

Fitchburg Housing Authority

Minutes – Annual Meeting

Wallace Towers Community Room, Fitchburg, MA

January 20, 2016

PRESENT:

Paul Fontaine, Chair

Mary Giannetti, Vice Chair

Linda Byrne, Treasurer

David Rousseau, Assistant Treasurer

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. Smoking ban not being followed. There are cigarette butts all over in front of the building.
- b. Dogs leashed but allowed to go as far as they want in the building; sometimes jumping on people.
- c. We had a good committee meeting last week with a Valentine's cookie swap; 23-28 tenants attended. We also have cookouts and potlucks.
- d. What is the status of the Community Room at Day St. *The E.D. replied that we are expecting design approval with four weeks; then we will go out to bid around May with work to start in the summer.*
- e. What is the status of the security cameras. *The E.D. replied that the first bid was too high. The bid was separated into two parts; locks and cameras; the bids were still too high. We are working with DHCD for a solution; possibly wireless cameras, to reduce the costs.*

1. With no further comments from the tenants and a quorum present; the Chair called the meeting to order at 8:45 a.m. As this is the annual meeting, we will have the Election of Officers; the Chair handed the meeting over to the Executive Director. The E.D. then opened the floor to the board for nominations. David Rousseau made a motion to keep the slate of officers as is with Paul Fontaine as Chair, Mary Giannetti as Vice Chair, Linda Byrne as Treasurer and David Rousseau as Assistant Treasurer. Linda Byrne seconded and a roll call was as follows: Paul Fontaine – yes,

Mary Giannetti – yes, Linda Byrne – yes, David Rousseau – yes, Mark Jackson – yes.

2. David Rousseau made a motion to accept the minutes of the December 16, 2015 meeting, Linda Byrne seconded the motion; all in favor; the motion passed unanimously.

3. The Executive Director Report:

- a. We received no bids for the camera project at Durkin and Wallace. The E.D. reached out to contractors who took out the specs to ask why they had not bid; he was given reasons such as illness or the holidays.
- b. Tenants met with MHCC and were not satisfied. They asked the E.D. to meet with them; he agreed to meet with them next Wednesday.
- c. There was a fire at Green Acres two weeks ago in the master bedroom of a three bedroom unit. The fire department and staff did an excellent job handling the situation. Two families in the building were re-housed; one family went to a hotel for five nights; the other family was in the hotel for seven nights; then housed in another apartment at Green Acres. The insurance company is handling.
- d. Day St. Congregate – the nurses and MHCC want all ten bedrooms filled; currently only five are filled. There are issues amongst the tenants. Summit has funding where MHCC doesn't. The E.D. would like to talk with DHCD about possibly getting Summit involved. There was also the idea of using a Veteran's Assistance Home. The Chair asked if there was any objection for the E.D. to further discuss with DHCD and Summit. The board members agreed it is something to pursue.
- e. Our bookkeeper resigned; we have advertised and are presently interviewing.
- f. Gini Tocci is our newest board member in Leominster.

4. Financial Report:

There is no financial report this month; the year-ends take longer to complete.

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

5. Facilities Report:

- a. Work orders – 68% completed within 24 hours.
- b. Security Cameras – working with DHCD on solution.
- c. Green Acres roof work is 95% complete.
- d. Locks project in design phase.
- e. Daniel Heights siding/rails project – out to bid within 30-45 days.

6. State Housing Report:

Mary Giannetti said things look good.

7. Section 8 Report:

99% leased up; we have 219 vouchers with 217 leased.

8. Old Business: None

9. New Business:

The following resolution was presented by the Chair:

RESOLUTION FOR AMENDMENT 7 TO THE CONTRACT FOR FINANCIAL ASSISTANCE BETWEEN THE FITCHBURG HOUSING AUTHORITY AND THE DEPARTMENT OF HOUSING & COMMUNITY DEVELOPMENT

CAPITAL IMPROVEMENT WORK PLAN 5001

Resolution Number 2016-01-01

Whereas: The Fitchburg Housing Authority has the need to amend the Contract for Financial Assistance between the Fitchburg Housing Authority and the Department of Housing and Community Development, and

Whereas: This amendment is to fund the following projects and extends the contract dates of service from June 30, 2017 to June 30, 2018 under the Public Housing Compliance Reserve Award:

- Fish #097048 FY18 Formula Funding Award - \$578,965.00
- Fish #097054 Design rebate – back flow preventer installation - \$1,725.00
- Fish #097061 Design rebate – fire pump service - \$450.00
- Fish #097073 Ebid rebate – roof replacement - \$914.00

Whereas: The above mentioned contract, Capital Improvement Work Plan 5001, has been increased by \$582,054.00 (total contract amount is now \$4,522,551.00), and

NOW THEREFORE BE IT RESOLVED:

That the Fitchburg Housing Authority Board of Directors authorizes the Chair or the Executive Director to sign the Standard Contract Amendment Form in conjunction with the projects listed on Amendment 7 for Capital Improvement Work Plan 5001 now being undertaken by the Department of Housing and Community Development and the Fitchburg Housing Authority.

Resolved, Motion made by Mary Giannetti to authorize the signing of the Standard Contract Amendment Form by the Chair or Executive Director in conjunction with the projects listed on Amendment 7 for Capital Improvement Work Plan 5001 currently being undertaken by the Fitchburg Housing Authority and the Department of Housing and Community Development. .

Seconded, Linda Byrne seconded the Motions and the Motions were passed by a unanimous vote.

10. Other Correspondence - None

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