

Fitchburg Housing Authority Minutes – Regular Meeting

Wallace Towers Community Room, Fitchburg, MA

May 17, 2017

PRESENT:

Paul Fontaine, Chair

Mary Giannetti, Acting Chair

Linda Byrne, Treasurer

David Rousseau, Assistant Treasurer

ALSO PRESENT:

Peter Proulx, Secretary

Benjamin Gold, Asst. Exec. Director

Mayor Stephen DiNatale

1. At 8:46 a.m. the meeting opened. The Chair declared a quorum present and called the meeting to order.
2. The minutes of April 19, 2017 were presented. Mary Giannetti made a motion to accept the minutes. Linda Byrne seconded; all were in favor.
3. Executive Director Report:
 - a. FY 2020 Formula Funding Award letter received from DHCD; \$591,232 for modernization and improvements.
 - b. HILAPP – October of 201 FHA was awarded a HILAPP grant with \$6.6M in formula funding and \$10M in tax credits; looks like this will not be available. The Chair asked about the eight (8) handicapped units. The Executive Director replied we won't have those now, but will get emergency funds for basement water issues. The Mayor suggested a letter from the Executive Director; he would like to get local reps involved (Flanagan, Hay, Higgins, Benson and Naughton).
 - c. Elder Affairs Meeting Update – Back in DHCD's hands, waiting on date that works for everyone (first two weeks of June).
The Mayor asked to be notified when the invite goes out, if the Undersecretary is coming.
 - d. Disposition of 705s/689 – Verbal approval received. It was noted that DHCD will now give money to fix the two units on Congress St. Approval given to sell the rest. The properties can be sold for \$1 with a forty (40) year agreement for low-income housing. Non-profit agencies are interested in some of the properties.

There was some discussion on affordable housing, use of properties sold (whether for \$1 or appraised value/market rate. The Executive Director and Mayor to meet on housing.

- d. Reminder - DHCD on-line board member training to be completed by June 19th.

4. Financial Report:
 - a. Page F3 – Reserves at 5.13%; goal is up to 20%.
 - b. Page F4 – Doing very well. Revenue up this month \$50,000; more units leased this year than last. Revenues at \$147,000 through April 2017.
 - c. Maintenance – over budget; we are pushing to get all vacant units back on-line.
 - d. We are about \$3500 over budget.
 - e. Copy of Payment Detail Report included in back of report.

Motion made by Linda Byrne to accept the April 2017 financial report presented. Mary Giannetti seconded; all in favor.

5. Modernization Report:
 - a. Wallace Towers – Security Camera Project back in design phase but for Durkin only.
 - b. Durkin Community Room – Stutman Construction, completion in June.
 - c. Daniel Heights Siding, Decks and Railing–Project completed; close-out documents later in Resolutions.
 - d. Green Acres Vacant Units – out to bid.
 - e. Wallace Towers Envelope Repairs – On-going; 50% complete.
6. State-Aided Housing Report:
 - a. 92 new standard applications; 25 elderly/young-disabled, 67 family.
 - b. Overall occupancy – 96.72% through April.

There was some discussion on reasons elderly won't come to housing in Fitchburg. Some known reasons are age requirement, parking, under age 60, etc.

- c. Nine new lease-ups in April.
 - d. Nine vacancies in April.
 - e. 98.22% occupancy through March; 96.72% occupancy through April.
 - f. Reached out to 38 applicants; various reasons given for not following through with housing.
7. Section 8 Housing Choice Voucher Report:
 - a. Going good; 97% leased up on units. HUD increasing HAP amount.
 - b. Waiting on 2018 budget.
8. Old Business - None

9. New Business: The following resolutions were presented:

The following resolution is for A Better Life (ABL) – a five (5) year program to help with job training, job placement, etc. A draft application was handed out to the board.

RESOLUTION AUTHORIZING THE SUBMISSION OF AN APPLICATION FOR “A BETTER LIFE” (ABL) PLANNING GRANT FUNDING

RESOLUTION 2017-05-01

WHEREAS: DHCD has announced funding availability for A Better Life (ABL) Planning Grants to be awarded to no more than five (5) local housing authorities , and

WHEREAS: The deadline for submitting an application is 5:30 p.m. on May 31, 2017 and

WHEREAS: The Fitchburg Housing Authority would like to submit an application for the A Better Life (ABL) planning grant funds.

NOW THEREFORE BE IT RESOLVED,

That the Fitchburg Housing Authority authorizes the Executive Director to submit an application for the A Better Life (ABL) planning grant funds.

RESOLVED, Motion made by Linda Byrne to authorize the Executive Director to submit an application for the ABL planning grant funds.

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

For the following resolution, the Executive Director explained the system to the board and believes Durkin will benefit from this system.

RESOLUTION AUTHORIZING THE CONTRACT AWARD FOR FST BIOMETRIC ACCESS CONTROL SYSTEM AT C.J. DURKIN (667-5)

RESOLUTION 2017-05-02

WHEREAS: The Fitchburg Housing Authority would like to increase the level of security at its C.J. Durkin (667-5) facility, and

WHEREAS: The use of a FST biometric access control system at C.J. Durkin (667-5) is advised.

NOW THEREFORE BE IT RESOLVED,

That the Fitchburg Housing Authority authorizes the Executive Director to award a contract to procure and install a FST biometric access control system at C.J. Durkin (667-5) using GSA contract # GS-07F-0029M to Security Hunter, Inc. in the amount of \$12,164.59.

FURTHER RESOLVED,

This vote shall further authorize the Executive Director to enter into the contract with Security Hunter, Inc. to procure and install a FST biometric access control system at C.J. Durkin (667-5).

RESOLVED, Motion made by Linda Byrne to authorize the Executive Director to enter into the contract with Security Hunter, Inc. to procure and install a FST biometric control system at C.J. Durkin (667-5).

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

RESOLUTION AUTHORIZING SIGNING OF THE
CERTIFICATE OF SUBSTANTIAL COMPLETION FOR THE
DANIELS HEIGHTS (667-2) SIDING, DECKS AND RAIL REPLACEMENT

DHCD PROJECT NUMBER 097080

Resolution 2017-05-03

Whereas: The Architect (Nault Architects, Inc.) has inspected the siding, decks and rail replacement at Daniels Heights (667-2) and,

Whereas: The Architect has recommended that the siding, decks and rail replacement project at Daniels Heights (667-2) has reached the point of Substantial Completion and, contingent upon DHCD's approval,

NOW THEREFORE BE IT RESOLVED,

That the Fitchburg Housing Authority authorizes the Chair or his designee to sign the necessary documents in connection with the Certificate of Substantial Completion for the siding, decks and rail replacement project at Daniels Heights (667-2).

RESOLVED, Motion made by Mary Giannetti to accept the Certificate of Substantial Completion for the siding, decks and rail replacement project at Daniels Heights (667-2).

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

RESOLUTION AUTHORIZING SIGNING OF THE CERTIFICATE
OF FINAL COMPLETION AND PAYMENT NUMBER 8 FOR THE
DANIELS HEIGHTS (667-2) SIDING, DECKS AND RAIL REPLACEMENT

DHCD PROJECT NUMBER 097080

Resolution 2017-05-04

Whereas: The Architect (Nault Architects, Inc.) has inspected the siding, decks and rail replacement at Daniels Heights (667-2) and,

Whereas: The Architect has recommended that the siding, decks and rail replacement project at Daniels Heights (667-2) has reached the point of Final Completion and, contingent upon DHCD's approval,

NOW THEREFORE BE IT RESOLVED,

That the Fitchburg Housing Authority authorizes the Chair or his designee to sign the necessary documents in connection with the Certificate of Final Completion and Payment Number 8 , in the amount of \$27,662.20, for the siding, decks and rail replacement project at Daniels Heights (667-2).

RESOLVED, Motion made by David Rousseau to accept the Certificate of Final Completion and Payment Number 8, in the amount of \$27,662.20, for the siding, decks and rail replacement project at Daniels Heights (667-2).

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)
CEILING ASBESTOS ABATEMENT – PHASE 3 CONTRACT AWARD

WORK PLAN 5001, PROJECT #097093

RESOLUTION 2017-05-05

WHEREAS: The Fitchburg Housing Authority requested bid proposals for the Ceiling Asbestos Abatement – Phase 3 at the Wallace Towers (667-3) Development, and

WHEREAS: The Fitchburg Housing Authority received five (5) bid proposals; bid proposals were due on Thursday, April 27, 2017 (see attached sheet), and

WHEREAS: The architect, ATC Group Services LLC, 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, Encore Contracting Services, Inc., 375 Common Street, Lawrence, MA 01840 for the base bid amount of \$69,219.00 and Alternate No. 1 bid amount of \$11,855.00 for a total contract award of \$81,074.00 and to sign any and all documents in conjunction with the contract.

RESOLVED, Motion made by Linda Byrne to accept the lowest eligible and responsible bidder, Encore Contracting Services, Inc., for the base bid amount of \$69,219.00 and Alternate No. 1 bid amount of \$11,855.00 for a total contract award of \$81,074.00 and sign any and all documents in conjunction with the contract.

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

RESOLUTION AUTHORIZING THE ACCEPTANCE OF THE
LOWEST BID PROPOSAL FOR THE SHERIDAN ST. 705-1A AND
MAYLAND ST. 705-1B SELECTIVE INTERIOR AND EXTERIOR RENOVATIONS

DHCD PROJECT #097068

RESOLUTION 2017-05-06

WHEREAS: The Fitchburg Housing Authority has advertised for bids for the Sheridan St. 705-1A and Mayland St. 705-1B selective interior and exterior renovations, and

WHEREAS: The bids were due by 2:00 p.m. on Thursday, May 11, 2017 and three (3) firms responded to our solicitation (*see attached sheet*),

and contingent on DHCD's approval.

NOW THEREFORE BE IT RESOLVED,

That the Fitchburg Housing Authority Board of Commissioners approve the lowest eligible and responsible bid and authorize the Chair, or his designee, to sign said contract and/or any other documents in conjunction with the contract.

RESOLVED, Motion made by David Rousseau to accept the lowest eligible and responsible bidder and authorize the Chair, or his designee, to sign any and all documents in conjunction with the contract.

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

RESOLUTION TO AMEND THE BY-LAWS

RESOLUTION 2017-05-07

WHEREAS: The Fitchburg Housing Authority annually reviews the By-Laws, and

WHEREAS: The Fitchburg Housing Authority has the need to amend the existing By-Laws under Article IV – Amendments as follows:

Section 2. Time and Date of Annual Meeting - to be changed from “Wednesday of January at 5:00 p.m.” to “Wednesday of January at 8:30 a.m.”

Section 3. Time and Date of Regular Monthly Meeting - to be changed from “third Wednesday of each month at 5:00 p.m.” to “third Wednesday of each month at 8:30 a.m.”

Section 4. Location of Meetings - to be changed from “held at the main business office of the Authority at 50 Day Street, Fitchburg, MA” to “held on a rotating basis at the Canton Valley Community Room, 28 Valley St., Daniels Heights Community Room, 12 Daniels St., C.J. Durkin Community Room, 50 Day St. and Wallace Towers Community Room, 54 Wallace Avenue”.

NOW THEREFORE BE IT RESOLVED,

That the Fitchburg Housing Authority Board of Commissioners approve the amendments to the By-Laws as noted above.

RESOLVED, Motion made by Linda Byrne to approve the amendments to the By-Laws as noted above.

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

10. Other Correspondence:
a. Public Housing Notices

11. Resident Participation: None

12. There being no further business, motion to adjourn the meeting at 9:52 a.m. was made by David Rousseau. Mary Giannetti seconded; all were in favor.