

# **Fitchburg Housing Authority Minutes – Regular Meeting**

*C.J. Durkin Community Room, Fitchburg, MA*

December 14, 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**

No residents were present.

1. At 8:37 a.m. the meeting opened. The Chair declared a quorum present and called the meeting to order.
2. The minutes of November 16, 2016 were presented. Mary Giannetti made a motion to accept the minutes. Linda Byrne seconded; all were in favor.
3. The Executive Director Report:
  - a. Disposition of 705's; all intertwined. We have seven 705's and one 689 (Prospect St.). DHCD has approved the conversion of 667-4 Pleasant St. to a 689 and we can now dispose of. DHCD is still pushing for a one for one replacement (705's). There was some discussion on Chapter 235B, one for one replacement and low income housing tax credits.
  - b. A Better Life Program is being introduced to several housing authorities, including Leominster. Worcester H.A. has had in place for five years now.
  - c. Still no word from DHCD yet on the Wallace ModPhase Application. Everything is at a standstill at DHCD right now.

The Chair asked the E.D. to contact the property owner on Clinton St. (who has attended previous meetings) to let him know the disposition status of 95 Clinton St.

Mary Giannetti stated that we should be cautious with the "A Better Life" Program. We should think about staff, etc. before taking on such a huge task. The E.D. commented that was a valid point.

- d. We have sold three trucks.

4. Financial Report – November:
  - a. Page F3 – Reserves are at 16.07%.
  - b. Page F4 – \$435,000 subsidy owed by DHCD.
  - c. Maintenance – a lot of money spent last couple of months; we are in the negative.
  - d. Rents – \$147,000 ahead of budget.

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

5. Modernization Report:
  - a. Cameras/Locks – we have a new Fish #. The camera project is now on a lower scale for Durkin/Wallace and will go out to bid in January. We have contacted local companies that Leominster uses; we are looking for 8-10 cameras at Day St.
  - b. Community Room at Day St. – No bids were received; we will go out to bid again in January.
  - c. Daniels Heights Siding, Decks and Railings – Going well; should be completed by January. There was a slight issue with the asbestos removal; now back on track.
  - d. Green Acres vacant unit turnover (24 units) – We have received approval for architectural design; 24 units to be completed and occupied by June 2017.
  - e. Daniels Heights Ramp – All bids received were over \$25,000; will redesign and rebid in the spring.
  - f. Wallace Towers Door Openers – Two bids were received; RCAT to award to low bidder.
  - g. Wallace Towers Concrete/Brick – Contract award later under resolutions.

David Rousseau asked if there were any similar plans for Durkin/Wallace like the Sterling H.A. vent project. The E.D. explained the difference. He added that Fitchburg has vents on the roof; some were replaced this year. We will look at hoods in the kitchen/vents in the bathroom to see what's feasible; otherwise it's a very expensive project.

6. State-Aided Housing Report:
  - a. 81 new standard applications received in November; 23 elderly/young disabled and 58 family.
  - b. We currently have 936 applicants on the waiting list; majority are family.
  - c. We are working with applicants.
  - d. Two lease-ups in November.
  - e. 99.9% occupancy end of November.
  - f. We will be updating the waiting list in January.
  - g. 80% of work orders were completed within 24 hours.

Mary Giannetti was concerned about reaching out to homeless applicants, etc. A discussion followed on the waiting list update process.

Linda Byrne asked if there was a time limit on waivers. The E.D. replied it depends on approved work through DHCD. Mary Giannetti asked how many waived units were due to vacancies as opposed to construction. The E.D. went over each complex and the waiver requests; 65% were for construction modernization and the rest were elderly units due to the lack of applicants.

Mark Jackson asked if there was outreach to the community to bring in applicants. The E.D. replied that we have been on the local radio and television; as well as distributing flyers. Some applicants go through the process, then are not interested in the apartment. Parking is sometimes an issue as well. Mark Jackson suggested posting something on the police website, their facebook page and TV show. He suggested contacting Christy Fisher at the main number for the police department.

7. Section 8 Housing Choice Voucher Report:
  - a. 96% leased.
8. Old Business: None
9. New Business: The following resolutions were presented:

RESOLUTION FOR AMENDMENT 8 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 2016-12-01

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, 2018 to June 30, 2019.

Fish #097048 FY19 Formula Funding Award - \$578,965.00

Fish #097075 Public Housing Compliance Reserve Award – asbestos abatement related to community room modernization and accessibility project @667-5 - \$6,000.00

Fish #097091 Public Housing Compliance Reserve Award, planning grant – design/soft costs related to asbestos basement piping insulation project @667-1/667-2 - \$25,000.00

Whereas: The above mentioned contract, Capital Improvement Work Plan 5001, has been increased by \$609,965.00 (total contract amount is now \$5,132,516.00), 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 8 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 Linda Byrne to authorize the signing of the Standard Contract Amendment Form by the Chair or Executive Director in conjunction with the projects listed on Amendment 8 for Capital Improvement Work Plan 5001 currently being undertaken by the Fitchburg Housing Authority and the Department of Housing and Community Development. .

Seconded, Mark Jackson seconded the Motions and the Motions were passed by a unanimous vote.

On the following resolution, Mary Giannetti mentioned that the City has lead abatement money; she wondered if this work could fall under that program. The E.D. replied he wasn't sure but we could contact them. He added that we were using DHCD money for this work, not the housing authority's money.

RESOLUTION AUTHORIZING THE ACCEPTANCE OF THE  
LOWEST BID PROPOSAL FOR THE EXTERIOR LEAD PAINT ABATEMENT (7  
SHERIDAN ST. & 70 MAYLAND ST.)

WORK PLAN 5001, PROJECT #097068

RESOLUTION 2016-12-02

WHEREAS: The Fitchburg Housing Authority requested bid proposals for the exterior lead paint abatement at 7 Sheridan St. and 70 Mayland St., and

WHEREAS: The Fitchburg Housing Authority received two (2) bid proposals; bid proposals were due on Wednesday, November 30, 2016 (*see attached sheet*), and

WHEREAS: The architect, Garofalo Design Associates (GDA), has checked references for the lowest bidder and received favorable feedback.

NOW THEREFORE BE IT RESOLVED,

That the Fitchburg Housing Authority authorizes the Chair, or his designee, to accept the lowest eligible and responsible bidder, Corey Austin Painting, 760 Patriots Road, Templeton, MA 01468, award the contract in the amount of \$15,800 and sign any and all documents in conjunction with the contract.

RESOLVED, Motion made by Linda Byrne to accept the lowest eligible and responsible bidder, Corey Austin Painting, 760 Patriots Road, Templeton, MA 01468 and authorize the Chair, or his designee, to award the contract in the amount of \$15,800.

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

RESOLUTION AUTHORIZING THE REJECTION OF ALL  
BIDS FOR THE C.J. DURKIN (667-5) COMMUNITY ROOM MODERNIZATION

WORK PLAN 5001, PROJECT #097075

RESOLUTION 2016-12-03

WHEREAS: The Fitchburg Housing Authority requested bid proposals for the C.J. Durkin (667-5) Community Room modernization, and

WHEREAS: The Fitchburg Housing Authority received one (1) sub-contractor bid proposal; bid proposals were due by 10:00 a.m. on Thursday, November 10, 2016 (*see attached sheet*), and

WHEREAS: Due to no General Contractor bids being received, the Fitchburg Housing Authority needs to reject all bids in order to rebid the project.

NOW THEREFORE BE IT RESOLVED,

That the Fitchburg Housing Authority Board of Directors reject all bids for the C.J. Durkin Community Room modernization with the intent to re-solicit for new bids.

RESOLVED, Motion made by David Rousseau to all bids for the C.J. Durkin Community Room modernization.

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

RESOLUTION AUTHORIZING THE ACCEPTANCE OF THE  
LOWEST BID PROPOSAL FOR THE WALLACE TOWERS (667-3) EXTERIOR  
CONCRETE AND BRICK REPAIRS  
AND CONTRACT AWARD

WORK PLAN 5001, PROJECT #097086

RESOLUTION 2016-12-04

WHEREAS: The Fitchburg Housing Authority requested bid proposals for exterior concrete and brick repairs at Wallace Towers (667-3) and

WHEREAS: The Fitchburg Housing Authority received six (6) bid proposals; bid proposals were due by 2:00 p.m. on Friday, December 2, 2016 (*see attached sheet*), and

WHEREAS: The architect, CBI Consulting Inc., has checked references for the lowest bidder and received favorable feedback, and contingent on DHCD's approval.

NOW THEREFORE BE IT RESOLVED,

That the Fitchburg Housing Authority authorizes the Chair, or his designee, to accept the lowest eligible and responsible bidder, Contracting Specialists Inc., 453 South Main St., Attleboro, MA 02703, award the contract in the amount of \$199,400.00 (base bid only) and sign any and all documents in conjunction with the contract.

RESOLVED, Motion made by Linda Byrne to accept the lowest eligible and responsible bidder, Contracting Specialists Inc., 453 South Main St., Attleboro, MA 02703 and award the contract in the amount of \$199,400.00 (base bid only).

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

10. Other Correspondence:

- a. NAHRO News, December 2016
- b. CJ Durkin/D. Heights/Wallace Newsletters

11. Resident Participation: None

12. There being no further business, motion to adjourn the meeting at 9:44 a.m. was made by Paul Fontaine. Linda Byrne seconded; all were in favor.