

Fitchburg Housing Authority Minutes – Regular Meeting

Daniels Heights Community Room, Fitchburg, MA

July 19, 2017

PRESENT:

Paul Fontaine, Chair
Linda Byrne, Treasurer
David Rousseau, Assistant Treasurer

ABSENT:

Mary Giannetti, Vice Chair

ALSO PRESENT:

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

1. At 8:40 a.m. the meeting opened. The Chair declared a quorum present and called the meeting to order.
2. The minutes of June 21, 2017 were presented. Linda Byrne made a motion to accept the minutes. David Rousseau seconded; all were in favor.
3. Executive Director Report:
 - a. Undersecretary response on HILAPP – The big issue is tax credits. DHCD is willing to do one Emergency Award for the basement trenches, water and site repair. \$2-3M for office building and security cameras. DHCD is working on it, will keep looking at other grant options with the City.
 - b. 705 Disposition – Paul McPartland will take a look and send something to the Executive Director. We can come up with a new plan. Those properties with a \$55K appraisal can be sold through a realtor for atleast that amount. Those that can be rehabbed through an agency as affordable housing can sell for \$1.

There was some discussion on one for one replacement. The board asked that the plan presented to the board and the previous meeting minutes be checked (copies will be provided to the board for the next meeting where there was a reference to 705 disposition).

- c. DHCD Compliance Award - \$114K for asbestos abatement at Wallace Towers.
- d. CJ Durkin Community Room: Paining be done this weekend; next week fixtures will be installed in the bathroom. Work should be completed in three weeks except for the AC/heat installation. The goal is to have next month's meeting in the Community Room. We will have long tables in the room as opposed to the round ones like now.
- e. Board Member update – New member was appointed effective September; will come to August meeting as a guest.

4. Financial Report – June 30, 2017:
 - a. Page F3 – Reserves are low at 4.12%.
 - b. Page F4 – Operating budget up by \$82,000. Ordinary Maintenance over budget by \$80,000. Actually, all combined we are more than \$6,000 ahead.

Motion made by Linda Byrne to accept the June 2017 financial report presented. David Rousseau seconded; all in favor.

At this time the Chair moved to New Business and resolutions as Linda Byrne stated she had to leave soon.

9. New Business: The following resolutions were presented:

RESOLUTION TO WRITE-OFF UNRECOVERABLE DEBTS

Resolution 2017-07-01

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

Whereas: Those persons vacating owed \$95,812.39 as of June 30, 2017 (*see attached list*). The amount is ninety (90) days old as of June 30, 2017 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 \$95,812.39 as uncollectable debts.

RESOLVED, Motion made by Linda Byrne to write off \$95,812.39 as uncollectible debts.

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

The Executive Director noted that on the following resolution, the low bidder withdrew their bid; DHCD approved. The second low bidder will receive the contract.

RESOLUTION AUTHORIZING THE ACCEPTANCE OF THE LOWEST BID FOR THE ASBESTOS ABATEMENT AND PIPE RE-INSULATION AT CANTON VALLEY (705-2) AND DANIELS HEIGHTS (667-2)

DHCD Project #097091

Resolution 2017-07-02

WHEREAS: The Fitchburg Housing Authority has advertised for bids for the asbestos abatement and pipe re-insulation at Canton Valley (705-2) and Daniels Heights (667-2), and

WHEREAS: The bids were due by 2:00 p.m., Thursday, June 22, 2017 and five (5) bids were received (*see attached list*).

NOW THEREFORE BE IT RESOLVED,

That the Fitchburg Housing Authority Board of Directors approve the lowest qualified bidder, Compass Restoration Services LLC, 1020 East Street, Ludlow, MA 01056 with an estimated cost of \$501,643.00 (Base Bid of \$312,018.00 and Alternate # 1 of \$189,625.00) subject to a reference check, and authorizes the Chair, or his designee, to sign said contract and/or any other documents necessary to complete the work.

This approval is also pending the favorable recommendation by DHCD.

RESOLVED, Motion made by David Rousseau to award the bid for the asbestos abatement and pipe re-insulation at Canton Valley (705-2) and Daniels Heights (667-2) to the lowest qualified bidder, Compass Restoration Services LLC not to exceed \$501,643.00, and to authorize the signing of the contract, and/or any other documents necessary to complete the work, by the Chair or his designee.

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

RESOLUTION AUTHORIZING THE EXECUTION
OF HUD FORM 52840-A 2017 CAPITAL FUND
PROGRAM (CFP) AMENDMENT TO THE CONSOLIDATED ANNUAL
CONTRIBUTIONS CONTRACT (HUD FORM 53012)

RESOLUTION 2017-07-03

WHEREAS: The Fitchburg Housing Authority is required by HUD to execute HUD Form 52840-A 2017 Capital Fund Program (CFP) Amendment in the amount of \$45,795.00 under Capital Fund Grant Number MA01P03750117, as well as the following forms:

Standard Form LLL Disclosure of Lobbying Activities
Form HUD-50071 Certification of Payments to Influence Federal Transactions Form HUD-50077-CR Civil Rights Certification

WHEREAS: The board has reviewed HUD Form 52840-A 2017 Capital Fund Program (CFP) Amendment and other forms stated above.

NOW THEREFORE BE IT RESOLVED,

That the Fitchburg Housing Authority board authorizes the Executive Director to execute HUD Form 52840-A 2017 Capital Fund Program (CFP) Amendment under Capital Fund Grant Number MA01P03750117 in the amount of \$45,795.00.

FURTHER RESOLVED,

That the Fitchburg Housing Authority board authorizes the Chair to execute Standard Form LLL, Form HUD-50071 and Form HUD-50077-CR.

RESOLVED, Motion made by Linda Byrne to authorize the Executive Director to execute HUD Form 52840-A 2017 Capital Fund Program (CFP) Amendment and the Chair to execute Standard Form LLL, Form HUD-50071 and Form HUD-50077-CR.

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

RESOLUTION AUTHORIZING THE EXECUTION
OF HUD FORM 52840-A 2017 CAPITAL FUND
PROGRAM (CFP) AMENDMENT TO THE CONSOLIDATED ANNUAL
CONTRIBUTIONS CONTRACT (HUD FORM 53012)
REPLACEMENT HOUSING FACTOR (RHF)

RESOLUTION 2017-07-04

WHEREAS: The Fitchburg Housing Authority is required by HUD to execute HUD Form 52840-A 2017 Capital Fund Program (CFP) Amendment in the amount of \$103,018.00 under Capital Fund Grant Number MA01R03750117, as well as the following forms:

Standard Form LLL Disclosure of Lobbying Activities
Form HUD-50071 Certification of Payments to Influence Federal
Transactions
Form HUD-50077-CR Civil Rights Certification

WHEREAS: The board has reviewed HUD Form 52840-A 2017 Capital Fund Program (CFP) Amendment and other forms stated above.

NOW THEREFORE BE IT RESOLVED,

That the Fitchburg Housing Authority board authorizes the Executive to execute HUD Form 52840-A 2017 Capital Fund Program (CFP) Amendment under Capital Fund Grant Number MA01R03750117 in the amount of \$103,018.00.

FURTHER RESOLVED,

That the Fitchburg Housing Authority board authorizes the Chair to execute Standard Form LLL, Form HUD-50071 and Form HUD-50077-CR.

RESOLVED, Motion made by Linda Byrne to authorize the Executive Director to execute HUD Form 52840-A 2017 Capital Fund Program (CFP) Amendment and the Chair to execute Standard Form LLL, Form HUD-50071 and Form HUD-50077-CR.

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

RESOLUTION AUTHORIZING THE UTILIZATION OF A
COOPERATIVE CONTRACT WITH HD SUPPLY

Resolution 2017-07-05

WHEREAS: The Fitchburg Housing Authority procures various MRO (Maintenance, Repair and Operating) supplies, and

WHEREAS: The Fitchburg Housing Authority would like to utilize a cooperative purchasing contract to procure various MRO supplies from HD Supply using U.S. Communities Contract #16154-RFP (a government purchasing consortium).

NOW THEREFORE BE IT RESOLVED,

That the Fitchburg Housing Authority Board of Directors approves the utilization of a cooperative contract and further authorizes the Chair, or his designee, to sign said contract with HD Supply, using U.S. Communities Contract #16154-RFP, in the estimated amount of \$25,000 per year or \$106,250 for the period ending 12/31/2021 when the contract expires.

RESOLVED, Motion made by David Rousseau to utilize a cooperative contract with HD Supply, using U.S. Communities Contract #16154-RFP, in the estimated amount of \$25,000 per year or \$106,250 for the period ending 12/31/2021 when the contract expires and have the Chair, or his designee, sign said contract.

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

RESOLUTION AUTHORIZING THE UTILIZATION OF A
COOPERATIVE CONTRACT WITH STAPLES ADVANTAGE

Resolution 2017-07-06

WHEREAS: The Fitchburg Housing Authority procures various office supplies,
and

WHEREAS: The Fitchburg Housing Authority would like to utilize a cooperative
purchasing contract to procure various office supplies from Staples
Advantage using MHEC (Mass Higher Education Consortium)
Contract #MC14-F15.

NOW THEREFORE BE IT RESOLVED,

That the Fitchburg Housing Authority Board of Directors approves
the utilization of a cooperative contract and further authorizes the
Chair, or his designee, to sign said contract with Staples Advantage,
using MHEC Contract #MC14-F15, in the estimated amount of
\$10,000 per year or \$12,500 for a period ending 10/31/2018 when
the contract expires.

RESOLVED, Motion made by Linda Byrne to utilize a cooperative contract with
Staples Advantage, using MHEC Contract #MC14-F15, in the
estimated amount of \$10,000 per year or \$12,500 for the period
ending 10/31/2018 when the contract expires and have the Chair, or
his designee, sign said contract.

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

RESOLUTION AUTHORIZING THE ACCEPTANCE OF THE
LOWEST BID FOR THE FOB SYSTEM INSTALLATION AT
WALLACE TOWERS (667-3) AND CJ DURKIN (667-5) AND CONTRACT AWARD

WORK PLAN 5001, PROJECT #097098

RESOLUTION 2017-07-07

WHEREAS: The Fitchburg Housing Authority requested bid proposals for the
FOB system installation at Wallace Towers (667-3) and CJ Durkin
(667-5), and

WHEREAS: The Fitchburg Housing Authority received two (2) bid proposals;
bid proposals were due on Wednesday, June 28, 2017 (see attached
sheet), and

WHEREAS: Adam Gautie, Procurement Officer, has received favorable feedback on the low bidder and recommends the award of a contract to install two FOB systems at Wallace Towers and CJ Durkin to Sentronics, Corp.

NOW THEREFORE BE IT RESOLVED,

That the Fitchburg Housing Authority authorizes the Chair, or his designee, to accept the lowest eligible and responsible bidder, Sentronics, Corp., award the contract in the amount of \$12,986.00 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, Sentronics, Corp., award the contract in the amount of \$12,986.00 and further authorize the Chair, or his designee, to 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
240 ASHBURNHAM ST. (689-3) ROOF REPLACEMENT

WORK PLAN 5001, PROJECT #097088

RESOLUTION 2017-07-08

WHEREAS: The Fitchburg Housing Authority requested bid proposals for Roof Replacement at 240 Ashburnham St. (689-3) and

WHEREAS: The Fitchburg Housing Authority received five (5) bid proposals; bid proposals were due on Thursday, June 29, 2017 (see attached sheet), and

WHEREAS: The Architect, AJA Architects, 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, GibbKell, 142 Hilltop Road, Lancaster, MA 01523 for the base bid amount of \$21,600.00 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, GibbKell, 142 Hilltop Road, Lancaster, MA 01523 for the base bid amount of \$21,600.00 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 TO AUTHORIZE REVOCATION OF
RESOLUTION 2017-05-05 (ACCEPTANCE OF LOWEST BID PROPOSAL)
IN CONJUNCTION WITH THE WALLACE TOWERS (667-3) CEILING
ASBESTOS ABATEMENT – PHASE 3 CONTRACT AWARD

DHCD PROJECT NUMBER 097093

Resolution 2017-07-09

Whereas: The contractor, Encore Contracting Services, has failed to submit contract documents, and

Whereas: New information from the Winthrop Housing Authority indicates failure to perform according to their contract by Encore Contracting Services, and

Whereas: The Fitchburg Housing authority has the need to revoke Resolution 2017-05-05 (Acceptance of the Lowest Bid Proposal) in conjunction with the Wallace Towers (667-3) Ceiling Asbestos Abatement – Phase 3 Contract Award.

NOW THEREFORE BE IT RESOLVED,

That the Fitchburg Housing Authority Board of Directors authorizes the revocation of Resolution 2017-05-05 (Acceptance of Lowest Bid Proposal) in conjunction with the Wallace Towers (667-3) Ceiling Asbestos Abatement – Phase 3 Contract Award.

RESOLVED, Motion made by David Rousseau to authorize the revocation of Resolution 2017-05-05 (Acceptance of Lowest Bid Proposal) in conjunction with the Wallace Towers (667-3) Ceiling Asbestos Abatement – Phase 3 Contract Award.

SECONDED, Linda Byrne seconded the motion, and the motion was passed unanimously.

RESOLUTION AUTHORIZING THE ACCEPTANCE OF THE
BID PROPOSAL FOR THE WALLACE TOWERS (667-3)
CEILING ASBESTOS ABATEMENT – PHASE 3 CONTRACT AWARD

WORK PLAN 5001, PROJECT #097093

RESOLUTION 2017-07-10

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 Fiber Control Inc. and has 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 eligible and responsible bidder, Fiber Control Inc., 70 Austin Street, Lowell, MA 01854 for the base bid amount of \$83,972.00 and Alternate No. 1 bid amount of \$14,995.00 for a total contract award of **\$98,967.00** and to sign any and all documents in conjunction with the contract.

RESOLVED, Motion made by Linda Byrne to accept the eligible and responsible bidder, Fiber Control Inc., for the base bid amount of \$83,972.00 and Alternate No. 1 bid amount of \$14,995.00 for a total contract award of **\$98,967.00** 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.

12. As Linda Byrne had to leave the meeting and there would no longer be a quorum, a motion to adjourn the meeting at 9:15 a.m. was made by David Rousseau. Paul Fontaine seconded; all were in favor.