

Fitchburg Housing Authority

Minutes – Regular Meeting

Daniel Heights Community Room, Fitchburg, MA

March 16, 2016

PRESENT:

Paul Fontaine, Chair
Linda Byrne, Treasurer
David Rousseau, Assistant Treasurer
Mark Jackson, Member

ABSENT: Mary Giannetti, Vice Chair

ALSO PRESENT:

Peter Proulx, Secretary
Benjamin Gold, Asst. Exec. Director
Sue Honeycutt, Fenton-Ewald
Denise Ivaldi, Recording Secretary

There were residents present with the following comments:

- a. A resident asked what was happening with the locks/cameras project? *The E.D. replied that the cameras would go out to bid in April; it will be a smaller project now.*
- b. A resident stated that Cathy was doing the best job she can. Can Cathy and Janel switch off at times? *The E.D. replied no, training is for their specific jobs.*
- c. The same resident stated that complaints are not always addressed. *The E.D. replied that tenants should come to Ben or himself when they feel that way.*
- d. A resident asked if the board meets once a month. *The E.D. replied yes, open to residents for comments before each meeting starts.*
- e. A resident stated that people are coming to do laundry (a worker, but doing her own).
- f. A resident asked about the smoking areas. *The E.D. replied there would be two to three areas under the lighted areas of the complex.*

1. With no further comments from the tenants and a quorum present; the Chair called the meeting to order at 8:40 a.m.

2. Linda Byrne made a motion to accept the minutes of the February 17, 2016 meeting, David Rousseau seconded the motion; all in favor; the motion passed unanimously.

The Executive Director asked the board if he could have Sue Honeycutt from Fenton & Ewald go over the year-end financial statements before he presented his Director's Report. He then introduced Sue to the board. Some of the highlights were:

- a. 1st page – income more than budgeted at \$123,000.
- b. More income, lower utility costs equals less subsidy from DHCD.
- c. Administration costs were under budget by \$125,000.
- d. Utilities were under budget by \$134,000.

- e. Ordinary maintenance (labor, supplies, contract costs) was over budget by \$83,000.
- f. Section 8 program made some money.
- g. MRVP lost some money; administrative fee extremely low.
- h. Reserves (state) were at 16.86%.
- i. 689-C Reserves were negative.
- j. Section 8 Reserves were \$39,483 negative last year; will recoup this year.
- k. 240 Ashburnham shows \$18,000; this included repairs to the building (baths, floors and painting).
- l. 2016 budgets were approved.
- m. The January 2016 financial statement was not reviewed; Sue needs to amend.

Linda Byrne made a motion to accept the year-end statements, Mark Jackson seconded the motion; all in favor; the motion passed unanimously.

The board thanked Sue for coming in.

3. The Executive Director Report:

- a. The 2016 budgets were approved.
- b. A reminder that the NAHRO Annual Conference is May 22-25th.
- c. Board Member emails – a Public Housing Notice states that all board member emails be posted in every complex for accessibility.
- d. Year-End Certifications later for board signatures.
- e. Capitalization and Disposition Policy resolution later for approval.
- f. Employee Vision Plan resolution later for approval (subsidized plans throughout the state).
- g. Congregate Facility Redevelopment Plan resolution later for approval. This space has been off-line for ten to twelve years. We currently have four to five residents there; remainder of space is being used for storage. We are asking to redesign for five bedrooms; there is not enough need for total congregate.
- h. Credit Card Policy resolution later for approval.
- i. New Chief Procurement Officer (CPO), Adam Gautie. Adams comes to us from Fall River Housing Authority.
- j. RCAT – working with 68 housing authorities; modernization and shared procurement.

4. Financial Report:

The Year-End statement was presented earlier by Sue Honeycutt. The January 2016 statement needs to be amended.

5. Facilities Report:

- a. Work orders – 80% completed within 24 hours.
- b. Locks/Camera project – wireless cameras now.
- c. Green Acres roof project – final walkthrough and punch list the end of the month.
- d. Daniel Heights siding/rails project, asbestos caused bids to be high. We will go out to bid again per DHCD.

6. State Housing Report:
 - a. We will have a more detailed report going forward.
 - b. 90% overall occupancy. The A.U.P. will require 98% occupancy.
 - c. Daniel Heights is at 95% occupancy right now (three vacancies out of 56 units).

Discussion on waived units at all locations. Waiting for DHCD money for asbestos abatement at Wallace Towers, etc.

7. Section 8 Report:

No discussion – 98% leased up.

8. Old Business: None

9. New Business:

The following resolution was presented by the Chair:

**RESOLUTION TO ADOPT A VISION PLAN COVERAGE
FOR FITCHBURG HOUSING AUTHORITY EMPLOYEES**

Resolution 2016-03-01

Whereas: The Executive Director of the Fitchburg Housing Authority has recommended to the Board of Commissioners to add a Vision Plan Coverage for the employees of the Fitchburg Housing Authority, and

Whereas: The Executive Director has provided two potential plans for review by the Board (see attached).

NOW THEREFORE BE IT RESOLVED,

That the Fitchburg Housing Authority Board of Commissioners adopt a Vision Plan Coverage for the Fitchburg Housing Authority employees.

RESOLVED, Motion made by Linda Byrne to approve adoption of a Vision Plan Coverage for Fitchburg Housing Authority as recommended by the Executive Director.

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

RESOLUTION FOR EXECUTION OF DHCD REQUIRED
YEAR-END FINANCIAL STATEMENT CERTIFICATIONS

Resolution 2016-03-02

Whereas: The Fitchburg Housing Authority has the need to be in compliance with DHCD year-end financial certifications as follows:

1. Year-End Financial Statements Certification (400-1)
2. Year-End Financial Statements Certification (MRVP)
3. Year-End Financial Statements Certification (667-A)
4. Year-End Financial Statements Certification (689-C)
5. 400-1 Budget Cert. (Fiscal Year Beginning January 1, 2016)
6. MRVP Budget Cert. (Fiscal Year Beginning January 1, 2016)

7. 667-A Budget Cert. (Fiscal Year Beginning January 1, 2016)
8. 689-C Budget Cert. (Fiscal Year Beginning January 1, 2016)
9. Salary Certification (Fiscal Year Ending 2015)
10. Schedule of Positions and Compensation

NOW THEREFORE BE IT RESOLVED,

That members of the Fitchburg Housing Authority Board of Commissioners hereby approve the year-end financial statement certifications (listed above) and authorize all Board Members to execute the certifications.

RESOLVED, Motion made by Linda Byrne to certify and execute the year-end financial statement certifications in compliance with the DHCD requirement.

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

RESOLUTION TO AUTHORIZE THE
EXECUTIVE DIRECTOR TO PURSUE A
667-5 CONGREGATE FACILITY REDEVELOPMENT PLAN

Resolution 2016-03-03

Whereas: The Fitchburg Housing Authority Executive Director desires to have a redevelopment plan for the 667-5 congregate suite, and

Whereas: The current ten bedroom congregate suite has four occupants.

NOW THEREFORE BE IT RESOLVED,

That the Fitchburg Housing Authority Board of Commissioners authorize the Executive Director to pursue a redevelopment plan that will result in a five bedroom suite.

RESOLVED, Motion made by David Rousseau to authorize the Executive Director to pursue a redevelopment plan for the 667-5 congregate suite.

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

RESOLUTION TO ADOPT A CREDIT CARD USE POLICY

Resolution 2016-03-04

Whereas: The Fitchburg Housing Authority has the need to adopt a credit card use policy to monitor the spending of FHA certain employees regarding purchases for business purposes in conjunction with employees' job duties. All credit card purchases will adhere to the FHA procurement policy adopted by this board on July 22, 2015.

NOW THEREFORE BE IT RESOLVED,

That the Fitchburg Housing Authority Board of Commissioners approve the credit card use policy to be effective immediately.

RESOLVED, Motion made by David Rousseau to approve the credit card use policy effective immediately.

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

RESOLUTION TO ADOPT A CAPITALIZATION AND DISPOSITION POLICY

Resolution 2016-03-05

Whereas: The Fitchburg Housing Authority has the need to adopt a Capitalization and Disposition policy to comply with the U.S. Department of Housing and Urban Development's (HUD) Annual Contribution Contract (ACC), HUD Handbook 7475.1 "Financial Management Handbook" and the Executive Office of Communities and Development's "Accounting Manual for State-Aided Housing." The policy will be effective for all programs in accordance with the Generally Accepted Accounting Principles (GAAP).

NOW THEREFORE BE IT RESOLVED,

That the Fitchburg Housing Authority Board of Commissioners approve the Capitalization and Disposition policy to be effective immediately.

RESOLVED, Motion made by Linda Byrne to approve the Capitalization and Disposition policy effective immediately.

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

10. Other Correspondence:

- a. Green Acres Newsletter. David Rousseau said the newsletter was nice but what about the other complexes. The E.D. replied we were working on it.
- b. David Rousseau also asked about tablets for board members. The E.D. replied there was no update on that at this time.

Motion to adjourn the meeting at 9:30 a.m. was made by Mark Jackson. Linda Byrne seconded; all were in favor.

