

# **Fitchburg Housing Authority**

## **Minutes – Regular Meeting**

*Canton Valley Community Room, Fitchburg, MA*

June 15, 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. A resident asked why some residents are allowed to transfer without a doctor's note.  
*The E.D. replied that there are several reasons for moves: medical, administrative (due to threats or something within the apartment).*

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

2. The minutes of the May 25, 2016 Regular and Executive Session David Rousseau made a motion to accept the both sets of minutes, Mark Jackson seconded the motion; all in favor; the motion passed unanimously.

3. The Executive Director Report:

- a. After-hour call service. David Rousseau questioned the length of time waiting for an operator. *The E.D. noted that we cut costs by 2/3 for FHA; we still issues, no Spanish operators. He spoke with vendors at the NAHRO conference; none have Spanish operators.* Mr. Rousseau asked if calls come through the computer, why can't they be translated for the operator. *The E.D. replied he is looking into this further, will review the Crocker agreement. They have a minimum of three people on-call, weekends more. They have more clients than just the housing authority.* Mr. Rousseau added that residents are coming to him. *The E.D. added they should call the office and reminded Mr. Rousseau he is not a board member while in the building.*
- b. Mark Jackson
- c. A reminder for board members to take the on-line ethics training. It is required every two years. *David Rousseau commented that the City Clerk wants a copy too.*
- d. SEMAP score – Fitchburg had an overall score of 93 which designates FHA as a High Performer. FHA Leased Housing will now be located at 50 Day St. with two employees.
- e. There are no activities to report for Leominster, Lunenburg or Sterling.
- f. Board Member Training in Leominster on July 27<sup>th</sup>. Let Denise know if you are able to attend.

4. Financial Report – April Statement:

- a. Page F3 – Reserves were at 15.64%; dropped a little.
- b. Page F4 – Expense side: \$7,000 over for maintenance; \$36,000 over for employee benefits.

No acceptance for the financials until next meeting; not included in board packet.

5. Facilities Report:

- a. Work orders – Of the 238 work orders, 172 were completed within 24 hours. There were six move-outs.
- b. Locks/Camera project – waiting on final recommendation from architect.
- c. Green Acres roof project is in close-out phase.
- d. Durkin Community Room extension – change in scope of work. Waiting for new specs.
- e. Daniel Heights Siding, Decks and Railing – out to bid today.
- f. Green Acres vacant unit renovations – still waiting for DHCD to assign architect.
- g. Daniel Heights laundry room doors – site inspected by architect; waiting on specs.
- h. Wallace patio ramp – meeting held with DHCD and engineer, waiting on plans.
- i. Wallace door opener – architect inspected on 5/17/16.

David Rousseau made the following comments after the Facilities Report was presented:

- The Durkin door opener is in the wrong place, opens into the person.
- Great job on the floors at Durkin. No one is doing other pick-ups around the building (leaves, etc.).
- Maintenance at Wallace is short by one, maintenance from Durkin working there, leaving Durkin short. Why?

The E.D. replied that it changes every day.

Paul Fontaine asked the board to be careful. We are commissioners, not advocates for one property. It is difficult at time with multiple complexes.

Mary Giannetti asked about the HILAPP at Green Acres. The Executive Director noted it was just discussed with DHCD yesterday. The Green Acres HILAPP project is the only one with tax credits. They are no longer available, we are working through it.

David Rousseau asked the status of selling the 705s. The Executive Director replied that DHCD is supposed to get back to Peter. The board may need to make phone calls. He is working on a proposed letter to DHCD; the Chair requested a draft be sent to him, as well as to Mayor DiNatale.

6. State Housing Report:

- a. 95.35% overall occupancy.
- b. Completed AUP (Agreed Upon Procedures) Audit. There were a number of items, most we were aware of.
- c. We are working on a marketing program.
- d. We are looking at each complex, parking issues.
- e. We are working toward 98% occupancy.

Paul Fontaine asked how much time was spent in housing court. The Executive Director replied about three hours on Fridays, mostly for Green Acres. Mary Giannetti asked if the in-house attorney was able to mediate to reduce the number of hours in court. The E.D. replied that we have reduced considerably, costs are down for attorney fees from previous years.

7. Section 8 Report:

- 96% leased up.
- Two staff have moved to 50 Day St. We will be posting hours for them in July with a direct phone line.

8. Old Business: None

9. New Business: None

10. Other Correspondence:

Motion to adjourn the meeting at 9:24 a.m. was made by Linda Byrne. David Rousseau seconded; all were in favor.