

Fitchburg Housing Authority

Minutes – Regular Meeting

Canton Valley Community Room, Fitchburg, MA

February 17, 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. The E.D. and Asst. E.D. met with Assurance Home Care; they would like to meet with tenants to discuss what they offer.
- b. A resident was trying to talk to Maureen/MHCC; waited three hours and was never able to talk with her (she had left for the day). *The E.D. stated he was in discussions with MHCC noting that breakfast and services are for individuals signed up through MHCC.*
- c. Can we have Maureen replaced? *The E.D. stated there were two separate individuals working through MHCC. MHCC has a grant; the housing authority is not able to change things. The Board could choose not to renew the MOU.*

1. With no further comments from the tenants and a quorum present; the Chair called the meeting to order at 8:38 a.m.

2. Linda Byrne made a motion to accept the minutes of the January 20, 2016 meeting, Mark Jackson seconded the motion; all in favor; the motion passed unanimously.

3. The Executive Director Report:

- a. We have hired a new Assistant to the Director of Finance; Kim Hergert will start February 10th. If the board would like, she can come to the next meeting. The board didn't feel it was necessary.
- b. We should have a Chief Procurement Officer soon.
- c. Legislative Day is Wednesday, March 2nd. Meet with legislators, speeches and lunch.
- d. NAHRO Annual Conference May 22-25th. Linda Byrne may be interested in attending.
- e. Hurley, O'Neil was low bid for the financial audit at \$7,520. As this is a one year audit under \$10,000; it does not need Board approval. Next year it will be for a three year contract and will need Board approval.
- f. The Leominster Board will be approving the RCAT contract at their meeting this afternoon (\$2.4M contract). We hope to have the RCAT Director position filled for April 1st; then hire four project managers.

4. Financial Report:

No report; year-ends were not completed. We should have the year-ends for the March meeting. A check register was included in your board packets.

5. Facilities Report:

- a. Work orders – 74% completed within 24 hours.
- b. The Wallace/Durkin camera project – new design out. Locks portion will go out to bid in March.
- c. Green Acres roof work is 95% complete.
- d. Durkin Community Room is in design phase.
- e. Daniel Heights siding/rails project is out to bid.

David Rousseau asked if the tenants could discuss the Durkin Community Room with the architect to make sure something is not missed. The E.D. replied yes, at 95% phase so now is the time. He will set something up.

David Rousseau also noted that the TV signal in the Community Room is almost non-existent. Can Comcast be contacted to look into (TV, but no signal); supposed to be free in public buildings.

6. State Housing Report:

The E.D. noted a correction to last month's report. The 96.89% overall occupancy included waivers; it was really 91.78% overall occupancy.

Mary Giannetti asked if a study on the number of elderly units could be done; are there too many units for the demand.

7. Section 8 Report:

99% leased up; we have 219.

8. Old Business: None

9. New Business:

The following resolution was presented by the Chair:

RESOLUTION FOR AUTHORIZATION OF CHANGE ORDER
NUMBER THREE IN CONJUNCTION WITH THE
ROOF REPLACEMENT AT GREEN ACRES (200-1)

DHCD PROJECT NUMBER 097077

Resolution 2016-02-01

Whereas: The Fitchburg Housing Authority has the need to sign a Change Order Number Three in conjunction with the roof replacement at Green Acres (200-1) and,

Whereas: This Change Order Number Three will increase the contract cost by \$3,160.20.

NOW THEREFORE BE IT RESOLVED,

That the Fitchburg Housing Authority Board of Directors authorizes the Chair or the Executive Director to sign the Change Order Number Three in conjunction with the roof replacement at Green Acres (200-1) now being undertaken by the Department of Housing and Community Development and the Fitchburg Housing Authority.

RESOLVED, Motion made by Linda Byrne to authorize the signing of the Change Order Number Three by the Chair or Executive Director in conjunction with the roof replacement at Green Acres (200-1).

SECONDED, Mary Giannetti seconded the motion, and the motion was passed unanimously.

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

RESOLUTION 2016-02-02

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, 2015 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, Mark Jackson seconded the motion, and the motion was passed by a unanimous vote.

RESOLUTION AUTHORIZING THE EXECUTIVE DIRECTOR TO EXECUTE AN
AMENDED SOLAR POWER AND SERVICES AGREEMENT WITH LODESTAR ENERGY
FOR NET METERING

Resolution 2016-02-03

Whereas: The Fitchburg Housing Authority currently has a service agreement for net metering with LODESTAR Energy entered into on February 7, 2015, and

Whereas: This service agreement needs to be amended with updates to Construction Start Date and Anticipated Commercial Operation Date (Schedule 1), Allocated Percentage (Schedule 3) and Estimated Annual Production (Schedule 4).

NOW THEREFORE BE IT RESOLVED,

That the Fitchburg Housing Authority board authorize the Executive Director to execute the amended solar power and services agreement for net metering with Lodestar Energy.

RESOLVED, Motion made by David Rousseau to authorize the Executive Director to execute the amended solar power and services agreement for net metering with Lodestar Energy.

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

RESOLUTION AUTHORIZING THE EXECUTION
OF HUD FORM 52840-A 2016 CAPITAL FUND
PROGRAM (CFP) AMENDMENT TO THE CONSOLIDATED ANNUAL CONTRIBUTIONS
CONTRACT (HUD FORM 53012)

RESOLUTION 2016-02-04

WHEREAS: The Fitchburg Housing Authority is required by HUD to execute HUD Form 52840-A 2016 Capital Fund Program (CFP) Amendment in the amount of \$44,262.00 under Capital Fund Grant Number MA01P03750116, as well as the following forms:

Standard Form LLL Disclosure of Lobbying Activities
Form HUD-50071 Certification of Payments to Influence Federal Transactions
Form HUD-50077-CR Civil Rights Certification and,

WHEREAS: The board has reviewed HUD Form 52840-A 2016 Capital Fund Program (CFP) Amendment and other forms stated above.

NOW THEREFORE BE IT RESOLVED,

That the Fitchburg Housing Authority board authorizes the Executive Director to execute HUD Form 52840-A 2015 Capital Fund Program (CFP) Amendment under Capital Fund Grant Number MA01P03750116 in the amount of \$44,262.00.

FURTHER RESOLVED,

That the Fitchburg Housing Authority board authorizes the Chair to execute Standard Form LLL, Form HUD-50071 and Form HUD-50077-CR.

RESOLVED, Motion made by Linda Byrne to authorize the Executive Director to execute HUD Form 52840-A 2015 Capital Fund Program (CFP) Amendment and the Chair to execute Standard Form LLL, Form HUD-50071 and Form HUD-50077-CR.

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

On the following resolution, the Chair asked if there had been any movement since our last discussion. The E.D. replied that he has been in touch with MHP on Blossom Court (the building next door).

RESOLUTION AUTHORIZING THE EXECUTION
OF HUD FORM 52840-A 2016 CAPITAL FUND
PROGRAM (CFP) AMENDMENT TO THE CONSOLIDATED ANNUAL CONTRIBUTIONS
CONTRACT (HUD FORM 53012)
REPLACEMENT HOUSING FACTOR (RHF)

RESOLUTION 2016-02-05

WHEREAS: The Fitchburg Housing Authority is required by HUD to execute HUD Form 52840-A 2016 Capital Fund Program (CFP) Amendment in the amount of \$99,928.00 under Capital Fund Grant Number MA01R03750116, as well as the following forms:

Standard Form LLL Disclosure of Lobbying Activities
Form HUD-50071 Certification of Payments to Influence Federal Transactions
Form HUD-50077-CR Civil Rights Certification and,

WHEREAS: The board has reviewed HUD Form 52840-A 2016 Capital Fund Program (CFP) Amendment and other forms stated above.

NOW THEREFORE BE IT RESOLVED,

That the Fitchburg Housing Authority board authorizes the Executive to execute HUD Form 52840-A 2016 Capital Fund Program (CFP) Amendment under Capital Fund Grant Number MA01R03750116 in the amount of \$99,928.00.

FURTHER RESOLVED,

That the Fitchburg Housing Authority board authorizes the Chair to execute Standard Form LLL, Form HUD-50071 and Form HUD-50077-CR.

RESOLVED, Motion made by David Rousseau to authorize the Executive Director to execute HUD Form 52840-A 2016 Capital Fund Program (CFP) Amendment and the Chair to execute Standard Form LLL, Form HUD-50071 and Form HUD-50077-CR.

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

10. Other Correspondence – None

David Rousseau mentioned a meeting at the YMCA Thursday, February 18th at 6:00 p.m. through Re-Imagine. He also mentioned that the wiring is not working with Comcast for the computers in the Community Room. The E.D. noted we will be getting cards to install.

Motion to adjourn the meeting at 9:42 a.m. was made by Linda Byrne. Mary Giannetti seconded; all were in favor.

