

# **Fitchburg Housing Authority Minutes – Regular Meeting**

*Wallace Towers Community Room, Fitchburg, MA*

May 16, 2018

**PRESENT:**

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

**ABSENT;**

Mary Giannetti, Vice Chair

**ALSO PRESENT:**

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

1. At 8:33 a.m. the meeting opened. The Chair declared a quorum present and called the meeting to order.

2. The minutes of April 18, 2018 were presented. David Rousseau made a motion to accept the minutes. David Basilio seconded; all were in favor.

3. Executive Director Report:

- Management Service Agreement – Sub-committee to review (Mary Giannetti and David Rousseau). Initial report back to the board in June after review of current agreement and PHN 2018-09.
- Federal Program – HUD PHAS Score, High Performer.
- The Executive Director offered his resignation to the Leominster H.A. board. He is going to the Worcester H.A. An ad will be placed in the local papers and the NAHRO Newsletter to hire a new Executive Director. His last day will be August 9<sup>th</sup>. The Chair asked if Fitchburg would be part of the process; she noted they were when Peter was hired. Process should be the same as in the past.

4. Financial Report (April 2018):

- April Monthly Payroll was passed around for review and two board member signatures.
- Page F3 – Negative reserves at 0.07%. The E.D. spoke with DHCD. Reviewing budget; 35% reserves going forward.
- Page F4 – Rent revenues at \$27,000; \$99,000 ahead of budget.
- Utilities are \$70,000 over budget (typical through the winter).
- Maintenance is \$92,000 over budget; material/contractor is \$60,000 over budget.

Motion made by David Basilio to accept the April 2018 financial reports presented. David Rousseau seconded; all were in favor.

5. Modernization Report:

- Capital Funds being cut to all housing authorities.
- Wallace Generator – Project in close-out phase; change order coming later in meeting.
- Daniel Heights/Canton Valley Crawl Space Abatement – Complete, in close-out.
- Green Acres Vacant Unit Renovations – Complete, in close-out.
- 689-3 Shingle Roof Replacement – Complete, in close-out.
- 689-3 Driveway/Fence Replacement – To be awarded in June.
- Green Acres Basement Moisture Remediation – Still in design; meeting on Friday with engineers.
- 689-1 Sprinkler Installation – Received one bid for \$186,000. Vote to reject and rebid later in meeting.

6. State-Aided Housing Report:

- 81 new standard applications in April; 21 elderly/young-disabled, 60 family.
- 2,219 applicants on the waiting list; 242 local residents.
- 72 emergency applications received for all of our housing authorities; four of these were hurricane victims. 27 applications were approved; seven of these were for Fitchburg, two more in May.
- Eight lease-ups, nine new vacancies.
- Overall occupancy rate was 95.88% for April.
- Work order report included.

The E.D. noted that the on-line waitlist (CHAMP) for all housing authorities in Massachusetts should be up and running January 1, 2019. Uploading information to the system will start this June/July.

A board member asked how many of the 81 applications received in April had resident preference.

7. Section 8 Housing Choice Voucher Report:

- 98% leased.
- MRVP Mobile – 58% leased, MRVP Project-Based – 93%

8. Old Business: None

9. New Business: The following resolutions were presented:

**RESOLUTION AUTHORIZING THE AWARD OF THE HOUSING QUALITY STANDARDS (HQS) INSPECTION SERVICES CONTRACT**

**RESOLUTION 2018-05-01**

WHEREAS: The Fitchburg Housing Authority is required by HUD to complete inspections annually for current participants, initial inspections for all moves, and any applicants that are leasing up for the first time, and

WHEREAS: The Fitchburg Housing Authority advertised for proposals for an independent inspection company and bids were due by 11:00 a.m. on Monday, May 7, 2018 and one firm (1) responded, and

WHEREAS: The current contract ends on June 1, 2018.

NOW THEREFORE BE IT RESOLVED,

That the Fitchburg Housing Authority authorizes the Executive Director to award the contract for new Housing Quality Standards Inspection Services to the lowest responsive and responsible proposer, CAT Inspections, for a one (1) year contract with two (2) one year options to renew annually in the total estimated amount of \$19,155.00 if all annual options are exercised. The contract is not to exceed \$10,000.00 per year or \$30,000.00 for all three (3) years.

FURTHER RESOLVED,

This vote shall further authorize the Executive Director to enter into the contract for Housing Quality Standards Inspection Services with the lowest responsive and responsible proposer, CAT Inspections.

RESOLVED, Motion made by David Rousseau to authorize the Executive Director to enter into a contract for HQS Inspection Services with the lowest responsive and responsible proposer, CAT Inspections.

SECONDED, Andrew Van Hazinga seconded the motion and the motion was passed by a unanimous vote.

RESOLUTION AUTHORIZING THE REJECTION OF THE BID FOR THE  
689-1 INSTALLATION OF A NEW SPRINKLER SYSTEM

DHCD FISH #097105

RESOLUTION 2018-05-02

WHEREAS: The Fitchburg Housing Authority advertised for bids for the Installation of a New Sprinkler System at 76 Mechanic Street (689-1), and

WHEREAS: The bids were due by 2:00 p.m. on Friday, April 20, 2018 and only one bid was received. The bid received from Rustic Fire Protection, in the amount of \$185,000, is more than twice the estimated cost of \$80,000, and

WHEREAS: The Department of Housing and Community Development has rejected the bid.

NOW THEREFORE BE IT RESOLVED,

That the Fitchburg Housing Authority authorizes the Executive Director to reject the bid from Rustic Fire Protection in the amount of \$185,000.

RESOLVED, Motion made by David Basilio to authorize the Executive Director to reject the bid from Rustic Fire Protection in the amount of \$185,000.

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

RESOLUTION AUTHORIZING SIGNING OF THE CERTIFICATE OF FINAL COMPLETION/FINAL PAYMENT FOR THE (200-1) VACANT UNIT REPAIRS

DHCD PROJECT NUMBER 097092

Resolution 2018-05-03

Whereas: The Architect (Richard Alvord Architects) has inspected the 200-1 Vacant Unit Repairs and,

Whereas: The Architect has recommended that the 200-1 Vacant Unit Repairs 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 \$14,630.24, for the 200-1 Vacant Unit Repairs.

RESOLVED, Motion made by Andrew Van Hazinga to accept the Certificate of Final Completion and Final Payment, in the amount of \$14,630.24, for the 200-1 Vacant Unit Repairs.

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 667-1 CANTON VALLEY AND 667-2 DANIELS HEIGHTS ASBESTOS ABATEMENT CRAWLSPACE PIPE WRAP

DHCD PROJECT NUMBER 097091

Resolution 2018-05-04

Whereas: The Architect (C.A. Crowley Engineering, Inc.) has inspected the 667-1/667-2 Asbestos Abatement Crawlspace Pipe Wrap and,

Whereas: The Architect has recommended that the 667-1/667-2 Asbestos Abatement Crawlspace Pipe Wrap 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 667-1/667-2 Asbestos Abatement Crawlspace Pipe Wrap.

RESOLVED, Motion made by David Rousseau to accept the Certificate of Substantial Completion for the 667-1/667-2 Asbestos Abatement Crawlspace Pipe Wrap.

SECONDED, Andrew Van Hazinga seconded the motion, and the motion was passed by a unanimous vote.

RESOLUTION AUTHORIZING SIGNING OF THE CERTIFICATE OF FINAL COMPLETION/FINAL PAYMENT FOR THE 667-1 CANTON VALLEY AND 667-2 DANIELS HEIGHTS ASBESTOS ABATEMENT CRAWLSPACE PIPE WRAP

DHCD PROJECT NUMBER 097091

Resolution 2018-05-05

Whereas: The Architect (C.A. Crowley Engineering, Inc.) has inspected the 667-1/667-2 Asbestos Abatement Crawlspace Pipe Wrap and,

Whereas: The Architect has recommended that the 667-1/667-2 Asbestos Abatement Crawlspace Pipe Wrap 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 \$95,675.00, for the 667-1/667-2 Asbestos Abatement Crawlspace Pipe Wrap.

RESOLVED, Motion made by David Basilio to accept the Certificate of Final Completion and Final Payment, in the amount of \$95,675.00, for the 667-1/667-2 Asbestos Abatement Crawlspace Pipe Wrap.

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 667-5 CJ DURKIN CAMERA PROJECT

DHCD PROJECT NUMBER 097094

Resolution 2018-05-06

Whereas: The Architect (John Murphy Jr. Electrical Construction & Engineering, Inc.) has inspected the 667-5 CJ Durkin Camera Project and,

Whereas: The Architect has recommended that the 667-5 CJ Durkin Camera Project 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 CJ Durkin Camera Project.

RESOLVED, Motion made by David Rousseau to accept the Certificate of Substantial Completion for the CJ Durkin Camera Project.

SECONDED, Andrew Van Hazinga seconded the motion, and the motion was passed by a unanimous vote.

RESOLUTION AUTHORIZING SIGNING OF THE CERTIFICATE OF  
FINAL COMPLETION/FINAL PAYMENT FOR THE 667-5 CJ DURKIN CAMERA  
PROJECT

DHCD PROJECT NUMBER 097094

Resolution 2018-05-07

Whereas: The Architect (John Murphy Jr. Electrical Construction & Engineering, Inc.) has inspected the 667-5 CJ Durkin Camera Project and,

Whereas: The Architect has recommended that the 667-5 CJ Durkin Camera Project 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 \$2,805, for the 667-5 CJ Durkin Camera Project.

RESOLVED, Motion made by David Rousseau to accept the Certificate of Final Completion and Final Payment, in the amount of \$2,805, for the 667-5 CJ Durkin Camera Project.

SECONDED, Andrew Van Hazinga seconded the motion, and the motion was passed by a unanimous vote.

10. Other Correspondence:

- Public Housing Notices

11. Resident Participation: None

12. There being no further business, motion to adjourn the meeting at 9:11 a.m. was made by Andrew Van Hazinga. David Basilio seconded; all were in favor.