

Fitchburg Housing Authority

Minutes – Annual Meeting

Wallace Towers Community Room, Fitchburg, MA

January 24, 2018

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 8:58 a.m. the meeting opened. The Acting Chair declared a quorum present and called the meeting to order.

The E.D. noted as this is the Annual Meeting, election of officers to take place. He opened the floor to any nominations. David Rousseau motioned to keep the officers as is; Linda Byrne seconded. Upon roll call the following votes to keep the officers as is were Mary Giannetti – yes, Linda Byrne – yes, David Rousseau – yes and David Basilio – yes.

2. The minutes of December 20, 2017 were presented. David Rousseau made a motion to accept the minutes. Linda Byrne seconded; all were in favor.

3. Executive Director Report:

- a. Assistant Housing Manager for Elderly – Moises Ramos. Assistant Housing Manager for Families – Genesis Ruiz.
- b. Service Coordinator position combined with Leominster for a full time position. We are presently interviewing.
- c. New PHN on Management Agreements out soon. All housing authorities with multiple housing authorities will have same agreement and work plan. FHA will have to review the current contract with LHA which is up in October.
- d. Next six (6) to nine (9) months will have better idea on regionalization.
- e. Executive Director contract salary – new regulation will have additional language. We should have a sub-committee to review; David Rousseau and Mary Giannetti said they would be interested.
- f. DHCD 2018 budget guidelines were issued January 2nd. Deadline to submit is April; we should have to board in March.
- g. SHA hired new maintenance supervisor; WBHA hired new maintenance superintendent.

4. Financial Report:
 - a. Fee accountants working on year ends; no report this month.
 - b. Payment Detail Report provided for December.
 - c. December Payroll passed around for review and two board member signatures.

5. Modernization Report:
 - a. Wallace Towers Abatement Phase 3 – Finish units this month then get ready for lease-ups.
 - b. Wallace Towers Emergency Generator – Waiting for delivery of new generator, install in March. Will power the Community Room and elevators in emergencies
 - c. CJ Durkin Security Cameras – Design complete, install to begin in January.
 - d. Daniels Heights/Canton Valley Crawlspace – Work 70% complete.
 - e. Green Acres Vacant Unit Renovations – 22 units (not 24). Emergency status for two units so those were done sooner.
 - f. Daniels Heights Ramp – 100% complete.
 - g. 689-3 Shingle Replacement – In close-out phase.
 - h. 689-3 Driveway/Fence Replacement – In design. DHCD financial constraints; will bid later now.
 - i. Green Acres Basement Moisture Remediation – Housing Authority has money for some items, but not repairs to walkways and streets. Working with the City and DHCD.
 - k. 689-1 Sprinkler Installation – Some dry, some wet systems.

6. State-Aided Housing Report:
 - a. 102 new standard applications in December; 33 elderly/young-disabled, 69 family.
 - b. There were four (4) new lease-ups and seven (7) vacates in December.
 - c. 98.01% occupancy rate.
 - d. Work order report included.

7. Section 8 Housing Choice Voucher Report:
 - a. We are struggling to help voucher holders find apartments.
 - b. 207 leased out of 219 vouchers.

8. Old Business: None

9. New Business: The following resolutions were presented:

RESOLUTION TO WRITE-OFF UNRECOVERABLE DEBTS

Resolution 2018-01-01

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

Whereas: Those persons vacating owed \$3,276.67 as of December 31, 2017 (*see attached list*). The amount is ninety (90) days old as of December 31, 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 \$3,276.67 as uncollectable debts.

RESOLVED, Motion made by David Rousseau to write off \$3,276.67 as uncollectible debts.

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

RESOLUTION TO UPDATE THE PROCUREMENT POLICY

Resolution 2018-01-02

Whereas: The Fitchburg Housing Authority has the need to update the existing procurement policy.

NOW THEREFORE BE IT RESOLVED,

That the Fitchburg Housing Authority Board of Commissioners approve the revised procurement policy to be effective immediately (*see attached proposed changes*).

RESOLVED, Motion made by Linda Byrne to approve the revised procurement policy effective immediately.

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

RESOLUTION AUTHORIZING SIGNING OF THE CERTIFICATE OF SUBSTANTIAL COMPLETION FOR THE DANIELS HEIGHTS (667-2) ADA RAMP PROJECT

DHCD PROJECT NUMBER 097081

Resolution 2018-01-03

Whereas: The RCAT Project Manager (Steve Larry) has inspected the ADA Ramp Project at Daniels Heights (667-2) and,

Whereas: The RCAT Project Manager has recommended that the ADA Ramp Project at Daniels Heights (667-2) has reached the point of Substantial Completion.

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 ADA Ramp Project at Daniels Heights (667-2).

RESOLVED, Motion made by Linda Byrne to accept the Certificate of Substantial Completion for the ADA Ramp Project at Daniels Heights (667-2).

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

RESOLUTION AUTHORIZING SIGNING OF THE
CERTIFICATE OF SUBSTANTIAL COMPLETION
FOR THE WALLACE TOWERS (667-3)
EXTERIOR CONCRETE AND BRICK REPAIRS PROJECT

DHCD PROJECT NUMBER 097086

Resolution 2018-01-04

Whereas: The Architect (CBI Consulting LLC)) has inspected the Exterior Concrete and Brick Repairs Project at Wallace Towers (667-3) and,

Whereas: The Architect has recommended that the Exterior Concrete and Brick Repairs Project at Wallace Towers (667-3) 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 Exterior Concrete and Brick Repairs Project at Wallace Towers (667-3).

RESOLVED, Motion made by David Rousseau to accept the Certificate of Substantial Completion for the Exterior Concrete and Brick Repairs Project at Wallace Towers (667-3).

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

RESOLUTION AUTHORIZING SIGNING OF THE
CERTIFICATE OF FINAL COMPLETION
FOR THE WALLACE TOWERS (667-3)
EXTERIOR CONCRETE AND BRICK REPAIRS PROJECT

DHCD PROJECT NUMBER 097086

Resolution 2018-01-05

Whereas: The Architect (CBI Consulting LLC)) has inspected the Exterior Concrete and Brick Repairs Project at Wallace Towers (667-3) and,

Whereas: The Architect has recommended that the Exterior Concrete and Brick Repairs Project at Wallace Towers (667-3) 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 and Payment Number 5, in the amount of \$10,622.45, for the Exterior Concrete and Brick Repairs Project at Wallace Towers (667-3).

RESOLVED, Motion made by Linda Byrne to accept the Certificate of Final Completion for the Exterior Concrete and Brick Repairs Project at Wallace Towers (667-3).

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

There was some discussion on sidewalks across the street from 50 Day St. during snow storms and parking lots in area that may be up for sale to use for resident parking. The E.D. will pursue all options but money may not be available.

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

11. Resident Participation: None

12. There being no further business, motion to adjourn the meeting at 9:39 a.m. was made by David Rousseau. Linda Byrne seconded; all were in favor.