

Fitchburg Housing Authority Minutes – Annual Meeting

Wallace Towers Community Room, 54 Wallace Avenue, Fitchburg, MA

January 21, 2015

PRESENT:

Paul Fontaine, Chair

Mary Giannetti, Vice Chair

Linda Byrne, Treasurer

David Rousseau, Assistant Treasurer

ALSO PRESENT:

Eugene Capoccia, Secretary

Peter Proulx, Assistant E.D.

Denise Ivaldi, Recording Secretary

ABSENT: None

Before the meeting was called to order, residents were given the opportunity to speak (wording in italic is housing authority response).

- Now that we have a new police chief, any update on a police officer yet?
Once Sergeant Fossa gets a contract to us, we can move ahead.
Tenant added that if police would only answers calls and actually come to the building. She referred to an incident where a tenant told officers about a person they were looking for being in the building and said they did nothing.
Will sit down with the new chief and talk to him about this.
- A tenant asked about leaving shopping carts in the lobby, she finds it useful.
We are trying to keep the carts out of the lobby so tenants are able to enter/exit with ease. Tenants may buy their own smaller carts to use. The carts that were in the lobby belong to the stores; not property of housing authority or tenants. Tenants should discuss this with the Tenant Association to come up with some alternatives.

1. The meeting was turned over to the Chair and the meeting called to order at 8:40 a.m.
2. Linda Byrne made a motion to accept the minutes of the November 19, 2014 meeting. Paul Fontaine seconded the motion; all in favor; the motion passed unanimously.

The Executive Director went over his report:

- Green Acres modernization under HILAPP – We met with the architect for initial planning (Dave Eisen, Abacus Architects); then it will go to the Designer Selection Committee for final decision.
- The roof replacement at Daniel Heights will go out to bid shortly.
- Plan to submit three more applications for HILAPP before leaving.
- Conversion of office at Wallace/Day for tenant lounges.

The Executive Director went over the financial report:

- Page F3 – reserves are climbing; now at 27.86%.
- Page F4 – Anticipated rents were \$1.4M; actual rents are \$2.9M (ahead by \$105K).
- Operating subsidy – budgeted at \$344; actual was \$304 (increased income brings subsidy down).
- Total administration – budgeted at \$121; actual was \$106 (savings of \$88K for the first eleven months)
- At the end of first eleven months, we are ahead of schedule, ahead of budget and in pretty good shape.

Motion was made by Mary Giannetti to accept the financial report. David Rousseau seconded; all were in favor.

As this is the Annual Meeting, election of officers should take place. Linda Byrne motioned to accept the officers as is – Paul Fontaine as Chair, Mary Giannetti as Vice Chair, Linda Byrne as Treasurer and David Rousseau as Assistant Treasurer. David Rousseau seconded; all were in favor and officers will remain the same for the coming year. David Rousseau asked if there was any news on the fifth member. The Executive Director said no name has been forthcoming from the union, still waiting to hear from the Mayor's office.

The Assistant E.D. went over the facilities report:

- We are at 94.4% occupancy.
- We are still turning over work orders on a timely basis.
- New guidelines for housing applicants under 60 years of age (at 13.5% now by DHCD). Fitchburg is well over that number.
- Third floor at Wallace is almost cleared. Summit will be coming soon; this will be good for those in difficult times as they will have services in place. Individuals must be eligible for Summit ElderCare to take advantage of this program.

Paul Fontaine asked if there was a demand for vacant apartments; waiting lists?

The Assistant E.D. said we are always working on filling the vacant apartments; the elderly wait list is low; we may need to advertise). Linda Byrne asked if everything was fixed at Wallace. The A.E.D. replied that 23 units are finished; other units need similar repairs (out to bid shortly).

There was some discussion as noted below:

- David Rousseau asked if the floors at Day/Wallace could be waxed. The new machine is taking the wax off. The Executive Director noted that the guys were straight out right now; would look into it soon. Paul Fontaine asked if the wax caused slippery conditions for tenants. David Rousseau said the floors just look nicer with the wax. Mary Giannetti noted that safety and parking issues were concerns with people she's talked to about coming to live at Fitchburg housing.
- Linda Byrne and Mary Giannetti discussed that individuals can get a \$5.00 tag (good for one year) to park at meters in the Senior Center area. For \$25.00, you can get a similar tag for the Prichard St. area. Discussion followed on what, if anything, can be done to alleviate parking issues at our properties.
- David Rousseau said that the windows are drafty; wondered if MOC can help to reseal. Mary Giannetti said no because the windows are part of the building. The Assistant E.D. stated that tenants should call the office so we can check the windows and possibly weather strip. The Executive Director added that the heating system is worse; DHCD suggested waiting for new system coming out within the next year or so.

The following resolutions were presented by the Chair:

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

Resolution 2015-01-01

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 years 2015, 2016, 2017, 2018 and 2019 and,

Whereas: A meeting was held with the tenants on January 14 and January 16, 2015 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 five year Capital Improvement Plan (CIP) Formula Funding for years 2015, 2016, 2017, 2018 and 2019 as presented and further authorize the Executive Director to submit the application to DHCD.

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

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

RESOLUTION FOR CERTIFICATION OF 2014 COMPLIANCE
WITH NOTIFICATION PROCEDURES FOR FEDERAL
AND STATE LEAD PAINT LAWS

Resolution 2015-01-02

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 2014.

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

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

**RESOLUTION AUTHORIZING THE SUBMISSION OF THE
FITCHBURG HOUSING AUTHORITY SEMAP
CERTIFICATION TO HUD**

RESOLUTION 2015-01-03

WHEREAS: The Fitchburg Housing Authority is required by HUD to submit an annual SEMAP Certification as required by 24CFR sec 985.101, and,

WHEREAS: The Fitchburg Housing Authority's fiscal year end is December 31, 2014 and,

WHEREAS: The Fitchburg Housing Authority has collected the information concerning the performance of the Housing Authority and provides assurance that there is no evidence of seriously deficient performance,

NOW THEREFORE BE IT RESOLVED,

That the Fitchburg Housing Authority authorizes the Executive Director to electronically submit the SEMAP Certification,

RESOLVED, Motion made by Linda Byrne to accept the Section 8 Management Assessment Program (SEMAP) Certification,

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

RESOLUTION TO UPDATE THE MOTOR VEHICLE POLICY

Resolution 2015-01-04

Whereas: The Fitchburg Housing Authority has the need to update the existing motor vehicle policy as it pertains to the Green Acres site.

NOW THEREFORE BE IT RESOLVED,

That the Fitchburg Housing Authority Board of Commissioners approve the revised motor vehicle policy to be effective immediately (*see attached proposed changes*).

RESOLVED, Motion made by Mary Giannetti to approve the revised motor vehicle policy effective immediately.

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

Paul Fontaine mentioned that there is a Fitchburg State University Foundation that purchases property (not part of the college, they own). He suggested the Executive Director ask Gregg Lisciotti about this.

Motion to adjourn the meeting at 9:45 a.m. was made by Linda Byrne. David Rousseau seconded; all were in favor.

