

Fitchburg Housing Authority Minutes – Regular Meeting

Canton Valley Community Room, Fitchburg, MA

October 18, 2017

PRESENT:

Paul Fontaine, Chair
Mary Giannetti, Vice Chair
Linda Byrne, Treasurer
David Rousseau, Assistant Treasurer

ABSENT:

David Basilio, Member

ALSO PRESENT:

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

1. At 8:36 a.m. the meeting opened. The Chair declared a quorum present and called the meeting to order.
2. The minutes of September 20, 2017 were presented. Linda Byrne made a motion to accept the minutes. David Rousseau seconded; all were in favor.
3. Executive Director Report:
 - a. The E.D. will be on vacation/NAHRO Conference – November 3-14. Ben Gold will be available for any issues that arise.
 - b. FY18 budget delayed; waiting on DHCD guidelines to come by December.
 - c. Green Acres – Bid tab letter from the architect was a little higher than expected. DHCD had architect review; enough money in Capital Funds.
 - d. Disposition Plan – 705/Blossom St. Cornerstone is keeping the building now.
 - e. CJ Durkin Security Upgrade Plan – Each resident will be given 1 key/1 FOB (no duplicating will be allowed). Facial Recognition and alarm system will also be in place. Had a meeting with Montachusett Home Care on security in building for their workers.
 - f. Green Acres Interior Contract Award – Have been meeting with architect, engineers, DHCD and DPW. DPW stated roadways and sidewalks would be funded; still waiting on confirmation. Unutil is doing 100% gas pipe replacement, digging up everything.
 - g. David Basilio – new board member was unable to make this month's meeting.
 - h. Cathy Santiago has resigned as of the end of October. We are interviewing within to fill the position.
4. Financial Report – August 2017:
 - a. Page F3 – Reserves are at 7.27%.

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

At this time, the Chair asked to move right into the resolutions, then come back to Modernization Report, etc.

9. New Business: The following resolutions were presented:

We have received additional Capital Funds for extraordinary maintenance.

FY2017 4001 OPERATING BUDGET REVISION 1 SUBMISSION

RESOLUTION 2017-10-01

WHEREAS: The Department of Housing and Community Development (DHCD) has issued additional capital funds, and

WHEREAS: Those capital funds are intended to offset extraordinary maintenance costs, and

WHEREAS: DHCD has requested LHA's to submit a budget revision to the FY2017 budget to reflect this action.

NOW THEREFORE BE IT RESOLVED,

That the Fitchburg Housing Authority Board authorizes submission of Revision 1 to the 4001 Operating Budget for State-Aided Housing for Fiscal Year 2017, as directed by DHCD, and recommended by the Executive Director,

RESOLVED, Motion made by Linda Byrne to submit Revision 1 to the FY2017 4001 Operating Budget for State-Aided Housing to the Department of Housing and Community Development.

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

RESOLUTION TO WRITE-OFF UNRECOVERABLE DEBTS

Resolution 2017-10-02

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

Whereas: Those persons vacating owed \$5,364.50 as of September 30, 2017 (*see attached list*). The amount is ninety (90) days old as of September 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 \$5,364.50 as uncollectable debts.

RESOLVED, Motion made by Linda Byrne to write off \$5,364.50 as uncollectible debts.

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

RESOLUTION AUTHORIZING THE APPROVAL OF THE
REVISED VACANT 705/689 UNIT DISPOSITION PLAN

RESOLUTION 2017-10-03

WHEREAS: The Fitchburg Housing Authority desires to dispose of long-term vacant properties, and

WHEREAS: Chapter 235 of the Acts of 2014 allows for this disposition.

NOW THEREFORE BE IT RESOLVED,

That the Fitchburg Housing Authority Board of Directors approves the Revised Vacant 705/689 Unit Disposition Plan as presented.

RESOLVED, Motion made by Linda Byrne to approve the Vacant 705/689 Unit Disposition Plan.

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

RESOLUTION FOR AMENDMENT 11 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 2017-10-04

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 funds the following:

Fish #097092 FY18 Energy Savings Sustainability Initiative - \$12,000.00
Fish #097093 667-3 Asbestos Abatement Project – accept 2nd bid
(difference between 1st and 2nd) - \$20,876.00

Whereas: The above mentioned contract, Capital Improvement Work Plan 5001, has been increased by \$32,876.00 (total contract amount is now \$6,756,126.38).

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 11 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 Linda Byrne to authorize the signing of the Standard Contract Amendment Form by the Chair or Executive Director in conjunction with the project listed on Amendment 11 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 Motion was passed by a unanimous vote.

RESOLUTION AUTHORIZING SIGNING OF THE
CERTIFICATE OF SUBSTANTIAL COMPLETION FOR THE
CJ DURKIN (667-5) COMMUNITY ROOM MODERNIZATION

DHCD PROJECT NUMBER 097075

Resolution 2017-10-05

Whereas: The Architect (Antonio Gomes) has inspected the Community Room Modernization at CJ Durkin (667-5) and,

Whereas: The Architect has recommended that the Community Room Modernization at CJ Durkin (667-5) 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 Community Room Modernization at CJ Durkin (667-5).

RESOLVED, Motion made by Linda Byrne to accept the Certificate of Substantial Completion for the Community Room Modernization at CJ Durkin (667-5).

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 COMMUNITY ROOM MODERNIZATION
AT THE CJ DURKIN (667-5) DEVELOPMENT

WORK PLAN 5001, PROJECT #097075

RESOLUTION 2017-10-06

Whereas: The Fitchburg Housing Authority has the need to sign a Change Order Number One in conjunction with the Community Room Modernization at the CJ Durkin (667-5) Development and,

Whereas: Antonio Gomes (the architect) recommends approval of this Change Order Number One which will increase the contract amount by **\$10,817.00.**

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 Community Room Modernization at the CJ Durkin (667-5) Development 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 Change Order Number One by the Chair, or his designee, in conjunction with the Community Room Modernization at CJ Durkin (667-5).

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

RESOLUTION TO DEDICATE AND NAME THE
CJ DURKIN COMMUNITY ROOM
IN HONOR OF HERBERT R. GROOP

Resolution Number 2017-10-07

Whereas: The Fitchburg Housing Authority desires to name the newly renovated CJ Community Room after long time Executive Director Herbert R. Groop.

NOW THEREFORE BE IT RESOLVED,

That the CJ Durkin Community Room be dedicated and named the "Herbert R. Groop Community Room" in honor of Herbert R. Groop.

RESOLVED, Motion made by Linda Byrne to dedicate and name the CJ Durkin Community Room the "Herbert R. Groop Community Room".

SECONDED, Motion was seconded by Mary Giannetti and all were in favor.

RESOLUTION FOR AUTHORIZATION OF CHANGE ORDER NUMBER ONE
IN CONJUNCTION WITH THE DANIELS HEIGHTS (667-2) RAMP PROJECT

WORK PLAN 5001, PROJECT #097081

RESOLUTION 2017-10-08

Whereas: The Fitchburg Housing Authority has the need to sign a Change Order Number One in conjunction with the Daniels Heights (667-2) ramp and,

Whereas: Steve Larry (RCAT Project Manager) recommends approval of this Change Order Number One which will increase the contract amount by \$2,800.00 for a total project cost of \$30,600.

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

RESOLVED, Motion made by Linda Byrne to authorize the signing of the Change Order Number One by the Chair, or his designee, in conjunction with the Daniels Heights (667-2) ramp project.

SECONDED, Mary Giannetti seconded the motion, and the motion was passed unanimously.

RESOLUTION FOR AUTHORIZATION OF CHANGE ORDER NUMBER TWO
IN CONJUNCTION WITH THE DANIELS HEIGHTS (667-2) RAMP PROJECT

WORK PLAN 5001, PROJECT #097081

RESOLUTION 2017-10-09

Whereas: The Fitchburg Housing Authority has the need to sign a Change Order Number Two in conjunction with the Daniels Heights (667-2) ramp and,

Whereas: Steve Larry (RCAT Project Manager) recommends approval of this Change Order Number Two which will increase the contract amount by \$4,900.00 for a total project cost of \$35,500.

NOW THEREFORE BE IT RESOLVED,

That the Fitchburg Housing Authority Board of Directors authorizes the Chair, or his designee, to sign the Change Order Numb Two in conjunction with the Daniels Heights (667-2) ramp project now being undertaken by the Department of Housing and Community Development and the Fitchburg Housing Authority.

RESOLVED, Motion made by Linda Byrne to authorize the signing of the Change Order Number Two by the Chair, or his designee, in conjunction with the Daniels Heights (667-2) ramp project.

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

RESOLUTION FOR AUTHORIZATION OF CHANGE ORDER NUMBER ONE
IN CONJUNCTION WITH THE OVERLAND STREET (705-1) ROOF
REPLACEMENT

WORK PLAN 5001, PROJECT #097098

RESOLUTION 2017-10-10

Whereas: The Fitchburg Housing Authority has the need to sign a Change Order Number One in conjunction with the Overland Street (705-1) roof replacement and,

Whereas: Steve Larry (RCAT Project Manager) recommends approval of this Change Order Number One which will increase the contract amount by \$1,850.00.

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 Overland Street (705-1) roof replacement 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 Change Order Number One by the Chair, or his designee, in conjunction with the Overland Street (705-1) roof replacement.

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

RESOLUTION AUTHORIZING SIGNING OF THE
CERTIFICATE OF FINAL COMPLETION FOR THE
OVERLAND STREET (705-1) ROOF REPLACEMENT

DHCD PROJECT NUMBER 097098

Resolution 2017-10-11

Whereas: Steve Larry (RCAT Project Manager) has inspected Overland Street (705-1) roof replacement, and

Whereas: The RCAT Project Manager has recommended that the Overland Street (705-1) roof replacement 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 for the Overland Street (705-1) roof replacement.

RESOLVED, Motion made by Linda Byrne to accept the Certificate of Final Completion for the Overland Street (705-1) roof replacement.

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

RESOLUTION FOR AUTHORIZATION OF CHANGE ORDER NUMBER TWO
IN CONJUNCTION WITH THE WALLACE TOWERS (667-3) CONCRETE REPAIRS

WORK PLAN 5001, PROJECT #097086

RESOLUTION 2017-10-12

Whereas: The Fitchburg Housing Authority has the need to sign a Change Order Number Two in conjunction with the Wallace Towers (667-3) concrete repairs, and

Whereas: The Architect (CBI Consulting Inc.) recommends approval of this Change Order Number Two which will increase the contract amount by \$9,849.00 for a total project cost of \$212,449.00.

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 Two in conjunction with the Wallace Towers (667-3) concrete repairs project now being undertaken by the Department of Housing and Community Development and the Fitchburg Housing Authority.

RESOLVED, Motion made by Linda Byrne to authorize the signing of the Change Order Number Two by the Chair, or his designee, in conjunction with the Wallace Towers (667-3) concrete repairs.
SECONDED, Mary Giannetti seconded the motion, and the motion was passed unanimously.

RESOLUTION AUTHORIZING THE SUBMITTAL
OF HUD FORM 50077-CR CIVIL RIGHTS CERTIFICATION

Resolution 2017-10-13

Whereas: The Fitchburg Housing Authority is required to annually submit HUD Form 50077-CR Civil Rights Certification.

NOW THEREFORE BE IT RESOLVED,

That the members of the Fitchburg Housing Authority Board of Commissioners have approved and authorized the execution and annual submittal of Form HUD-50077-CR Civil Rights Certification.

RESOLVED, Motion made by Mary Giannetti to authorize the Executive Director to submit HUD Form 50077-CR Civil Rights Certification.

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

RESOLUTION FOR ESTABLISHMENT OF A
PAYMENT STANDARD FOR THE
SECTION 8 HOUSING CHOICE VOUCHER PROGRAM (HCVP)

RESOLUTION 2017-10-14

WHEREAS: The Department of Housing and Urban Development (HUD) publishes the Fair Market Rents (FMR's) for each standard, metropolitan, statistical area in the nation, and

WHEREAS: The Department of Housing and Urban Development (HUD) has established the Fair Market Rents (FMR's) for the Leominster/Fitchburg area, and

Whereas: The published FMR's are below and above the actual rents in Fitchburg Housing Authority's service area,

NOW THEREFORE BE IT RESOLVED:

That in accordance with 24 CFR 984.3, the Fitchburg Housing Authority will set the payment standard at the percentage needed to maintain the current payment standard, or they will use a 100% of the FMR and increase the payment standards. They will be calculated at 100%, and 110% of the fair market rents in accordance with the regulations of the Department of Housing and Urban Development's Fair Market Rents as published by HUD and effective January 1, 2018. (See Attached)

RESOLVED, Motion made by Linda Byrne to approve the 2018 FMR payment standards.

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

5. Modernization Report:

- a. Durkin Security Cameras – Out to bid November, to board in January.
- b. Durkin Community Room – Final Completion next month.
- c. Green Acres Vacant Unit Renovations – In design phase, contract to be awarded October 2017.
- d. Daniels Heights Ramp – discussed earlier.

6. State-Aided Housing Report:

- a. 99 new standard applications in August; 30 elderly/young-disabled, 69 family.
- b. 1,975 applicants currently on the waiting list.
- c. There were four (4) new lease-ups and seven (7) move-outs in September.
- d. We hope to fill five (5) Wallace Tower vacancies the end of the month.
- e. We are at 96.94% overall occupancy.
- f. Work order report included.

7. Section 8 Housing Choice Voucher Report:

- a. 94% leased up, would like to get to 100%.

8. Old Business - None

10. Other Correspondence:

- a. Public Housing Notices
- b. Green Acres/Canton Valley Newsletters

11. Resident Participation: None

12. There being no further business, motion to adjourn the meeting at 9:36 a.m. was made by Linda Byrne. David Rousseau seconded; all were in favor.