

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

*Canton Valley Community Room, Fitchburg, MA*

February 15, 2017

## **PRESENT:**

**Paul Fontaine, Chair**  
**Mary Giannetti, Vice Chair**  
**David Rousseau, Assistant Treasurer**  
**Mark Jackson, Member**

## **ABSENT:**

**Linda Byrne, Treasurer**

## **ALSO PRESENT:**

**Peter Proulx, Secretary**  
**Benjamin Gold, Asst. Exec. Director**  
**Denise Ivaldi, Recording Secretary**

Residents were present with the following comments:

- Do we contact Sgt Dauost directly? The E.D. asked residents to go through Cathy.
- Two girls outside on Blossom St. near the bench, one overdosed (they were not residents). The E.D. replied residents should always call the police. We may have to move the bench if individuals are loitering, but noted it is public space.
- Push button pad for handicapped? The E.D. replied this is on hold, waiting for money and CIP approval.
- Cameras? The E.D. replied we are looking at a smaller system for now.

1. At 8:42 a.m. the meeting opened. The Chair declared a quorum present and called the meeting to order.

2. The minutes of January 25, 2017 were presented. David Rousseau made a motion to accept the minutes. Mark Jackson seconded; all were in favor.

3. The Executive Director Report:

- a. Disposition of 705's – A scheduled meeting was cancelled; now taking place on February 22<sup>nd</sup>.
- b. HILAPP – moving forward; no clear approval yet.
- c. Annual review of by-laws – This is for the board to review to see if they want any changes. The Chair asked if Management felt any need for current by-laws to be changed.

4. Financial Report:

Sue Honeycutt is available for the March meeting to go over the year-end financials as of December 31, 2016. We are \$84,000 to the good of our budget. Our overall reserve level is at \$212,000. A short discussion on reserves and subsidy followed.

March will be a busy month for the housing authority staff. We will have a Federal Single Audit, a Performance Management Review (PMR) by DHCD and an Agreed-Upon Procedure (AUP) by the State. The first year PMR will not be published; the AUP will be published this year.

The board would like to hold off on the year-end financial report until the March meeting.

5. Modernization Report:

- a. Daniels Heights Siding, Decks and Railings – 95% complete.
- b. Green Acres vacant unit turnover (24 units) – Architect cancelled coming out on Monday due to the storm. We should have a final review of the units Thursday or Friday.

Mary Giannetti asked if there were any mold issues. The E.D. replied yes from repairs in the past, should be ok now. The mold in the bathrooms was due to tenants not using the fans; the mold in the basement was due to the water in basement. The Chair asked if we should expect a change order; the E.D. replied hopefully not.

- c. Wallace Towers Door Openers – Waiting on part.
- d. C.J. Durkin Community Room – We have a resolution later in the meeting.

6. State-Aided Housing Report:

- a. 77 new standard applications received in January; 21 elderly/young disabled and 56 family.
- b. We have 1,358 applicants on the waiting list.
- c. 98.89% occupancy end of December.
- d. Currently working on recertifications for Daniels Heights.
- e. 77% of work orders were completed within 24 hours

The board would like to see a breakdown each month of elderly and young disabled applicants. There was discussion on age requirements and walk-ups (2<sup>nd</sup> floor) units. Mary Giannetti noted that she feels like we are spinning our wheels year after year and having the same discussion.

The board questioned whether we could make one building for “under 60” to help with the vacancies. The E.D. stated he would contact Elder Affairs to see if we could have a community meeting with the housing authority, mayor and the community.

7. Section 8 Housing Choice Voucher Report:

- a. We have started issuing vouchers again.
- b. 97% leased; should be at 100% in the next month or two.

8. Old Business: None

9. New Business: The following resolutions were presented:

RESOLUTION FOR ACCOUNTING SERVICES

Resolution 2017-02-01

Whereas: The Fitchburg Housing Authority requires a fee accountant to assist the agency in maintaining compliance with both State and Federal financial requirements and,

Whereas: The Fitchburg Housing Authority has used the firm of Fenton, Ewald & Associates, P.C. for a number of years and,

Whereas: The Fitchburg Housing Authority is satisfied with the performance of Fenton, Ewald & Associates, P.C.

NOW THEREFORE BE IT RESOLVED,

That the Fitchburg Housing Authority enter into a contract for Accounting services with Fenton, Ewald & Associates, P.C. for the period January 1, 2017 through December 31, 2017.

RESOLVED, Motion made by Mary Giannetti to enter into contract for accounting services.

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

RESOLUTION FOR AUTHORIZATION OF CHANGE ORDER NUMBER ONE  
IN CONJUNCTION WITH THE SIDING/DECKS/RAILS PROJECT AT THE  
DANIELS HEIGHTS (667-2) DEVELOPMENT

WORK PLAN 5001, PROJECT #097080

RESOLUTION 2017-02-02

Whereas: The Fitchburg Housing Authority has the need to sign a Change Order Number One in conjunction with the Siding/Decks/Rails Project at the Daniels Heights (667-2) Development and,

Whereas: Nault Architects Inc. (the architect) recommends approval of this Change Order Number One which will decrease the contract amount by \$13,438.93.

NOW THEREFORE BE IT RESOLVED,

That the Fitchburg Housing Authority Board of Directors authorizes the Chair, or his designee, to sign the Change Order Number One in conjunction with the Sidings/Decks/

Rails Project at the Daniels Heights (667-2) Development now being undertaken by the Department of Housing and Community Development and the Fitchburg Housing Authority.

RESOLVED, Motion made by Mary Giannetti to authorize the signing of the Change Order Number One by the Chair, or his designee, in conjunction with the Siding/Decks/Rails Project at Daniels Heights (667-2).

SECONDED, David Rousseau seconded the motion, and the motion was passed unanimously.

On the following resolution, the E.D. recommends the base bid award only as it is already higher.

RESOLUTION AUTHORIZING THE ACCEPTANCE OF THE LOWEST BID  
PROPOSAL FOR THE C.J. DURKIN (667-5) COMMUNITY ROOM  
MODERNIZATION

WORK PLAN 5001, PROJECT #097075

RESOLUTION 2017-02-03

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

WHEREAS: The Fitchburg Housing Authority received five (5) bid proposals; bid proposals were due on Thursday, January 26, 2017 (*see attached sheet*), and

WHEREAS: The architect, Antonio Gomes Architect, 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, Stutman Contracting Inc., 22 Sutton Avenue, Oxford, MA 01540, for the base bid amount of \$167,500.00 and sign any and all documents in conjunction with the contract.

RESOLVED, Motion made by David Rousseau to accept the lowest eligible and responsible bidder, Stutman Contracting Inc., for the Community Room Modernization at the C.J. Durkin (667-5) Development and award the contract in the amount of \$167,500.00.

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

On the following resolution, the E.D. noted that bids were due February 10<sup>th</sup>, after the board packets were mailed out. The resolution was placed on the agenda in case the amount went over the \$10,000 threshold.

The Chair asked for an amendment eliminating the 2<sup>nd</sup> Whereas and replacing it with "Whereas: The cost of said audit is \$8,000, awarded to Guyder-Hurley, Braintree, MA". Motion made by David Rousseau to amend the resolution as stated. Mark Jackson seconded and all were in favor.

**RESOLUTION TO AWARD FEDERAL SINGLE AUDIT ACT CONTRACT TO  
LOWEST BIDDER**

Resolution 2017-02-04

Whereas: The Fitchburg Housing Authority is required to perform an annual audit by the Federal Single Audit Act, and

Whereas: The cost of said audit is \$8,000.00; awarded to Guyder-Hurley, Braintree, MA.

NOW THEREFORE BE IT RESOLVED,

That the Fitchburg Housing Authority Board of Directors authorizes the Executive Director to award a one year contract to the lowest qualified bidder for the Single Audit Act.

RESOLVED, Motion made by Mark Jackson to authorize the award of the Single Audit Act Contract to the lowest qualified bidder.

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

10. Other Correspondence:

- a. There is a new DHCD mandatory on-line board member training/certification. David Rousseau asked if the DHCD email address is ever used. The E.D. noted we will mail the information on board member training, to include the DHCD email information again.
- b. RCAT 1<sup>st</sup> Regional Organizational Meeting Notice.
- c. NAHRO News, February 2017 (includes Annual Conference information).

11. Resident Participation: None

12. There being no further business, motion to adjourn the meeting at 9:46 a.m. was made by Mary Giannetti. Mark Jackson seconded; all were in favor.