

Fitchburg Housing Authority Minutes – Regular Meeting

Canton Valley Community Room, Fitchburg, MA

February 18, 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

There were no tenants present.

1. The Chair declared a quorum present and called the meeting to order at 8:45 a.m.
2. Mary Giannetti made a motion to accept the minutes of the January 21, 2015 meeting. David Rousseau seconded the motion; all in favor; the motion passed unanimously.
3. The Executive Director Report:
The A.E.D. went over the report noting the following:
 - a. The process of interviewing for the Assistant E.D. is on-going. There have been 42 applicants; six have been interviewed. There are three final candidates from those six. We hope to recommend someone to the Leominster board meeting in March.
 - b. David Eisen (Abacus Architects) has been awarded the preliminary design contract for the Green Acres HILAPP. We have 28 units at Green Acres with ice dam problems. We may pull the roof replacement from the HILAPP in order to resolve this issue sooner. We are talking with DHCD at this time.
 - c. We have purchased a new copier for the Green Acres office. Service calls, even with the service agreement, are starting to get high.
 - d. We are moving ahead with the net metering; Ashby is behind the project.

e. We (the A.E.D. and Anna Phillips) had a good meeting on the personnel policy with board members Mary Giannetti and David Rousseau. We went through the entire policy. We should have something to the full board at the March meeting. The new policy will not completely mirror Leominster's policy.

4. Financial Report:

- a. Only the Detail Payment List is included in this month's report. The year-end financials will be included for the March Meeting. Sue Honeycutt, Fenton & Ewald, will attend the meeting to answer any questions the board may have. We will also include a copy of the 2013 year-end report for comparisons.
- b. Mary Giannetti asked if direct deposit could be utilized for cell phones and uniforms; this would avoid having to process checks for these items. The E.D. said it was a great idea and would talk to the finance department.

5. Facilities Report:

- a. Occupancy is down from 94% to 93%.
- b. Work orders are being completed a little slower due to the snow.
- c. Wallace Tower roof ventilation project has been delayed due to the weather.
- d. There is a scheduled walk through on Monday for the Daniel Heights roof replacement.

6. State Housing Report:

7. Section 8 Report:

8. Resolutions:

The following resolutions were presented by the Chair:

RESOLUTION AUTHORIZING THE EXECUTION
OF HUD FORM 52840-A 2015 CAPITAL FUND
PROGRAM (CFP) AMENDMENT TO THE CONSOLIDATED ANNUAL
CONTRIBUTIONS CONTRACT (HUD FORM 53012)

RESOLUTION 2015-02-01

WHEREAS: The Fitchburg Housing Authority is required by HUD to execute HUD Form 52840-A 2015 Capital Fund Program (CFP) Amendment in the amount of \$39,317.00 under Capital Fund Grant Number MA06P03750115, and

WHEREAS: The board has reviewed HUD Form 52840-A 2015 Capital Fund Program (CFP) Amendment.

NOW THEREFORE BE IT RESOLVED,

That the Fitchburg Housing Authority board authorizes the Chair to execute HUD Form 52840-A 2015 Capital Fund Program (CFP) Amendment under Capital Fund Grant Number MA06P03750115 in the amount of \$39,317.00.

RESOLVED, Motion made by David Rousseau to authorize the Chair to execute HUD Form 52840-A 2015 Capital Fund Program (CFP) Amendment.

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

RESOLUTION AUTHORIZING THE EXECUTION
OF HUD FORM 52840-A 2015 CAPITAL FUND
PROGRAM (CFP) AMENDMENT TO THE CONSOLIDATED ANNUAL
CONTRIBUTIONS CONTRACT (HUD FORM 53012)
REPLACEMENT HOUSING FACTOR (RHF)

RESOLUTION 2015-02-02

WHEREAS: The Fitchburg Housing Authority is required by HUD to execute HUD Form 52840-A 2015 Capital Fund Program (CFP) Amendment in the amount of \$89,049.00 under Capital Fund Grant Number MA06R03750115, and

WHEREAS: The board has reviewed HUD Form 52840-A 2015 Capital Fund Program (CFP) Amendment.

NOW THEREFORE BE IT RESOLVED,

That the Fitchburg Housing Authority board authorizes the Chair to execute HUD Form 52840-A 2015 Capital Fund Program (CFP) Amendment under Capital Fund Grant Number MA06R03750115 in the amount of \$89,049.00.

RESOLVED, Motion made by Mary Giannetti to authorize the Chair to execute HUD Form 52840-A 2015 Capital Fund Program (CFP) Amendment.

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

9. Other Correspondence:

- a. DHCD Letter – Approval on HILAPP Study
- b. 2014 State Audit Report

The Assistant E.D. noted that we are already addressing items in the audit report. The Chair added that there were problems during the audit period, but with the new team these issues are already being addressed.

Motion to adjourn the meeting at 9:20 a.m. was made by David Rousseau. Mary Giannetti seconded; all were in favor.