

# **Fitchburg Housing Authority**

## **Minutes – Annual Meeting**

*Daniels Heights Community Room, Fitchburg, MA*

March 21, 2018

### **PRESENT:**

Linda Byrne, Chair  
Mary Giannetti, Vice Chair  
David Rousseau, Treasurer  
David Basilio, Assistant Treasurer  
Andrew Van Hazinga, Member

### **ALSO PRESENT:**

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

1. At 8:35 a.m. the meeting opened. The Chair declared a quorum present and called the meeting to order.

The Executive Director welcomed new member Andrew Van Hazinga to the board. Andrew serves on the Planning Board as well as involved with other community. Andrew introduced himself saying he lives in Fitchburg with his wife and three children. He is a Real Estate Appraiser, serves on the both the NewVue and Planning Boards. He is excited to be here.

Election of Officers was held during the Annual Meeting in January. The previous Chair, Paul Fontaine, was not present at that meeting and at the February meeting suggested the board wait until the March meeting to hold Election of Officers (he was elected Chair and was not renewing his term on the board). Mary Giannetti made a motion for the Slate of Officers as follows: Linda Byrne – Chair, Mary Giannetti – Vice Chair, David Rousseau – Treasurer, David Basilio – Assistant Treasurer and Andrew Van Hazinga – Member. David Rousseau seconded the motion with all members in favor as follows: Mary Giannetti – aye, Linda Byrne – aye, David Rousseau – aye, David Basilio – aye, Andrew Van Hazinga – aye.

2. The minutes of February 21, 2018 were presented. Mary Giannetti made a motion to accept the minutes. David Basilio seconded; all were in favor.

3. Executive Director Report:

- a. Newspaper article on progress of the Fitchburg Housing Authority over the past five (5) years. A board member stated they had a contact at the local newspaper; will let Peter know.
- b. The receptionist resigned, went to the private sector. We have hired a new receptionist, Lorri Harrell.
- c. We have hired an FSS Coordinator for Leominster/Fitchburg. We have 30 slots filled right now, three with Fitchburg and 27 with Leominster.

4. Financial Report (January 31, 2018):
  - a. Page F3 – reserves are at 3.42%.
  - b. Page F4 - \$17,000 in the hole. Although we are \$10,000 ahead of rent collection, we are behind in utilities (this report reflects December and January bills). We have not received any net metering credits yet, we are due three months of credit.
  - c. \$39,000 over on ordinary maintenance.
  - d. February Payroll was passed around for review and two board member signatures.

Motion made by David Rousseau to accept the January 31, 2018 financial report presented. Linda Byrne seconded; all were in favor.

5. Modernization Report:
  - a. Wallace Towers Abatement Phase 3 – Almost 95% complete. Sixteen (16) units are ready, will start moves, two-three weeks to complete rest of units.
  - b. Wallace Towers Emergency Generator – Awaiting delivery of new generator.
  - c. CJ Durkin Security Cameras – Complete, change order coming.
  - d. Daniels Heights/Canton Valley Crawlspace – 100% complete, change order later in meeting.
  - e. Green Acres Vacant Unit Renovations – Change order later in meeting.
  - g. 689-3 Shingle Replacement – Complete, waiting on close-out documents.
  - h. 689-3 Driveway/Fence Replacement – Design complete. Bidding delayed for funding from DHCD.
  - i. Green Acres Basement Moisture Remediation – In design.
  - k. 689-1 Sprinkler Installation – Out to bid.
6. State-Aided Housing Report:
  - a. 85 new standard applications in January; 25 elderly/young-disabled, 60 family.
  - b. 51 emergency applications received, 34 approved. Housed two; one in Fitchburg, one in Lunenburg.
  - c. 2,230 applicants on the waiting list.
  - d. There were three (3) new lease-ups and four (4) vacates in February.
  - e. 96.91% occupancy rate.
7. Section 8 Housing Choice Voucher Report:
  - a. 95% leased. Ten (10) vouchers issued, not leased yet.
  - c. There is a cap on HUD funds; we are close to it now.
  - d. MRVP – 16 under lease, continuing to work with applicants.

8. Old Business: None

9. New Business: The following resolutions were presented:

#### SUBMISSION OF 2018 4001, 689-C AND MRVP OPERATING BUDGETS

#### RESOLUTION 2018-03-01

WHEREAS: The Fitchburg Housing Authority is required by DHCD to submit approved 4001, 689-C and MRVP Operating Budgets for State-Aided Housing for Fiscal Year 2018 and,

NOW THEREFORE BE IT RESOLVED,

That the Fitchburg Housing Authority Board authorizes submission of the 4001, 689-C and MRVP Operating Budgets for State-Aided Housing for Fiscal Year 2018 to the Department of Housing and Community Development, as directed by DHCD, and recommended by the Executive Director,

RESOLVED, Motion made by David Rousseau to submit the 2018 4001, 689-C and MRVP Operating Budgets for State-Aided Housing of the Fitchburg Housing Authority to the Department of Housing and Community Development.

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

RESOLUTION AUTHORIZING SIGNING OF THE  
CERTIFICATE OF FINAL COMPLETION AND FINAL PAYMENT  
FOR THE ADA RAMP AT DANIELS HEIGHTS (667-2)

DHCD PROJECT NUMBER 097081

Resolution 2018-03-02

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

Whereas: Steve Larry has recommended that the ADA ramp for Daniels Heights (667-2) 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 Final Payment in the amount of \$1,732.08 for the ADA ramp at Daniels Heights (667-2).

RESOLVED, Motion made by Mary Giannetti to accept the Certificate of Final Completion and Final Payment in the amount of \$1,732.08 for the ADA ramp at Daniels Heights (667-2)

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

RESOLUTION FOR AMENDMENT 12 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 2018-03-03

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 #097076 - Fund anticipated costs related to 200-1 Green Acres (HILAPP) basements - \$2,000,000.00.

Whereas: The above mentioned contract, Capital Improvement Work Plan 5001, has been increased by \$2,000,000.00 (total contract amount is now \$8,756,126.38).

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 12 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 12 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.

ACKNOWLEDGEMENT BY EXECUTIVE DIRECTOR AND BOARD APPROVAL WAGE MATCH ACKNOWLEDGEMENT REGARDING CONFIDENTIALITY OF INFORMATION AND DOR DISCLOSURE & SECURITY TRAINING FOR SAFEGUARDING INFORMATION

Resolution 2018-03-04

Whereas: DHCD has issued Public Housing Notice (PHN) 2018-05 – Wage Match: Safeguarding of Department of Revenue (DOR) Information, and

Whereas: All Fitchburg Housing Authority employees who have access to DOR information have read and executed required training and acknowledgements as set forth in the PHN and signed acknowledgements will be retained on file at the housing authority (*see attached list of employees*), and

Whereas: After Board Approval, the Executive Director, as well as the Chairperson of the Housing Authority Board, must sign the PHN 2018-05 Certification and return to DHCD.

NOW THEREFORE BE IT RESOLVED,

That the Fitchburg Housing Authority approves Certification of PHN 2018-05 by both the Executive Director and the Chair as requested.

RESOLVED, Motion made by Mary Giannetti to approve Certification of PHN 2018-05 by both the Executive Director and Chair (with signed acknowledgements being retained on file at the housing authority.

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

RESOLUTION FOR AUTHORIZATION OF CHANGE ORDER NUMBER ONE  
IN CONJUNCTION WITH THE  
GREEN ACRES (200-1) INTERIOR RENOVATIONS

WORK PLAN 5001, PROJECT #097092

RESOLUTION 2018-03-05

Whereas: The Fitchburg Housing Authority has the need to sign a Change Order Number One in conjunction with the Green Acres (200-1) Interior Renovations and

Whereas: Richard Alvord Architects (the architect) recommends approval of this Change Order Number One which will decrease the contract amount by \$23,272.26.

NOW THEREFORE BE IT RESOLVED,

That the Fitchburg Housing Authority Board of Directors authorizes the Chair, or their designee, to sign the Change Order Number One in conjunction with the Green Acres (200-1) interior renovations 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 their designee, in conjunction with the Green Acres (200-1) interior renovations  
SECONDED, David Basilio seconded the motion, and the motion was passed unanimously.

RESOLUTION FOR AUTHORIZATION OF CHANGE ORDER NUMBER ONE  
IN CONJUNCTION WITH THE  
667-1 CANTON VALLEY/667-2 DANIELS HEIGHTS  
ASBESTOS ABATEMENT CRAWLSPACE PIPE WRAP

WORK PLAN 5001, PROJECT #097091

RESOLUTION 2018-03-06

Whereas: The Fitchburg Housing Authority has the need to sign a Change Order Number One in conjunction with the 667-1 Canton Valley/667-2 Daniels Heights Asbestos Abatement Crawlspace Pipe Wrap and

Whereas: C.A. Crowley Engineering, Inc. (the architect) recommends approval of this Change Order Number One which will increase the contract amount by \$26,840.00.

NOW THEREFORE BE IT RESOLVED,

That the Fitchburg Housing Authority Board of Directors authorizes the Chair, or their designee, to sign the Change Order Number One in conjunction with the 667-1 Canton Valley/667-2 Daniels Heights Asbestos Abatement Crawlspace Pipe Wrap project 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 their designee, in conjunction with the 667-1 Canton Valley/667-2 Daniels Heights Asbestos Abatement Crawlspace Pipe Wrap project.

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

10. Other Correspondence:
- a. Public Housing Notices
  - b. Green Acres/Canton Valley Spring Newsletters

11. Resident Participation: None

12. There being no further business, motion to adjourn the meeting at 9:49 a.m. was made by Mary Giannetti. David Basilio seconded; all were in favor.