

Fitchburg Housing Authority Minutes – Regular Meeting

Canton Valley Community Room, Fitchburg, MA

June 21, 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
Denise Ivaldi, Recording Secretary

1. At 8:47 a.m. the meeting opened. The Chair declared a quorum present and called the meeting to order.
2. The minutes of May 17, 2017 were presented. Linda Byrne made a motion to accept the minutes. David Rousseau seconded; all were in favor.
3. Executive Director Report:
 - a. Letter to Undersecretary – Look at status of HILAPP. No reaction from DHCD yet. Last week, three (3) of four (4) residents in one building complained of water in basement/moisture.
 - b. July 3rd – Office will be open but short-staffed. Board member suggested closing office and letting everyone take the day off but added it was up to the Executive Director.

David Rousseau asked how the Community Room discussion was left. The E.D. replied that the asbestos removal costs were \$1800 for the consultant and \$3400 for removal. The delay is due to the HVAC Contractor ordering equipment. There was more discussion on the wall, beam, door and cut-outs and why the board was not made aware prior to this meeting. DHCD is aware of any changes; they are on-site often.

The E.D. asked what level of changes the board would like to know about or would they allow the E.D. to make decisions. David Rousseau stated the Chair should have been notified and able to make a decision.

The E.D. will try his best to notify the Chair ahead of time for major changes to original plans for modernization.

4. Financial Report – May 31, 2017:
 - a. Page F3 – Reserves at 3.13%; we are operating below the minimum 20%.
 - b. Page F4 – We are over budget on ordinary maintenance; under budget for maintenance labor.

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

5. Modernization Report:
 - a. Wallace/Durkin Security Camera Project – The original Fish # will be closed and a new Fish # opened for Durkin only. Out to bid in 30-60 days.
 - b. Durkin Community Room – We expect completion by the end of June.
 - c. Green Acres Vacant Units – Design phase near 100% complete – ready to award contract.
 - d. Daniel Heights Ramp – Contract award later in meeting.
 - e. Wallace Towers Envelope Repairs – 75% completed; should finish in July.
 - f. Generator – Emergency Funds will be used.

6. State-Aided Housing Report:
 - a. 94 new standard applications; 24 elderly/young-disabled, 70 family.
 - b. 1,617 applicants currently on the waiting list.
 - c. Out of 133 young-disabled, 25 are aged 58-59.
 - d. There were 11 new lease-ups and 5 new vacancies.
 - e. The waivers are listed on the report.
 - f. We are at 97.82% overall occupancy.
 - g. Recertifications are currently underway for Green Acres and the Scattered Sites.
 - h. Work orders – 237 completed within 24 hours.

7. Section 8 Housing Choice Voucher Report:
No discussion

8. Old Business - None

9. New Business: The following resolutions were presented:

The following resolution is being managed by the RCAT team.

RESOLUTION AUTHORIZING THE ACCEPTANCE OF THE
LOWEST BID PROPOSAL FOR THE DANIEL HEIGHTS (667-2)
ADA ACCESSIBLE RAMP PROJECT CONTRACT AWARD

WORK PLAN 5001, PROJECT #097081

RESOLUTION 2017-06-01

WHEREAS: The Fitchburg Housing Authority requested bid proposals for an ADA Accessible Ramp Project at the Daniel Heights (667-2) Development, and

WHEREAS: The Fitchburg Housing Authority received four (4) bid proposals; bid proposals were due at 2:00 p.m. on Wednesday, May 31, 2017 (see attached sheet), and

WHEREAS: Steve Larry, RCAT Project manager, 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, Gavin & Sons Masonry and Construction, 95 North Maple St., Hadley, MA 01035 for the base bid amount of **\$28,700.00** 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, Gavin & Sons Masonry and Construction, for the base bid amount of **\$28,700.00** 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.

The following resolution is for a two family house. This is the second project being managed by the RCAT team.

RESOLUTION AUTHORIZING THE ACCEPTANCE OF THE
LOWEST BID PROPOSAL FOR THE
110-112 OVERLAND ST. ROOF REPLACEMENT CONTRACT AWARD

WORK PLAN 5001, PROJECT #097098

RESOLUTION 2017-06-02

WHEREAS: The Fitchburg Housing Authority requested bid proposals for Roof Replacement at 110-112 Overland St., and

WHEREAS: The Fitchburg Housing Authority received three (3) bid proposals; bid proposals were due on Wednesday, June 14, 2017 (see attached sheet), and

WHEREAS: Steve Larry, RCAT Project Manager, 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, Indoor Air Technologies, 61 School Street, Victor, NY 14564 for the base bid amount of **\$9,300.00** and to sign any and all documents in conjunction with the contract.

RESOLVED, Motion made by David Rousseau to accept the lowest eligible and responsible bidder, Indoor Air Technologies, for the base bid amount of \$9,300.00 and 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.

10. Other Correspondence:
- a. Public Housing Notices
 - b. Green Acres Newsletter

The board was given a copy of the Guyder Hurley audit of the financial statements. There was one (1) finding for Section 8 bookkeeping. Section 8 monthly reconciliation was addressed before the report was received.

The Chair asked if there was any news on the Labor board member. The E.D. replied we have heard nothing from the Mayor yet.

11. Resident Participation: None

12. There being no further business, motion to adjourn the meeting at 9:35 a.m. was made by Paul Fontaine. Mary Giannetti seconded; all were in favor.