

Fitchburg Housing Authority Minutes – Regular Meeting

CJ Durkin Community Room, Fitchburg, MA

April 18, 2018

PRESENT:

Mary Giannetti, Acting Chair
David Rousseau, Treasurer
David Basilio, Assistant Treasurer
Andrew Van Hazinga, Member

ABSENT;

Linda Byrne, Chair

ALSO PRESENT:

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

1. At 8:46 a.m. the meeting opened. The Acting Chair declared a quorum present and called the meeting to order.
2. The minutes of March 21, 2018 were presented. David Rousseau made a motion to accept the minutes. David Basilio seconded; all were in favor.
3. Executive Director Report:
 - a. Net Metering – We have started to receive credits on our electric bill. The E.D. explained the process to the board again.
4. Financial Report (February/March 2018) – The March report was reviewed:
 - a. Page F3 – reserves are at 1.57%.
 - b. Page F4 – Item 3801 Operating Subsidy: The \$451,327 is a mistake, only \$300,000.
 - c. We are overspending on utilities (three months in).
 - d. Ordinary maintenance labor is over budget (March had three payroll periods). Materials, supplies and contract costs are all over budget.
 - e. March Payroll was passed around for review and two board member signatures.

Motion made by David Basilio to accept both the February and March 2018 financial reports presented. Andrew Van Hazinga seconded; all were in favor.

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5. Modernization Report:
 - a. Wallace Towers Ceiling Abatement Phase 3 – Final phase, 33 units will be back on-line. Phase 4 will have ten (10) units.
 - b. Wallace Towers Emergency Generator – All set, installed and tested. Temporary generator was removed.
 - c. CJ Durkin Security Cameras – Project complete.
 - d. Canton Valley/Daniels Heights Crawlspace Pipe Wrap – Project complete.
 - e. Green Acres Vacant Unit Renovations – Project complete – in close-out phase.

- g. 689-3 Shingle Replacement – In close-out phase.
- h. 689-3 Driveway/Fence Replacement – Out to bid.
- i. Green Acres Basement Moisture Remediation – Engineering phase, in design.
- k. 689-1 Sprinkler Installation – Out to bid.

David Rousseau suggested one board member, one maintenance and either Peter or Ben visit each complex and report back to the board on findings. Mary Giannetti asked if findings could be discussed at tenant association meetings.

- 6. State-Aided Housing Report:
 - a. 86 new standard applications in March; 23 elderly/young-disabled, 63 family.
 - b. 45 emergency applications approved for our five housing authorities. Seven (7) hurricane victims were housed; five in Fitchburg.
 - c. 2,224 applicants on the waiting list.
 - d. There were nine (9) new lease-ups (we will have more as Wallace Towers units are finished) and five (5) vacates in March.
 - e. 97.15% occupancy rate.
- 7. Section 8 Housing Choice Voucher Report:
 - a. 96% leased (219 vouchers).
 - b. MRVP – 58% leased.

8. Old Business: None

9. New Business: The following resolutions were presented:

The board first voted to approve Resolution 2018-04-01 for Concept Drawings. It was then noted that Resolution 2018-04-01 was for a Substantial Completion for the 200-1 Vacant Unit Repairs. David Basilio made a motion to rescind the original approval of 2018-04-01 for Concept Drawings. David Rousseau seconded and all were in favor.

**RESOLUTION AUTHORIZING SIGNING OF THE CERTIFICATE OF
SUBSTANTIAL COMPLETION FOR THE 200-1 VACANT UNIT REPAIRS**

DHCD PROJECT NUMBER 097092

Resolution 2018-04-01

Whereas: The Architect (Richard Alvord Architects) has inspected the 200-1 Vacant Unit Repairs and,

Whereas: The Architect has recommended that the 200-1 Vacant Unit Repairs 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 200-1 Vacant Unit Repairs.

RESOLVED, Motion made by David Basilio to accept the Certificate of Substantial Completion for the 200-1 Vacant Unit Repairs.

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 CJ DURKIN (667-5) CAMERA PROJECT

DHCD PROJECT #097094

RESOLUTION 2018-04-02

Whereas: The Fitchburg Housing Authority has the need to sign a Change Order Number One in conjunction with the 667-5 CJ Durkin Camera Project, and

Whereas: John Murphy Jr. Electrical Construction and Engineering, Inc. (the architect) recommends approval of this Change Order Number One which will increase the contract amount by \$1,244.00.

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 667-5 CJ Durkin Camera Project 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 667-5 CJ Durkin Camera Project.

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

RESOLUTION FOR AUTHORIZATION OF CHANGE ORDER NUMBER TWO
IN CONJUNCTION WITH THE CJ DURKIN (667-5) CAMERA PROJECT

DHCD PROJECT #097094

RESOLUTION 2018-04-03

Whereas: The Fitchburg Housing Authority has the need to sign a Change Order Number Two in conjunction with the 667-5 CJ Durkin Camera Project, and

Whereas: John Murphy Jr. Electrical Construction and Engineering, Inc. (the architect) recommends approval of this Change Order Number Two which will increase the contract amount by \$1,717.00.

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 Two in conjunction with the 667-5 CJ Durkin Camera Project 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 Two by the Chair, or their designee, in conjunction with the 667-5 CJ Durkin Camera Project.

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

RESOLUTION TO WRITE-OFF UNRECOVERABLE DEBTS

Resolution 2018-04-04

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

Whereas: Those persons vacating owed \$47,171.82 as of March 31, 2018 (see attached list). The amount is ninety (90) days old as of March 31, 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 \$47,171.82 as uncollectable debts.

RESOLVED, Motion made by David Basilio to write off \$47,171.82 as uncollectible debts.

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

RESOLUTION AUTHORIZING THE ACCEPTANCE OF A PROPOSAL FOR AUDITING SERVICES

Resolution 2018-04-05

WHEREAS: The Fitchburg Housing Authority has solicited for proposals for auditing services, and

WHEREAS: 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 proposal from Guyder-Hurley and award a one-year contract with four one- year options to renew, at the sole discretion of the FHA, to Guyder-Hurley in an estimated amount of \$7,920 per year for a total of \$39,600 if all options are exercised and further authorizes the Chair, or his designee, 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 auditing services to Guyder-Hurley and award a one-year contract with four one-year options to renew, at the sole discretion of the FHA, to Guyder-Hurley in the estimated amount of \$7,920 per year for a total of \$39,600 if all options are exercised and further authorizes the Chair, or his designee, to sign said contract and/or any other documents necessary to complete the work.

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

RESOLUTION AUTHORIZING THE ACCEPTANCE OF A QUOTE FOR
PREPARATION OF A HUD PART 58 ENVIRONMENTAL REVIEW

Resolution 2018-04-06

WHEREAS: The Fitchburg Housing Authority has solicited for quotes for preparation of a HUD Part 58 environmental review, and

WHEREAS: Two (2) firms responded to our solicitation (see attached memorandum).

NOW THEREFORE BE IT RESOLVED,

That the Fitchburg Housing Authority Board of Directors approve the quote from SRW Environmental Consulting and award a contract for preparing a HUD Part 58 environmental review to SRW Environmental Consulting in the amount of \$10,000 and further authorizes the Chair, or his designee, to sign said contract and/or any other documents necessary to complete the work.

RESOLVED, Motion made by David Basilio to award the contract for preparing a HUD Part 58 environmental review to SRW Environmental Consulting in the amount of \$10,000 and further authorizes the Chair, or his designee, to sign said contract and/or any other documents necessary to complete the work.

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

RESOLUTION AUTHORIZING THE ACCEPTANCE
OF A PROPOSAL FOR CONCEPT DRAWINGS

Resolution 2018-04-07

WHEREAS: The Fitchburg Housing Authority has solicited for proposals for concept drawings, and

WHEREAS: 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 proposal from Richard Alvord Architects and award a contract for concept drawings to Richard Alvord Architects in the amount of \$28,105 and further authorizes the Chair, or his designee, to sign said contract and/or any other documents necessary to complete the work.

RESOLVED, Motion made by Andrew Van Hazinga to award the contract for concept drawings to Richard Alvord Architects in the amount of \$28,105 and further authorizes the Chair, or his designee, to sign said contract and/or any other documents necessary to complete the work.

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

RESOLUTION AUTHORIZING THE ADOPTION OF THE REVISED
MRVP NET INCOME LIMITS BY HOUSEHOLD SIZE AS REVISED BY THE
DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT (HUD)

RESOLUTION 2018-04-08

WHEREAS: The Department of Housing and Urban Development (HUD) has revised the Income Limits to determine eligibility and continued occupancy for the Massachusetts Rental Voucher Program (MRVP) effective April 1, 2018, and,

WHEREAS: The Fitchburg Housing Authority has been advised by HUD, that the revised income limits must be adopted and,

WHEREAS: The Authority is currently administering the MRVP program,

NOW THEREFORE BE IT RESOLVED,

That the Fitchburg Housing Authority adopt the Revised MRVP net income limits by household size specific for all sizes.

RESOLVED, Motion made by David Basilio to accept the revised MRVP net income limits

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

For the following resolution, it was noted that it should be Healey, not Healy.

RESOLUTION AUTHORIZING THE ACCEPTANCE
OF A QUOTE FOR REAL ESTATE BROKERAGE SERVICES

Resolution 2018-04-09

WHEREAS: The Fitchburg Housing Authority has solicited for quotes for Real Estate Brokerage Services, and

WHEREAS: 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 quote from Foster-Healey in an estimated amount of \$18,920 and award a contract for real estate brokerage services, with a commission rate of 4% of each property's sale price, to Foster-Healey and further authorizes the Chair, or his designee, to sign said contract and/or any other documents necessary to complete the work.

RESOLVED, Motion made by David Rousseau to award a contract for real estate brokerage services to Foster-Healey in an estimated amount of \$18,920, with a commission rate of 4% of each property's sale price, and further authorizes the Chair, or his designee, to sign said contract and/or any other documents necessary to complete the work.

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

10. Other Correspondence:
a. Public Housing Notices

11. Resident Participation: None

12. There being no further business, motion to adjourn the meeting at 9:49 a.m. was made by Mary Giannetti. David Basilio seconded; all were in favor.