

Fitchburg Housing Authority Minutes – Regular Meeting

Daniels Heights Community Room, Fitchburg, MA

November 15, 2017

PRESENT:

Mary Giannetti, Acting Chair
Linda Byrne, Treasurer
David Rousseau, Assistant Treasurer
David Basilio, Member

ABSENT:

Paul Fontaine, Chair

ALSO PRESENT:

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

1. At 8:35 a.m. the meeting opened. The Acting Chair declared a quorum present and called the meeting to order.
2. The minutes of October 18, 2017 were presented. Linda Byrne made a motion to accept the minutes. David Basilio seconded; all were in favor.
3. Executive Director Report:
 - a. 689/705 Disposition – RFP for brokerage firm, hope to get out by Spring. The Asst E.D. had the appraisals updated.
 - b. CJ Durkin FOB/keys – We had a little issue as mentioned earlier. Each resident is receiving one FOB/one key. The Blossom St. door will be an exit only to prevent security issues. Cameras should be out to bid within the next week or two.
 - c. Green Acres Storm Water – One more meeting with the DPW. Unitil is digging for new gas lines; not sure who will be doing the road and sidewalk paving.
 - d. Management Staff Update – Cathy Santiago has resigned. Andrea Garcia has been promoted to Housing Manager; Moises Ramos was promoted to Assistant Housing Manager. We have a twenty (20) hour Service Coordinator position open.

The Board asked if they could look at the Day St. office space for MHCC at the next meeting.

4. Financial Report – October 2017:

There was a budget revision last month; it is not in the financial report as DHCD reverted. Next month's financial report may reflect it.

- a. Page F3 – Reserves are at 6.73%.
- b. Page F4 – Operating – DHCD owes \$372,130.
- c. DHCD is eliminating all exemptions with the new budget guidelines.
- d. We are ahead of budget by \$206,597; \$80,000 deficit this year.
- e. October payroll was passed around for two board member signatures.

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

5. Modernization Report:
 - a. Wallace Towers Abatement – This work is to complete 32 units; then the units will be finished for lease-up.
 - b. Wallace Towers Emergency Generator – Abatement being completed; we should have the new generator soon.
 - c. CJ Durkin Cameras – Design is complete; out to bid November 2017.
 - d. Daniels Heights/Canton Valley Crawlspace – Abatement within the next three weeks. New work should be completed by Christmas.
 - e. Green Acres Vacant Unit Renovations – Contract awarded; contractor has 30-60 days to complete the work.
 - f. Daniels Heights Ramp – Waiting for the handrails.
 - g. 689-3 Shingle Replacement – Contract awarded; in construction.
 - h. 689-3 Driveway/Fence Replacement – In design; out to bid in the spring.

6. State-Aided Housing Report:
 - a. 110 new standard applications in October; 28 elderly/young-disabled, 82 family. 327 elderly/young disabled applicants currently on the waiting list; 1,700 family.
 - b. There were four (4) new lease-ups and two (2) vacates in October.
 - c. We hope to fill five (5) Wallace Tower vacancies the end of the month.
 - d. We are at 97.59% overall occupancy for October.
 - e. Work order report included.

7. Section 8 Housing Choice Voucher Report:
 - a. 94% leased up.
 - b. There are a number of vouchers issued; waiting for them to find apartments.

8. Old Business: None

9. New Business: The following resolutions were presented:

RESOLUTION AUTHORIZING THE ACCEPTANCE
OF THE LOWEST BID FOR WALLACE TOWERS (667-3) 33-UNIT RENOVATION
PAINTING

Resolution 2017-11-01

- WHEREAS: The Fitchburg Housing Authority has advertised for bids for the Wallace Towers 33-unit renovation painting project, and
- WHEREAS: The bids were due Wednesday, November 8, 2017 and three (3) bids were received (see attached memorandum), and
- WHEREAS: Gibbkell Construction submitted the lowest eligible and responsible bid of \$24,970 and has recently completed projects for the FHA that were managed by the RCAT Team; all quality of work has been satisfactory.

NOW THEREFORE BE IT RESOLVED,

That the Fitchburg Housing Authority Board of Directors approve the lowest eligible and responsible bidder, Gibbkell Construction, with an estimated cost of \$24,970 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 Linda Byrne to award the bid for Wallace Towers (667-3) 33-unit renovation painting project to the lowest qualified bidder, Gibbkell Construction, with an estimated cost of \$24,970 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, David Rousseau seconded the motion, and the motion was passed by a unanimous vote.

RESOLUTION AUTHORIZING THE RATIFICATION OF
CONTRACT AWARD TO HD SUPPLY FOR THE WALLACE TOWERS (667-3)
33-UNIT RENOVATION BUILDING MATERIALS

Resolution 2017-11-02

WHEREAS: The Fitchburg Housing Authority has advertised for bids for the Wallace Towers 33-unit renovation building materials, and

WHEREAS: The bids were due Wednesday, October 25, 2017 and two (2) bids were received (see attached memorandum), and

WHEREAS: HD Supply submitted the lowest prices for the purchase of cabinets, countertops, sinks, faucets, and stops of \$21,463.13 and the order for the cabinets and countertops was initiated prior to the November 15th meeting due to the estimated delivery timeframe of five (5) weeks.

NOW THEREFORE BE IT RESOLVED,

That the Fitchburg Housing Authority Board of Directors approve to ratify the contract award to the lowest bidder, HD Supply, with a total contract cost of \$21,463.13 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 ratify the contract award for the Wallace Towers (667-3) 33-unit renovation building materials to HD Supply in the amount of \$21,463.13 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 TO AMEND UTILITY ALLOWANCES AND UTILITY REIMBURSEMENT PAYMENTS OF THE FITCHBURG HOUSING AUTHORITY TO ALLOW THE USE OF A NEWLY DEVELOPED UTILITY SCHEDULE FOR THE SECTION 8 HOUSING CHOICE VOUCHER PROGRAM

RESOLUTION 2017-11-05

WHEREAS: The Department of Housing and Urban Development requires the Public Housing Authority to maintain a utility allowance schedule for all tenant paid utilities under the Section 8 Housing Choice Voucher Program, and,

WHEREAS: The Fitchburg Housing Authority has contracted on an annual basis with Northeastern Utility Consultants, LLC to prepare such a schedule based on the typical cost of utilities and services of the location, size and type of utility. The FHA reviews current costs, determines if the costs have risen/dropped by 10% or more and updates the utility schedule accordingly on an annual basis. The schedule covering the fiscal year January 1, 2018 to December 31, 2018 is attached.

WHEREAS: Fitchburg Housing Authority will incorporate the new utility allowance, prepared by Northeastern Utility Consultants, LLC, effective January 1, 2018.

NOW THEREFORE BE IT RESOLVED,

Resolved, Motion made by Linda Byrne to establish the utility allowance schedule for the Section 8 Housing Choice Voucher Program (HCVP).

Seconded, David Basilio seconded the Motion, and the Motion was passed by a unanimous vote.

RESOLUTION AUTHORIZING THE APPROVAL AND SUBMITTAL OF THE REVISED HUD FORMS 50075.1 AND 50075.2 IN ASSOCIATION WITH THE FEDERAL ANNUAL PLAN FOR FY 2017

Resolution 2017-11-06

Whereas: The Fitchburg Housing Authority has the need to submit revised HUD Forms in association with the Federal Annual Plan for FY 2017.

NOW THEREFORE BE IT RESOLVED,

That the members of the Fitchburg Housing Authority Board of Commissioners have reviewed, approved and authorized the execution and submittal of the revised HUD Forms below in association with the 2017 Annual Plan:

- Form HUD-50075.1 Capital Fund Program Annual Statement/Performance & Evaluation Report; Capital Fund Program, Capital Fund Program Replacement Housing Factor and Capital Fund Financing Program
- Form HUD-50075.2 Capital Fund Program – Five-Year Action Plan

RESOLVED, Motion made by David Rousseau to authorize the Executive Director to submit the Federal Annual Plan for FY 2016.

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

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

WORK PLAN 5001, PROJECT #097081

RESOLUTION 2017-11-07

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

Whereas: Steve Larry (RCAT Project Manager) recommends approval of this Change Order Number Three which will decrease the contract amount by \$1,758.38 for a total project cost of \$33,741.62.

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 Three 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 Three 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.

Documents for Resolutions 2017-11-03 and 2017-11-04 were not submitted in time for this meeting; these items will be placed back on the agenda once we have all required documents.

10. Other Correspondence:
a. Public Housing Notices

11. Resident Participation: None

12. There being no further business, motion to adjourn the meeting at 9:24 a.m. was made by Linda Byrne. David Basilio seconded; all were in favor.