

# **Fitchburg Housing Authority**

## **Minutes – Regular Meeting**

*Daniel Heights Community Room, Fitchburg, MA*

November 18, 2015

### **PRESENT:**

**Mary Giannetti, Vice Chair**  
**Linda Byrne, Treasurer**  
**David Rousseau, Assistant Treasurer**  
**Mark Jackson, Member**

### **ABSENT:**

**Paul Fontaine, Chair**

### **ALSO PRESENT:**

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

There were residents present with the following comments:

- a. A resident asked if the laundry hours were changing for homemakers at Day St. *The E.D. stated he would check with Cathy.*
- b. A resident asked if Assurance, a health care agency, could make a presentation to the board. *The E.D. replied that they should call to get on the agenda, also he would like to meet with them prior to discuss their agency's services.*

1. With no further comments from the tenants and a quorum present; the Vice Chair, acting as Chair, called the meeting to order at 8:37 a.m.

2. Linda Byrne made a motion to accept the minutes of the October 21, 2015 meeting, David Rousseau seconded the motion; all in favor; the motion passed unanimously.

3. The Executive Director Report:

- a. All budgets were submitted on time. We hope to have them approved by January 1<sup>st</sup>.
- b. Fair Market Rents (FMRs).
- c. No items for Leominster, Lunenburg and Sterling.

4. Financial Report:

- a. Page 3 – Reserves are at 20%.
- d. Page F4 – \$92,000 over budget, with savings, etc. we should have an even budget by year's end.
  - Mary Giannetti asked if we would receive the same subsidy next year. *The E.D. replied yes the same, but confident the budget will be approved again this year.*

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

5. Facilities Report:
  - a. 77% of work orders are completed within 24 hours.
  - b. Locks and Security Cameras out to bid again this month.
  - c. Green Acres roof work is going well, more crews; we hope to have completed by December 24<sup>th</sup>.
  - d. Wallace asbestos – 2<sup>nd</sup> phase is completed.

David Rousseau asked if it was possible to receive the board reports via computer if the board had computers at the board meetings. He thought there would be less printing; Linda Byrne added the cost of mailing might be a factor as well. The E.D. said he would look into this to see if possible.

6. State Housing Report:
  - a. Discussion on the state centralized waiting list; number of families, vacancies, process, updates, etc.
7. Section 8 Report:
  - a. Our goal is to reach 119 vouchers. We are quickly going through the 2007 waiting list; lot of trouble finding landlords to work with the program and clients not getting back to the Section 8 Department (either they are no longer interested, found something else or have moved).

8. Old Business: None

9. New Business:

The following resolutions were presented by the Vice Chair:

**RESOLUTION AUTHORIZING SIGNING OF THE CERTIFICATE OF SUBSTANTIAL COMPLETION AND CERTIFICATE OF PAYMENT NUMBER ONE FOR THE WALLACE TOWERS ASBESTOS ABATEMENT (667-3)**

DHCD PROJECT NUMBER 097078

Resolution 2015-11-01

Whereas: The Architect (Cardno ATC) has inspected the asbestos abatement at Wallace Towers (667-3) and,

Whereas: The Architect has recommended that the asbestos abatement at Wallace Towers (667-3) 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 Executive Director to sign the necessary documents in connection with Substantial Completion and Certificate of Payment Number One in the amount of \$48,592.50 for the asbestos abatement at Wallace Towers (667-3).

RESOLVED, Motion made by Lina Byrne to accept the Substantial Completion and Certificate of Payment Number One for the asbestos abatement (667-3).

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

The E.D. noted that the money for the following resolution was from compliance funds, not the Capital Improvement Plan funds.

RESOLUTION AUTHORIZING SIGNING OF THE CERTIFICATE OF FINAL COMPLETION AND CERTIFICATE OF PAYMENT NUMBER TWO FOR THE WALLACE TOWERS ASBESTOS ABATEMENT (667-3)

DHCD PROJECT NUMBER 097078

Resolution 2015-11-02

Whereas: The Architect (Cardno ATC) has inspected the asbestos abatement at Wallace Towers (667-3) and,

Whereas: The Architect has recommended that the asbestos abatement at Wallace Towers (667-3) has reached the point of Final Completion and, contingent upon DHCD's approval,

NOW THEREFORE BE IT RESOLVED,

That the Fitchburg Housing Authority authorizes the Chair or Executive Director to sign the necessary documents in connection with Substantial Completion and Certificate of Payment Number Two in the amount of \$2,557.50 for the asbestos abatement at Wallace Towers (667-3).

RESOLVED, Motion made by Linda Byrne to accept the Final Completion and Certificate of Payment Number Two for the asbestos abatement (667-3).

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

The E.D. informed the board that the third resolution (2015-11-03, Green Acres Furnace Maintenance) would be placed on hold for now. We need to go back out to bid as the two bids received were over \$25,000.00; we need to review specifications.

10. Other Correspondence:

a. DHCD letter on approved funding for the 667-2 Daniels Heights asbestos removal in the amount of \$28,985.

Motion to adjourn the meeting at 9:10 a.m. was made by Linda Byrne. Mark Jackson seconded; all were in favor.

