

Fitchburg Housing Authority Minutes – Regular Meeting

Canton Valley Community Room, Fitchburg, MA

October 19, 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

Residents were present prior to the meeting starting with the following comments:

- a. Is the camera project off for another year? The E.D. stated that DHCD has approved a new design, will go out to bid. Work can be done during the winter months.
 - b. What is happening with the Durkin Community Room? The E.D. replied it is going out to bid soon. The fire room will not be touched at all.
 - c. There are a lot of people coming in at night, hanging around. Are you still meeting with the Police Chief? The E. D. replied that he will meet with the Police Chief later, Elder Affairs working on issue first. Next Friday, a security specialist is coming out after 5:00 p.m. to walk the property; Cornerstone was invited.
 - d. Smoking is an issue. The E.D. asked residents to report to Cathy every time. Our only course of action is eviction; very difficult to control.
 - e. Smoking notice for Durkin?
2. At 8:40 a.m. the meeting opened. The Chair declared a quorum present and called the meeting to order.
 3. The minutes of September 19, 2016 were presented. Mark Jackson made a motion to accept the minutes. David Rousseau seconded; all were in favor.
 3. The Executive Director Report:
 - a. Update on disposition of 705's. Properties consist of one 689 (16 Prospect) and seven 705 scattered sites. Chapter 235 was signed in 2014 allowing us to forego one for one replacement; DHCD approved. Under Chapter 30B, we will hire a broker for the sales. Each sale has to be approved by DHCD. A discussion followed on the vacant units, winter and upkeep of the properties. Mark Jackson noted he would let the police department know about these units and have them flagged as Fitchburg Housing Authority owned.

- b. Green Acres HILAPP – DHCD has reviewed our proposal. We met with bankers and DHCD on tax credits. We are waiting on the findings; DHCD wants to fast track this project. Hopefully we will have an answer by January 2017.
- c. Wallace Towers MODPhase – Application has been submitted. DHCD will be coming out on October 26th to look at the property. The project would include a new roof, hot water and also working with the court for parking above their lot. There will only be one award out of the eighteen (18) applications submitted.
- d. DHCD held a Facilities Inspection Training; Janel Hebert and Jose Lopez attended for Fitchburg and were presented with certificates.

David Rousseau asked about the meeting with the Police Chief; the E.D. said that will come later.

4. Financial Report – September:

- a. Page F3 – Reserves are at 14.77%.
- b. Page F4 – DHCD is behind in giving subsidy money.
- c. Page F4 – Doing well on expenses; \$81,000 ahead of projected goal.

Linda Byrne made a motion to accept the September financial statement. Mary Giannetti seconded; all were in favor.

5. Modernization Report:

- a. Wallace/Durkin Locks and Camera – DHCD approved as new project.
- b. Community Room at Day St. – approved.
- c. Daniels Heights Deck/Railing – work in progress.
- d. Green Acres vacant unit turnover – 24 units with severe damage to the ceilings; project design in November.
- e. Daniels Heights Ramp – bids over cost estimate; will hold off until spring.
- f. Wallace Towers Door Openers – contract to be completed in November.
- g. Wallace Towers Concrete/Brick – Will bid out \$100,000 repairs at this time; the rest later.

6. State-Aided Housing Report:

- a. 110 standard applications received; 28 elderly/young disabled and 77 family.
- b. A few vacancies at Durkin; working with 28 elders.
- c. 98% occupancy for September.
- d. Ad placed in the Sentinel for four (4) weeks (Wednesdays & Saturdays) for elderly. Cathy Santiago and Anna Phillips set up a table at the Community Resource Fair. Mary Giannetti asked about reaching out to the churches and nursing homes. Ben Gold said that was a good idea; will get flyers out.
- e. DHCD has a new vacancy waiver system; housing authorities will be fined \$11.00/day after 60 days. The E.D. noted that NAHRO doesn't believe DHCD can fine housing authorities.
- f. Work Orders – approximately 82% completed within 24 hours.

7. Section 8 Housing Choice Voucher Report:
 - a. 97% leased.
8. Old Business: None
9. New Business: The following resolutions were presented:

On the first four resolutions the board voted to approve all on one motion. Board votes were as follows: David Rousseau – aye, Mark Jackson – aye, Linda Byrne – aye, Paul Fontaine – aye and Mary Giannetti – aye.

2017 400-1 OPERATING BUDGET

RESOLUTION 2016-10-01

WHEREAS: The Fitchburg Housing Authority is required by DHCD to submit an approved 400-1 Operating Budget for State-Aided Housing for Fiscal Year 2017 and,

NOW THEREFORE BE IT RESOLVED,

That the Fitchburg Housing Authority Board authorizes submission of the 400-1 Operating Budget for State-Aided Housing for Fiscal Year 2017 to the Department of Housing and Community Development, as directed by DHCD and recommended by the Executive Director.

RESOLVED, Motion made by Linda Byrne to submit the 2017 400-1 Operating Budget for State-Aided Housing of the Fitchburg Housing Authority to the Department of Housing and Community Development.

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

2017 MRVP OPERATING BUDGET

RESOLUTION 2016-10-02

WHEREAS: The Fitchburg Housing Authority is required by DHCD to submit an approved MRVP Operating Budget for State-Aided Housing for Fiscal Year 2017 and,

NOW THEREFORE BE IT RESOLVED,

That the Fitchburg Housing Authority Board authorizes submission of the MRVP Operating Budget for State-Aided Housing for Fiscal Year 2017 to the Department of Housing and Community Development, as directed by DHCD and recommended by the Executive Director.

RESOLVED, Motion made by Linda Byrne to submit the 2017 MRVP Operating Budget for State-Aided Housing of the Fitchburg Housing Authority to the Department of Housing and Community Development.

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

2017 667-A OPERATING BUDGET

RESOLUTION 2016-10-03

WHEREAS: The Fitchburg Housing Authority is required by DHCD to submit an approved 667-A Operating Budget for State-Aided Housing for Fiscal Year 2017 and,

NOW THEREFORE BE IT RESOLVED,

That the Fitchburg Housing Authority Board authorizes submission of the 667-A Operating Budget for State-Aided Housing for Fiscal Year 2017 to the Department of Housing and Community Development, as directed by DHCD and recommended by the Executive Director,

RESOLVED, Motion made by Linda Byrne to submit the 2017 667-A Operating Budget for State-Aided Housing of the Fitchburg Housing Authority to the Department of Housing and Community Development.

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

2017 689-C OPERATING BUDGET

RESOLUTION 2016-10-04

WHEREAS: The Fitchburg Housing Authority is required by DHCD to submit an approved 689-C Operating Budget for State-Aided Housing for Fiscal Year 2017 and,

NOW THEREFORE BE IT RESOLVED,

That the Fitchburg Housing Authority Board authorizes submission of the 689-C Operating Budget for State-Aided Housing for Fiscal Year 2017 to the Department of Housing and Community Development, as directed by DHCD and recommended by the Executive Director,

RESOLVED, Motion made by Linda Byrne to submit the 2017 689-C Operating Budget for State-Aided Housing of the Fitchburg Housing Authority to the Department of Housing and Community Development.

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

RESOLUTION FOR ESTABLISHMENT OF A
PAYMENT STANDARD FOR THE
SECTION 8 HOUSING CHOICE VOUCHER PROGRAM (HCVP)

RESOLUTION 2016-10-05

WHEREAS: The Department of Housing and Urban Development (HUD) publishes the Fair Market Rents (FMR's) for each standard, metropolitan, statistical area in the nation, and

WHEREAS: The Department of Housing and Urban Development (HUD) has established the Fair Market Rents (FMR's) for the Leominster/Fitchburg area, and

Whereas: The published FMR's are below and above the actual rents in Fitchburg Housing Authority's service area,

NOW THEREFORE BE IT RESOLVED:

That in accordance with 24 CFR 984.3, the Fitchburg Housing Authority will set the payment standard at the percentage needed to maintain the current payment standard, or they will use a 100% of the FMR and increase the payment standards. They will be calculated at 100%, and 110% of the fair market rents in accordance with the regulations of the Department of Housing and Urban Development's Fair Market Rents as published by HUD and effective January 1, 2017. (See Attached)

RESOLVED, Motion made by Mary Giannetti to approve the 2017 FMR payment standards.

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

RESOLUTION TO AMEND UTILITY ALLOWANCES AND UTILITY REIMBURSEMENT PAYMENTS, OF THE FITCHBURG HOUSING AUTHORITY TO ALLOW THE USE OF A NEWLY DEVELOPED UTILITY SCHEDULE FOR THE SECTION 8 HOUSING CHOICE VOUCHER PROGRAM

RESOLUTION 2016-10-06

WHEREAS: The Department of Housing and Urban Development requires the Public Housing Authority to maintain a utility allowance schedule for all tenant paid utilities under the Section 8 Housing Choice Voucher Program, and,

WHEREAS: The Fitchburg Housing Authority has contracted on an annual basis with Northeastern Utility Consultants, LLC to prepare such a schedule based on the typical cost of utilities and services of the location, size and type of utility. The FHA reviews current costs, determines if the costs have risen/dropped by 10% or more and updates the utility schedule accordingly on an annual basis. The schedule covering the fiscal year January 1, 2017 to December 31, 2017 is attached.

WHEREAS: Fitchburg Housing Authority will incorporate the new utility allowance, prepared by Northeastern Utility Consultants, LLC, effective January 1, 2017.

NOW THEREFORE BE IT RESOLVED,

Resolved, Motion made by Linda Byrne to establish the utility allowance schedule for the Section 8 Housing Choice Voucher Program (HCVP).

Seconded, David Rousseau seconded the Motion, and the Motion was passed by a unanimous vote.

RESOLUTION TO WRITE-OFF UNRECOVERABLE DEBTS

Resolution 2016-10-07

Whereas: A number of tenants of the Fitchburg Housing Authority have vacated while owing rent and,

Whereas: Those persons vacating owed \$30,170.62 as of September 30, 2016 (see attached list) and,

Whereas: The Fitchburg Housing Authority staff has made every reasonable effort to collect said vacated amounts without success,

NOW THEREFORE BE IT RESOLVED,

That the Fitchburg Housing Authority officially write-off \$30,170.62 as uncollectable debts.

RESOLVED, Motion made by Mary Giannetti to write off \$30,170.62 as uncollectible debts.

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

RESOLUTION AUTHORIZING THE ACCEPTANCE
OF THE LOWEST BID FOR CARPET OR
LINOLEUM INSTALLATION

Resolution 2016-10-08

WHEREAS: The Fitchburg Housing Authority has advertised for quotes for carpet or linoleum installation, and

WHEREAS: The quotes were due on Wednesday, August 31, 2016 at 10:00 a.m. and only one firm responded to our solicitation (see attached).

NOW THEREFORE BE IT RESOLVED,

That the Fitchburg Housing Authority Board of Directors approve the reasonable, eligible and responsible bid from Capital Carpet and Flooring of Woburn, MA, for a one year contract in an amount not to exceed \$35,000.00 and authorize the Chair, or their designee, to sign said contract and/or any other documents necessary.

RESOLVED, Motion made by David Rousseau to award the contract for carpet or linoleum installation for a total estimate not to exceed \$35,000.00 to Capital Carpet and Flooring of Woburn, MA and to authorize the signing of the contract, and/or any other documents necessary, by the Chair, or their designee.

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

RESOLUTION AUTHORIZING THE ACCEPTANCE
OF THE LOWEST BID FOR SOLID WASTE
AND RECYCLABLES HAULING

Resolution 2016-10-09

WHEREAS: The Fitchburg Housing Authority has solicited for quotes for solid waste and recyclables hauling, and

WHEREAS: Only one firm responded to our solicitation for solid waste and recyclables hauling (see attached).

NOW THEREFORE BE IT RESOLVED,

That the Fitchburg Housing Authority Board of Directors approve the sole reasonable, responsive and responsible bid from E.L. Harvey & Sons for a 22 month contract in the amount of \$57,830.00, and authorize the Chair, or their designee, to sign said contract and/or any other documents necessary.

RESOLVED, Motion made by Linda Byrne to award the contract for solid waste and recyclables hauling for a 22 month contract in the amount of \$57,830.00 to the sole reasonable, responsive and responsible bidder, E.L. Harvey & Sons and to authorize the signing of the contract, and/or any other documents necessary, by the Chair, or their designee.

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

RESOLUTION AUTHORIZING THE APPROVAL OF THE
VACANT 705/689 UNIT DISPOSITION PLAN

RESOLUTION 2016-10-10

WHEREAS: The Fitchburg Housing Authority desires to dispose of long-term vacant properties, and

WHEREAS: Chapter 235 of the Acts of 2014 allows for this disposition.

NOW THEREFORE BE IT RESOLVED,

That the Fitchburg Housing Authority Board of Directors approves the Vacant 705/689 Unit Disposition Plan as presented.

RESOLVED, Motion made by Mary Giannetti to approve the Vacant 705/689 Unit Disposition Plan.

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

RESOLUTION AUTHORIZING THE APPROVAL TO CONVERT
667-4 132 PLEASANT STREET TO 689-4

RESOLUTION 2016-10-11

WHEREAS: The Fitchburg Housing Authority desires to convert 667-4 132 Pleasant Street to 689-4.

NOW THEREFORE BE IT RESOLVED,

That the Fitchburg Housing Authority Board of Directors approves the request to transfer the property as presented.

RESOLVED, Motion made by Linda Byrne to approve the request to transfer the property as presented.

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

DELEGATION OF OFFICIAL CHIEF PROCUREMENT OFFICER (CPO)
WITH PROCUREMENT POWERS AND DUTIES

Resolution 2016-10-12

Whereas: The Fitchburg Housing Authority is required to appoint an official Chief Procurement Officer (CPO) with procurement powers and duties, and

Whereas: The Massachusetts Inspector General's Office requires it to be an employee or the Chair of the Board of Directors.

NOW THEREFORE BE IT RESOLVED,

That the Fitchburg Housing Authority Board of Directors designates the Chair, Paul Fontaine, to serve as the Chief Procurement Officer (CPO) for the housing authority and authorizes the Executive Director to appoint Paul Fontaine as the Chief Procurement Officer.

RESOLVED, Motion made by Linda Byrne to designate the Chair, Paul Fontaine, to serve as the Chief Procurement Officer (CPO) for the housing authority and authorizes the Executive Director to appoint Paul Fontaine as the Chief Procurement Officer.

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

RESOLUTION AUTHORIZING THE SUBMITTAL
OF HUD FORM 50077-CR CIVIL RIGHTS CERTIFICATION

Resolution 2016-10-13

Whereas: The Fitchburg Housing Authority is required to annually submit HUD Form 50077-CR Civil Rights Certification.

NOW THEREFORE BE IT RESOLVED,

That the members of the Fitchburg Housing Authority Board of Commissioners have approved and authorized the execution and annual submittal of Form HUD-50077-CR Civil Rights Certification.

RESOLVED, Motion made by Linda Byrne to authorize the Executive Director to submit HUD Form 50077-CR Civil Rights Certification.

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

10. Other Correspondence: October NAHRO Newsletter

11. Resident Participation: None

12. There being no further business, motion to adjourn the meeting at 9:38 a.m. was made by Paul Fontaine. Linda Byrne seconded; all were in favor.