

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

*CJ Durkin Community Room, Fitchburg, MA*

August 16, 2017

## **PRESENT:**

**Paul Fontaine, Chair**

**Mary Giannetti, Vice Chair**

**David Rousseau, Assistant Treasurer**

## **ABSENT:**

**Linda Byrne, Treasurer**

## **ALSO PRESENT:**

**Peter Proulx, Secretary**

**Benjamin Gold, Asst. Exec. Director**

**Denise Ivaldi, Recording Secretary**

1. At 8:57 a.m. the meeting opened. The Chair declared a quorum present and called the meeting to order.
2. The minutes of July 19, 2017 were presented. Mary Giannetti made a motion to accept the minutes. David Rousseau seconded; all were in favor.
3. Executive Director Report:
  - a. A Better Life (ABL) – We received notification that there were seven (7) applications for the five (5) slots. Then a follow-up notification that there would be not awards at this time. DHCD is waiting for HUD funding approval.
  - b. HILAPP – DHCD engineers will coordinate with the City on storm drains and sewage. DHCD has committed money for the design phase (security lights, cameras, eight (8) handicap apartments and office). DHCD is allowing resubmission of HILAPP to include 705 disposition. Original award was for \$6M; now \$3-5M request with matching funds.
  - c. Board member update – Keith Butler is not available to sit on board now. Dave Basilio will be appointed to the board in September.
  - d. Smoking policy actions – Outside counsel to enforce policy as a violation to lease addendum and move for eviction. Not sure how this will turn out. A board member asked if the Cessation Program was still available, the E.D. replied yes.
4. Financial Report – July 2017:
  - a. Page F3 – Reserves are at 5.56% \$156,000.
  - b. Page F4 – We are running on a \$3,726 deficit.
  - c. Maintenance is running over by \$68,624.
  - d. Extraordinary maintenance – DHCD is moving line item to Capital Fund, won't show as overage.
  - e. Page F5 – breakdown of non-routine items.

Mary Giannetti asked about electricity and the net metering. The E.D. noted that the net metering will start with September financials and show as a credit under utilities (other). Motion made by Linda Byrne to accept the June 2017 financial report presented. David Rousseau seconded; all in favor.

Motion made by David Rousseau to accept the July 2017 financial report as presented. Mary Giannetti seconded; all in favor.

5. Modernization Report:

- a. Security Cameras – Day St. only, up to 30 cameras which will be placed outside of the building, at each elevator and the stairways on the first floor.  
David Rousseau mentioned a new camera system (Blink) out in Mass for \$99/each, \$149/2. The more you buy, the lower the cost. It works through the internet.
- b. Durkin Community Room – Windows on order; AC/heat to be installed along with painting and a little finishing. Furniture should be in the first week of September.
- c. Green Acres Vacant Units – now a \$200,000 project.
- d. Daniel Heights Ramp – All bids received over the \$25,000 cost estimate.
- e. Wallace Towers Envelope Repairs – 90% completed.

6. State-Aided Housing Report:

- a. 83 new standard applications in July; 27 elderly/young-disabled, 56 family.
- b. 1,671 applicants currently on the waiting list.
- c. Out of 128 young-disabled, 16 are aged 58-59.
- d. There were 4 new lease-ups and 7 new vacancies.
- e. We are at 97.8% overall occupancy.
- f. Work orders included.

Mary Giannetti stated it was a good report; lots of information. Spreadsheet on reasons individuals don't want apartments (month to month shown).

7. Section 8 Housing Choice Voucher Report:

- a. 95% leased; 2 vouchers out there not leased.
- b. MRVP – extra allotment, add numbers next month.

8. Old Business - None

9. New Business: The following resolutions were presented:

**RESOLUTION FOR AMENDMENT 1 TO THE CONTRACT FOR FINANCIAL ASSISTANCE (CFA) 667-4 BETWEEN THE FITCHBURG HOUSING AUTHORITY AND THE COMMONWEALTH OF MASSACHUSETTS**

**STATE-AIDED HOUSING PROJECT NO. 667-4**

**Resolution Number 2017-08-01**

Whereas: The above described contract provides that the Commonwealth shall provide a grant in the decrease amount of \$135,000.00 for the development of the described Project, and

RESOLUTION FOR AMENDMENT 1 TO THE CONTRACT FOR FINANCIAL ASSISTANCE (CFA) 667-4 BETWEEN THE FITCHBURG HOUSING AUTHORITY AND THE COMMONWEALTH OF MASSACHUSETTS

STATE-AIDED HOUSING PROJECT NO. 667-4

Resolution Number 2017-08-01

Whereas: The above described contract provides that the Commonwealth shall provide a grant in the decrease amount of \$135,000.00 for the development of the described Project, and

Whereas: This amount will be transferred to development 689-4 CFA for purpose of disposition, and

Whereas: The Department has now determined that the Total Development Budget of the Project shall not exceed the adjusted amount of \$0.00.

NOW THEREFORE BE IT RESOLVED:

That the total number of units is hereby changed from 11 to 6.

That the Commonwealth agrees to provide financial assistance in the adjusted amount of \$0.00.

That the Fitchburg Housing Authority Board of Directors authorizes the Chair, or designee, to sign the Standard Contract Amendment Form in conjunction with the project listed on Amendment 1 of CFA 667-4 now being undertaken by the Department of Housing and Community Development and the Fitchburg Housing Authority.

Resolved, Motion made by David Rousseau to authorize the signing of the Standard Contract Amendment Form by the Chair, or designee, in conjunction with the project listed on Amendment 1 of CFA 667-4 currently being undertaken by the Fitchburg Housing Authority and the Department of Housing and Community Development. .

Seconded, Mary Giannetti seconded the Motions and the Motions were passed by a unanimous vote.

RESOLUTION FOR A NEW CONTRACT FOR FINANCIAL ASSISTANCE (CFA) 689-4 BETWEEN THE FITCHBURG HOUSING AUTHORITY AND THE COMMONWEALTH OF MASSACHUSETTS

Resolution Number 2017-08-02

Whereas: The Fitchburg Housing Authority has the need for a new Contract for Financial Assistance (CFA) 689-4, in the amount of \$135,000.00, between the Fitchburg Housing Authority and the Commonwealth of Massachusetts, and

Whereas: This CFA 689-4 is for a 6 unit 689-4 development for the purpose of disposition.

NOW THEREFORE BE IT RESOLVED:

That the Fitchburg Housing Authority Board of Directors authorizes the Chair to sign the new Standard Contract Form for the 689-4 development, in the amount of \$135,000.00, now being undertaken by the Fitchburg Housing Authority and the Department of Housing and Community Development.

Resolved, Motion made by David Rousseau to authorize the signing of the new Standard Contract Form for the 689-4 development currently being undertaken by the Fitchburg Housing Authority and the Department of Housing and Community Development. .

Seconded, Mary Giannetti seconded the Motions and the Motions were passed by a unanimous vote.

RESOLUTION FOR AMENDMENT 10 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 2017-08-3

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:

Fish #097048 FY2020 Formula Funding award - \$591,232.00  
FY2017 Extraordinary Maintenance (revised) - \$266,400.00  
Fish #097093 Public Housing Compliance Reserve award: Removal of asbestos-containing ceilings and kitchen sinks at 667-3 - \$114,785.00  
Fish # 097091 Fund low bid approval for Canton Valley/Daniel Heights asbestos pipe wrap - \$560,207.00  
Fish #097057 Design rebate; Rooftop ventilator evaluation - \$1,575.00  
Fish #097058 Design rebate: Fire alarm upgrade - \$553.42  
Fish #097066 Ebid rebate: Doors, locksets, security cameras - \$1,263.59  
Fish #097077 Ebid rebate: Roofs - \$841.25  
Fish #097080 Ebid rebate: Siding, decks, railings - \$1,877.12

Whereas: The above mentioned contract, Capital Improvement Work Plan 5001, has been increased by \$1,538,734.38 (total contract amount is now \$6,723,250.38).

NOW THEREFORE BE IT RESOLVED:

That the Fitchburg Housing Authority Board of Directors authorizes the Chair to sign the Standard Contract Amendment Form in conjunction with the project listed on Amendment 10 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 Mary Giannetti to authorize the signing of the Standard Contract Amendment Form by the Chair or Executive Director in conjunction with the project listed on Amendment 10 for Capital Improvement Work Plan 5001 currently being undertaken by the Fitchburg Housing Authority and the Department of Housing and Community Development. .

Seconded, David Rousseau seconded the Motions and the Motions were passed by a unanimous vote.

RESOLUTION AUTHORIZING THE ACCEPTANCE OF THE  
BID PROPOSAL FOR THE WALLACE TOWERS (667-3)  
GENERATOR REPLACEMENT

WORK PLAN 5001, PROJECT #097099

RESOLUTION 2017-08-04

WHEREAS: The Fitchburg Housing Authority requested bid proposals for the generator replacement at the Wallace Towers (667-3) Development, and

WHEREAS: The Fitchburg Housing Authority received four (4) bid proposals; bid proposals were due on Monday, July 31, 2017 (see attached sheet), and

WHEREAS: The architect, Nangle Engineering, Inc., has checked references for Brite Lite Electrical Co. 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 lowest eligible and responsible bidder, Brite Lite Electrical Co. Inc., 11 Front Street, Weymouth, MA 02188 with a base bid amount of \$248,700.00 and to sign any and all documents in conjunction with the contract.

RESOLVED, Motion made by David Rousseau to accept the eligible and responsible bidder, Brite Lite Electrical Co. Inc., for the base bid amount of \$248,700.00 and sign any and all documents in conjunction with the contract.

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

RESOLUTION FOR AUTHORIZATION OF CHANGE ORDER NUMBER ONE  
IN CONJUNCTION WITH THE EXTERIOR CONCRETE AND BRICK REPAIRS  
AT THE WALLACE TOWERS (667-3) DEVELOPMENT

WORK PLAN 5001, PROJECT #097086

RESOLUTION 2017-08-05

Whereas: The Fitchburg Housing Authority has the need to sign a Change Order Number One in conjunction with the Exterior Concrete and Brick Repairs at the Wallace Towers (667-3) Development and,  
Whereas: CBI Consulting Inc. (the architect) recommends approval of this Change Order Number One which will increase the contract amount by \$3,200.00.

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 Exterior Concrete and Brick Repairs at the Wallace Towers (667-3) 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 Exterior Concrete and Brick Repairs at Wallace Towers (667-3).

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

RESOLUTION AUTHORIZING THE ACCEPTANCE  
OF THE LOWEST PROPOSAL FOR  
INTEGRATED PEST MANAGEMENT SERVICES

Resolution 2017-08-06

WHEREAS: The Fitchburg Housing Authority has advertised for proposals for Integrated Pest Management Services, and

WHEREAS: The proposals were due on Friday, August 4, 2017 (see attached).

NOW THEREFORE BE IT RESOLVED,

That the Fitchburg Housing Authority Board of Commissioners award a one (1) year contract for Integrated Pest Management Services with two one-year options for renewal, at the sole discretion of the FHA, to A&D Professional Pest Elimination in an estimated amount of \$30,623.00 per year and not to exceed \$35,000 per year.

RESOLVED, Motion made by David Rousseau to award a one (1) year contract for Integrated Pest Management Services with two one-year options for renewal to A&D Professional Pest Elimination in an estimated amount of \$30,623.00 per year and not to exceed \$35,000.00 per year.

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

## RESOLUTION AUTHORIZING THE ACCEPTANCE OF THE LOWEST BID FOR FLOORING INSTALLATION

Resolution 2017-08-07

WHEREAS: The Fitchburg Housing Authority has advertised for bids for flooring installation (VCT, Linoleum, Carpeting), and

WHEREAS: The bids were due on Thursday, August 3, 2017 and one firm responded to our solicitation (see attached).

NOW THEREFORE BE IT RESOLVED,

That the Fitchburg Housing Authority Board of Commissioners approve the eligible and responsible bid from Capital Carpet and Flooring of Woburn, MA, for a one year contract in an estimated amount of \$57,897.00 (not to exceed \$69,000.00), and authorize the Chair, or their designee, to sign said contract and/or any other documents necessary.

RESOLVED, Motion made by Mary Giannetti to award the contract for flooring installation for a total estimate of \$57,897.00 (not to exceed \$69,000.00) to the eligible and responsible bidder, Capital Carpet and Flooring of Woburn, MA and to authorize the signing of the contract, and/or any other documents necessary, by the Chair, or their designee.

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

## RESOLUTION AUTHORIZING THE ACCEPTANCE OF THE LOWEST BID FOR INTERIOR PAINTING OF VACANT STATE FUNDED APARTMENTS

Resolution 2017-08-08

WHEREAS: The Fitchburg Housing Authority has advertised for bids for interior painting of vacant state funded apartments, and

WHEREAS: The bids were due Thursday, August 3, 2017 and three bids were received (see attached tabulation).

NOW THEREFORE BE IT RESOLVED,

That the Fitchburg Housing Authority Board of Directors approve the low eligible and responsible bidder, K & S General Maintenance, with an estimated cost of \$28,400.00, not to exceed \$37,500.00 and 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.

RESOLVED, Motion made by David Rousseau to award the contract for interior painting of vacant state funded apartments to the lowest qualified bidder, K & S General Maintenance, with an estimated cost of \$28,400.00, not to exceed \$37,500.00, 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, Mary Giannetti 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 9:39 a.m. was made by Mary Giannetti. David Rousseau seconded; all were in favor.