

Fitchburg Housing Authority

Minutes – Annual Meeting

Canton Valley Community Room, Fitchburg, MA

February 21, 2018

PRESENT:

Paul Fontaine, Chair
Mary Giannetti, Vice Chair
Linda Byrne, Treasurer
David Basilio, Member

ABSENT:

David Rousseau, Assistant Treasurer

ALSO PRESENT:

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

1. At 8:48 a.m. the meeting opened. The Chair declared a quorum present and called the meeting to order.

The E.D. noted that elections were held at the last meeting. Paul Fontaine will no longer be serving on the board; today is his last meeting. Paul Fontaine then informed the board his term expires this year. The Mayor is appointing Andrew Van Hazinga to the board (he is involved with NewVue). Paul thinks the board should wait until the March meeting to have new election of officers. The meeting was passed back to the Chair.

2. The minutes of January 24, 2018 were presented. Linda Byrne made a motion to accept the minutes. David Basilio seconded; all were in favor.

3. Executive Director Report:

- a. John Boivin retired February 15th with 28 years at the Housing Authority.
- b. Andrea Garcia is resigning effective February 28th. She is going to the private sector.
- c. Cathy Santiago was rehired February 20th as the Service Coordinator for both Fitchburg and Leominster.
- d. The Fire Department is conducting technical reviews of fire codes. Looking at each property and making recommendations.

There was some discussion on codes, fire drills and emergency plans. It is up to the Fitchburg Fire Department and what procedures they want in place for each complex.

4. Financial Report (12/31/2017 year-end):

- a. The E.D. went over the deficit, compared to November 30, 2017.
- b. January Payroll was passed around for review and two board member signatures.

Mary Giannetti suggested having a story on the success of the housing authority over the past five years. The E.D. will talk to the Mass NAHRO public relations office on this.

Motion made by Mary Giannetti to accept Pages F1-F3 of the 12/31/2017 financial report presented. Linda Byrne seconded; all were in favor.

5. Modernization Report:

- a. Wallace Towers Abatement Phase 3 – Complete eight (8) more units; sinks and popcorn ceilings.
- b. Wallace Towers Emergency Generator – Prep complete; new unit to be delivered in March.
- c. CJ Durkin Security Cameras – In construction.
- d. Daniels Heights/Canton Valley Crawlspace – Abatement complete; finishing re-insulation.
- e. Green Acres Vacant Unit Renovations – Should be complete end of February.
- g. 689-3 Shingle Replacement – Complete.
- h. 689-3 Driveway/Fence Replacement – Design complete. Work delayed; out to bid in July.
- i. Green Acres Basement Moisture Remediation – In design.
- k. 689-1 Sprinkler Installation – Design complete; out to bid next month (RCAT).

6. State-Aided Housing Report:

- a. 118 new standard applications in January; 29 elderly/young-disabled, 89 family.
- b. 2,200 applicants on the waiting list.
- c. There were two (2) new lease-ups and six (6) vacates in January.
- d. 97.13% occupancy rate.
- e. Work order report included.

7. Section 8 Housing Choice Voucher Report:

- a. 94% leased.
- b. Continue to have trouble with voucher holders finding landlords to work with the program.
- b. MRVP at 59%.

8. Old Business: None

9. New Business: The following resolutions were presented:

**RESOLUTION AUTHORIZING THE ACCEPTANCE OF THE LOWEST BID
FOR ON-CALL PLUMBER SERVICES**

Resolution 2018-02-01

WHEREAS: The Fitchburg Housing Authority has advertised for bids for on-call plumber services, and

WHEREAS: The bids were due by 11:00 a.m. on Wednesday, February 14, 2018 and three (3) firms responded to our solicitation (*see attached memorandum*).

NOW THEREFORE BE IT RESOLVED,

That the Fitchburg Housing Authority Board of Directors approve the lowest eligible and responsible bid from RH White Construction of Auburn, MA for a one (1) year contract in the estimated amount of \$11,615.00, not to exceed \$20,000.00 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 a one (1) year contract for on-call plumber services in the estimated amount of \$11,615.00, not to exceed \$20,000.00, to RH White Construction of Auburn, MA and to authorize the signing of the contract, and/or any other documents necessary, by the Chair, or their designee.

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

RESOLUTION FOR EXECUTION OF DHCD REQUIRED
YEAR-END FINANCIAL AND FEDERAL/STATE LEAD PAINT CERTIFICATIONS
(FISCAL YEAR ENDING 12/31/2017)

Resolution 2018-02-02

Whereas: The Fitchburg Housing Authority is required to be in compliance with DHCD year-end financial and Federal/State lead paint certifications as follows:

1. Year-End Financial Statements Certification (12/31/2017)
2. Top 5 Compensation Form (FY 2017)
3. Federal/State Lead Paint Compliance Certification (FY 2017)

NOW THEREFORE BE IT RESOLVED,

That members of the Fitchburg Housing Authority Board of Commissioners hereby approve the year-end financial statement and Federal/State lead paint certifications (listed above) and authorize all Board Members to execute the certifications.

RESOLVED, Motion made by Linda Byrne to certify and execute the year-end financial statement and Federal/State lead paint certifications in compliance with the DHCD requirement.

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

RESOLUTION AUTHORIZING SIGNING OF THE
CERTIFICATE OF SUBSTANTIAL COMPLETION AND PAYMENT
FOR THE 689-3 ROOF REPLACEMENT

DHCD PROJECT NUMBER 097088

Resolution 2018-02-03

Whereas: The Architect (Arnold Jacobson Associates, Inc.) has inspected the 689-3 Roof Replacement and,

Whereas: The Architect has recommended that the 689-3 Roof Replacement 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 and Payment in the amount of \$17,442.00 for the 689-3 Roof Replacement.

RESOLVED, Motion made by Mary Giannetti to accept the Certificate of Substantial Completion and Payment in the amount of \$17,442.00 for the 689-3 Roof Replacement.

SECONDED, Linda Byrne 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 9:52 a.m. was made by Linda Byrne. Mary Giannetti seconded; all were in favor.

