

# **Fitchburg Housing Authority**

## **Minutes – Regular Meeting**

*Canton Valley Community Room, Fitchburg, MA*

October 21, 2015

### **PRESENT:**

**Paul Fontaine, Chair**  
**Mary Giannetti, Vice Chair**  
**Linda Byrne, Treasurer**  
**David Rousseau, Assistant Treasurer**

### **ABSENT:**

**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. I've lived at 50 Day St. for awhile. Broken promises along the way from Bob, Gene, and now Peter. Concerns with the following: Does budget money go into one account, procedure for money allocation, when board approves budget is money already allotted, the police are not present at Day St. at all (isn't there money for this), floors not washed/waxed (machine for this), office hours not being kept, people coming in late hours (should be on camera). *The E.D. replied that the budget money stays in Boston until spent. He then explained the CIP funding and how the Bond Bill allocates \$500M over a five year period, leaving \$95M divided among all housing authorities using a formula. The housing authorities have to submit a five year plan to DHCD by priority.*
- b. Linda Byrne asked if there was a penalty if someone let a person into the building. *The E.D. replied there was no penalty, but tenants are responsible for the individual (reason for eviction).*
- c. Is there state money for a generator in the building. *The E.D. replied that state money only for high rises, we can budget for this. Heat and air conditioning for Day St. community room is a possibility.*
- d. WiFi for community rooms. *Ben is working on this with charitable organizations to get computers for all the community rooms.*
- e. Is there money for each building. *One budget for all complexes combined.*
- f. We get \$30 per unit. *Through a tenant association, you can receive \$3.00 per unit. First, you have to form a tenant association; you can contact the state rep for tenant associations.*
- g. The inside front door window at Day St. was painted white, why. *To protect the employees working in the office when it is not officially open.*

- h. A Clinton St. resident asked what was happening with 95 Clinton St. *The E.D. replied that an ad will be in the newspaper next week, we are able to offer at auction/sell, along with other properties. Under Chapter 235, approval was given last October for the auction/sale of buildings for 2013 and prior. The money from the sale goes back to the state.*

At this time the Chair reminded residents to contact the office with any concerns they may have.

1. With no further comments from the tenants and a quorum present; the Chair called the meeting to order at 9:13 a.m.
2. Linda Byrne made a motion to accept the minutes of the September 16, 2015 meeting, Mary Giannetti seconded the motion; all in favor; the motion passed unanimously.
3. The Executive Director Report:
  - a. Briefings were held last week; all staff was pulled to help. We will change to coincide with posted office hours in the future.
    - David Rousseau stated there were a lot of things going on. Who authorized the painting of the office window at Day St., both maintenance and staff are stressed, tenants should come first. *The E.D. explained the reasoning again, noting that we need to have tenant meetings on their concerns.*
    - The Chair asked if these same issues were at all the complexes. *The E.D. replied no, just at Day St. and Green Acres. He added that we are not "immediate response", tenants should call the police.*
    - No newsletter yet and it's been six months.
  - b. Green Acres roof follow-up – JnR Gutters has begun the work (hope to complete by Christmas).
  - c. CFA 5001 follow-up.
  - d. Security Cameras follow-up – We received one bid which was over budget. We will go out to bid again in November, separate bid for cameras and locks.
  - e. No-smoking at Anne O'Connor next in Leominster.
  - f. No-smoking in Sterling also coming soon.

4. Financial Report:

- a. Page 3 – Reserves are at 18.32%.
- b. Page F4 – \$93,000 spending; still \$100,000 plus deficit through the end of the year.
  - Linda Byrne asked how the new office space was going, are we renting. *Yes, rent is paid by all four housing authorities, with some money coming from the Federal side.*
  - Mary Giannetti asked about the HCVP budget on page F-13; 210 vouchers. *We have 219 vouchers, less people coming to the briefings, we are working with 2007 applicants now.*

Linda Byrne made a motion to accept the September financial reports. Mary Giannetti seconded; all were in favor.

5. Facilities Report:
  - a. Work order information was presented; 76% of work orders are completed within 24 hours.
  - b. As Peter mentioned, locks/security bids came back too high; we are going out to bid again in November.
  - c. Green Acres roof work has started.
6. State Housing Report:
  - a. Occupancy/vacancy information listed includes some apartments on the third floor at Wallace through Summit; four units have already been filled (there are a total of nine units). The E.D. noted that Summit has asked for another floor in the building. The board would like to look into this to see if there is a need.
  - b. Currently we have 921 families, 53 elderly and 17 young disabled on the waiting list.
7. Section 8 Report: No discussion.
8. Old Business: None
9. New Business:

The following resolutions were presented by the Chair:

The E.D. informed the board that we are waiting on more information for the first resolution on the CIP so we will hold this resolution until next month.

For the next resolution, the E.D. noted that the \$220,035 deficit was budgeted on the second page.

## 2016 400-1 OPERATING BUDGET

### RESOLUTION 2015-10-02

**WHEREAS:** The Fitchburg Housing Authority is required by DHCD to submit an approved 400-1 Operating Budget for State-Aided Housing for Fiscal Year 2016 and,

**NOW THEREFORE BE IT RESOLVED,**

That the Fitchburg Housing Authority Board authorizes submission of the 400-1 Operating Budget for State-Aided Housing for Fiscal Year 2016 to the Department of Housing and Community Development, as directed by DHCD and recommended by the Executive Director,

**RESOLVED,** Motion made by Mary Giannetti to submit the 2016 400-1 Operating Budget for State-Aided Housing of the Fitchburg Housing Authority to the Department of Housing and Community Development.

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

2016 MRVP OPERATING BUDGET

RESOLUTION 2015-10-03

WHEREAS: The Fitchburg Housing Authority is required by DHCD to submit an approved MRVP Operating Budget for State-Aided Housing for Fiscal Year 2016 and,

NOW THEREFORE BE IT RESOLVED,

That the Fitchburg Housing Authority Board authorizes submission of the MRVP Operating Budget for State-Aided Housing for Fiscal Year 2016 to the Department of Housing and Community Development, as directed by DHCD and recommended by the Executive Director,

RESOLVED, Motion made by Mary Giannetti to submit the 2016 MRVP Operating Budget for State-Aided Housing of the Fitchburg Housing Authority to the Department of Housing and Community Development.

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

There was discussion on the following resolution pertaining to the state law and being able to dispose of this type of building if not able to occupy it. The board feels there has to be something that can be done. The E.D. will ask Anna (our in-house attorney) to look into and see if there is a way out and procedure. Although Mary Giannetti seconded the motion, she was opposed to the way it is being handled.

2016 667-A OPERATING BUDGET

RESOLUTION 2015-10-04

WHEREAS: The Fitchburg Housing Authority is required by DHCD to submit an approved 667-A Operating Budget for State-Aided Housing for Fiscal Year 2016 and,

NOW THEREFORE BE IT RESOLVED,

That the Fitchburg Housing Authority Board authorizes submission of the 667-A Operating Budget for State-Aided Housing for Fiscal Year 2016 to the Department of Housing and Community Development, as directed by DHCD and recommended by the Executive Director,

RESOLVED, Motion made by Linda Byrne to submit the 2016 667-A Operating Budget for State-Aided Housing of the Fitchburg Housing Authority to the Department of Housing and Community Development.

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

Mary Giannetti asked if the following property (Pleasant St.) could be used for the homelessness issue. A commission was formed, if we knew who was on it we could make some phone calls.

## 2016 689-C OPERATING BUDGET

### RESOLUTION 2015-10-05

WHEREAS: The Fitchburg Housing Authority is required by DHCD to submit an approved 689-C Operating Budget for State-Aided Housing for Fiscal Year 2016 and,

NOW THEREFORE BE IT RESOLVED,

That the Fitchburg Housing Authority Board authorizes submission of the 689-C Operating Budget for State-Aided Housing for Fiscal Year 2016 to the Department of Housing and Community Development, as directed by DHCD and recommended by the Executive Director,

RESOLVED, Motion made by Mary Giannetti to submit the 2016 689-C Operating Budget for State-Aided Housing of the Fitchburg Housing Authority to the Department of Housing and Community Development.

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

## RESOLUTION AUTHORIZING THE APPROVAL AND SUBMITTAL OF THE FEDERAL ANNUAL PLAN FOR FY 2016

### Resolution 2015-10-6

Whereas: The Fitchburg Housing Authority has the need to submit the Federal Annual Plan for FY 2016,

NOW THEREFORE BE IT RESOLVED,

That the members of the Fitchburg Housing Authority Board of Commissioners have reviewed, approved and authorized the execution and submittal of the Federal Annual Plan and the associated certifications including:

- Form HUD-50075 PHA Annual Plan
- Form HUD 50075-SA Capital Fund Program Annual Statement/ Performance & Evaluation Report and Replacement Housing Factor
- Form HUD-50077 PHA Certification of Compliance with PHA Plans and Related Regulations
- Form HUD-50070 Certification for a Drug-Free Workplace
- Standard Form LLL Disclosure of Lobbying Activities
- Form HUD 50071 Certification of Payments to Influence Federal Transactions

- Form HUD-50077-CR Civil Rights Certification
- Form HUD-50077-SL Certification by State or Local Official of PHA Plans and Consistency with the Consolidated Plan

RESOLVED, Motion made by Linda Byrne to authorize the Executive Director to submit the Federal Annual Plan for FY 2016.

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

RESOLUTION FOR ESTABLISHMENT OF A PAYMENT STANDARD FOR THE  
SECTION 8 HOUSING CHOICE VOUCHER PROGRAM (HCVP)

Resolution 2015-10-7

Whereas: The Department of Housing and Urban Development (HUD) publishes the Fair Market Rents (FMR's) for each standard, metropolitan, statistical area in the nation, and

Whereas: The Department of Housing and Urban Development (HUD) has established the Fair Market Rents (FMR's) for the Leominster/Fitchburg area, and for each PHA-designated part of an FMR area, which cannot exceed one hundred and ten percent (110%) percent of the current applicable FMR and which are not less than Ninety (90%) percent of the current FMR (unless a lower percent is approved by HUD). (24 CFR 982.503)

Whereas: The published FMR's are below the actual rents in Fitchburg Housing Authority's service area,

NOW THEREFORE BE IT RESOLVED:

That in accordance with 24 CFR 984.3, the Fitchburg Housing Authority will set the payment standard at the percentage needed to maintain the current payment standard except for one bedrooms they will be calculated at one hundred and ten percent (110%) of the Department of Housing and Urban Development's Fair Market Rents as published by HUD and effective January 1, 2015. (See Attached)

Resolved, Motion made by Linda Byrne to establish a payment standard at attached schedule of HUD's FMR's for the Section 8 Housing Choice Voucher Program (HCVP).

Seconded, Mary Giannetti seconded the Motion, and the Motion was passed by a unanimous vote.

**RESOLUTION TO AMEND UTILITY ALLOWANCES AND UTILITY REIMBURSEMENT  
PAYMENTS OF THE FITCHBURG HOUSING AUTHORITY TO ALLOW THE USE OF A  
NEWLY DEVELOPED UTILITY SCHEDULE FOR THE SECTION 8 HOUSING CHOICE  
VOUCHER PROGRAM**

**RESOLUTION NUMBER 2015-10-8**

**WHEREAS:** The Department of Housing and Urban Development requires the Public Housing Authority to maintain a utility allowance schedule for all tenant paid utilities under the Section 8 Housing Choice Voucher Program, and,

**WHEREAS:** The Fitchburg Housing Authority has contracted on an annual basis with Northeastern Utility Consultants, LLC to prepare such a schedule based on the typical cost of utilities and services of the location, size and type of utility, and, The FHA reviews current costs, determines if the costs have risen/dropped by 10% or more and updates the utility schedule accordingly on an annual basis. The schedule covering the fiscal year January 1, 2016 to December 31, 2016 is enclosed.

**WHEREAS:** Fitchburg Housing Authority will incorporate the new utility allowance prepared by Northeastern Utility Consultants, LLC effective January 1, 2016.

**NOW THEREFORE BE IT RESOLVED,**

**Resolved,** Motion made by Linda Byrne to establish the utility allowance schedule for the Section 8 Housing Choice Voucher Program (HCVP).

**Seconded,** Mary Giannetti seconded the Motion, and the Motion was passed by a unanimous vote.

**10. Other Correspondence:**

- a. The board discussed the letter from Andrienne Clark proposing a memorial to the late Herbert R. Groop. Linda Byrne thought they should be able to come up with something. Mary Giannetti wondered if the big field was going to be named after a veteran or perhaps after Mr. Groop. The E.D. mentioned that Green Acres would be renamed after the modernization is complete and that was a possibility. The Chair added there was time to think on it.

Motion to adjourn the meeting at 9:25 a.m. was made by Mary Giannetti. Linda Byrne seconded; all were in favor.

