. Modernization Report:

- a. Security Cameras – Once DHCD approves the budget; we can move forward.
- b. Community Room at Day St. – We received two bids.
- c. Daniels Heights Siding, Decks and Railings – 75% complete.
- d. Green Acres vacant unit turnover (24 units) – Project is in design phase with a cost estimate of \$150,000.
- e. Daniels Heights Ramp – Out to bid in the spring.
- f. Wallace Towers Door Openers – Contract awarded.
- g. Wallace Towers Concrete/Brick – Work to begin (weather permitting).

6. State-Aided Housing Report:

- a. 79 new standard applications received in November; 24 elderly/young disabled and 55 family.
- b. 99.77% occupancy end of December.
- c. We currently have 1,135 applicants on the waiting list; majority are family.
- d. Eleven (11) lease-ups in December.
- e. Contacted Kristi Fritscher at the Police Department for social advertising.

The E.D. went over vacant units at all complexes; including waived units.

7. Section 8 Housing Choice Voucher Report:

- a. 96% leased.

8. Old Business: None

9. Old Business: None

10. New Business: The following resolutions were presented:

The E.D. went over the projects in the CIP noting that year 2017 reflected projects either underway or completed, year 2018 reflected projects already started, year 2019 were projected. The CIP also noted some projects beyond years 2017/2018/2019. The board asked about the Solar Farm status. The E.D. replied that it was up and running; we should have received our first credits in the January electric bill.

**RESOLUTION TO APPROVE THE APPLICATION FOR THE 2017 CAPITAL
IMPROVEMENT PLAN – FORMULA FUNDING TO DHCD**

Resolution 2017-01-01

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 2017 and,

Whereas: Meetings were held with the tenants on November 28, November 30, December 6 and December 7, 2016 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 2017 to 2022 as presented and further authorize the Executive Director to submit the application to DHCD.

RESOLVED, Motion made by Mary Giannetti to authorize the Executive Director to submit the application for 2017 Capital Improvement Plan (CIP) Formula Funding, as proposed, to DHCD.

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

RESOLUTION FOR CERTIFICATION OF 2016 COMPLIANCE
WITH NOTIFICATION PROCEDURES FOR FEDERAL
AND STATE LEAD PAINT LAWS

Resolution 2017-01-02

Whereas: The Fitchburg Housing Authority has the need to be in compliance with notification procedures for Federal and State lead paint laws as follows:

1. Environmental Protection Agency (EPA) regulations at 40 CFR 745 Subpart F “Disclosure of Known Lead-Based Paint and/or Lead-Based Paint Hazards Upon Sale of Lease of Residential Property”,
2. Massachusetts Department of Public Health Lead Poisoning Prevention and Control regulations at 105 CMR 460.725,
3. EPA regulations at 40 CFR 745 Subpart E “Residential Property Renovation”, and
4. Massachusetts Division of Occupational Safety Deleading and Lead-Safe Renovation Regulations at 454 CMR 22.00.

Whereas: The Fitchburg Housing Authority is maintaining proper record-keeping related to such requirements.

Whereas: DHCD has mandated that housing authority boards certify the compliance.

NOW THEREFORE BE IT RESOLVED,

That members of the Fitchburg Housing Authority Board of Commissioners certify that the Leominster Housing Authority is in compliance with notification procedures mentioned above and that the Fitchburg Housing Authority is maintaining proper record-keeping related to such requirements for year 2016.

RESOLVED, Motion made by Linda Byrne for certification of compliance with the notification procedures for Federal and State Lead Paint Laws.

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

RESOLUTION TO WRITE-OFF UNRECOVERABLE DEBTS

Resolution 2017-01-03

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

Whereas: Those persons vacating owed \$24,314.87 as of December 31, 2016 (see attached list) 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 \$24,314.87 as uncollectable debts.

RESOLVED, Motion made by David Rousseau to write off \$24,314.87 as uncollectible debts.

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

RESOLUTION TO REVISE
THE GRIEVANCE HEARING PROCEDURES

Resolution 2017-01-04

Whereas: The Fitchburg Housing Authority has the need to revise the existing grievance hearing procedures.

NOW THEREFORE BE IT RESOLVED,

That the Fitchburg Housing Authority Board of Commissioners approve the revised grievance hearing procedures to be effective immediately.

RESOLVED, Motion made by Mary Giannetti to approve the revised grievance hearing procedures effective immediately.

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

Nicholas Carbone, Attorney at Law, was present at the meeting. The Chair asked if he had any experience as a hearing officer. Attorney Carbone responded he had, with the Employment Insurance Board. The board asked if he would be compensated, the E.D. replied no, as he has to be impartial.

RESOLUTION TO APPOINT A GRIEVANCE HEARING OFFICER

Resolution 2017-01-05

Whereas: 760 CMR 6.08 requires that the Fitchburg Housing Authority appoint a grievance hearing officer.

NOW THEREFORE BE IT RESOLVED,

That the Fitchburg Housing Authority Board of Commissioners appoints Nicholas J. Carbone, Attorney at Law, as the grievance hearing officer to be effective immediately (see attached resume).

RESOLVED, Motion made by Linda Byrne to approve Nicholas J. Carbone, Attorney at Law, as the grievance hearing officer effective immediately.

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

The board thanked Attorney Carbone for coming to the meeting and congratulated him.

11. Other Correspondence:

a. NAHRO News, January 2017

12. Resident Participation: None

12. There being no further business, motion to adjourn the meeting at 9:38 a.m. was made by Linda Byrne. Mary Giannetti seconded; all were in favor.