

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

*Wallace Towers Community Room, Fitchburg, MA*

May 20, 2015

## **PRESENT:**

**Paul Fontaine, Chair**

**Mary Giannetti, Vice Chair**

**Linda Byrne, Treasurer**

**David Rousseau, Assistant Treasurer**

**Mark Jackson, member**

## **ALSO PRESENT:**

**Peter Proulx, Secretary**

**Denise Ivaldi, Recording Secretary**

The Executive Director introduced Ben Gold, the new Assistant Executive Director and Mark Jackson, our newest member of the board (who is on the Fitchburg police department).

There were tenants present with the following comments:

- a. A resident asked if the fence was ever going up. *The Executive Director replied yes.*
- b. A resident asked about the cameras? *The E.D. replied the cameras are not monitored. Staff can review with info from the residents.*  
Linda Byrne noted that now that Sgt Jackson is on the board, he will be a very important liaison between the housing authority and the police department.
- c. A resident stated that she hopes the police will show up when called. She added that last week there was an issue and no one showed up.
  1. *Sgt Jackson addressed the resident stating that sometimes the police department checks an area but can't locate the caller. If a resident wants to talk after placing a call, they should let the police department know.*
  2. *The E.D. added that the housing authority will do everything possible to have a safe building.*
  3. *The Chair noted that Mark Jackson's role with the housing authority is that of a board member, not of a police officer.*

1. The Chair declared a quorum present and called the meeting to order at 8:42 a.m.

2. Linda Byrne made a motion to accept the minutes of the April 15, 2015 meeting. Mark Jackson seconded the motion; all in favor; the motion passed unanimously. The Chair asked that some paragraphs of the minutes be separated for easier review. The Executive Director noted that the Executive Session minutes for April were not included in the packet, they will be included in next month's.

3. The Executive Director Report:

- a. The housing authority is working on a new website which will allow individuals to obtain applications and view information on the different developments. The site will be called the North Central Massachusetts Housing Authorities (NCMHA). Mary Giannetti stated she went to NCMA.org and it already exists under another entity. The E.D. said he believes we purchased .com (not .org) but will clarify. The site should be fully active by late June.
- b. Ethics training (part of board packet). Board members should print out the certificate at the end of the training and give a copy to the housing authority. David Rousseau added that the city clerk wants a copy as well.
- c. Ben Gold, the new Assistant E.D. started two weeks ago. He was an attorney in CT and previously worked at two housing authorities there.
- d. The E.D. will be out next Wednesday, Thursday and Friday for oral surgery.
- e. We received two scores in from HUD:
  - PHAS Score of 91 (signifies a high performer). HUD had not done FHA for six years.
  - SEMAP Score of 100 – leased housing program. Mary Giannetti asked if it had been done before. The E.D. said yes, score of 90-92 previously. The Chair asked how many units were involved. The E.D. replied 299 units.
- f. Staffing – the Rent Recertification clerk left. We interviewed and hired Moises Ramos who has a lot of experience in Fitchburg.
- g. No union activities at this time.

4. Financial Report:

- a. Page F3 – Line 2806: Reserves are at 8.97%, goal is 20%. Maintenance/snow removal costs are reflected here.
- b. Page F2 – Ordinary Maintenance: Approximately \$100K over (deficit) due to big storms over the winter. Mary Giannetti asked if there was any reimbursement from FEMA and clarity on utility costs. The E.D. replied approximately \$30K from FEMA; utility costs usually very high during winter months (but still lower than last year).

The Chair asked the status of net metering. The E.D. stated that construction was to start in September 2015 and will take approximately three months to complete. We could see savings by the year-end. The Chair asked what the current rate was. The E.D. stated it was currently .21/kwh and with net metering we will save .9 to .11/kwh. Mary Giannetti asked if there was a separate account for this. The E.D. replied yes; we also then submit a monthly report to DHCD.

Mary Giannetti made a motion to accept the financial report. Linda Byrne seconded and all were in favor.

#### 5. Facilities Report:

- a. Work order date listed.
- b. Modernization:

- Daniel Heights roof replacement should be completed by end of July.
- Camera/Locks – waiting to list in the Central Register; estimated cost is approximately \$297K.
- Green Acres roof replacement. We are pursuing a large project (\$6M approved through the HILAPP). DHCD is allowing us to pull the roof project from that (due to ice dam issues); hope to have it completed by September. The Chair would like to see Nault's drawings for Green Acres roof when available. Mary Giannetti asked if there would be gutters. The E.D. replied that the development was built in 1949/1950. We dug up around one building; there was no perimeter drainage.
- The Chair asked if the new Assistant E.D. would be doing the facilities report now. The E.D. replied that Ben's number one task will be to manage vacancies, etc.

#### 6. State Housing Report:

- a. Mary Giannetti stated she liked the previous format better as it showed the previous months as well. The E.D. replied we will go back to the old format.
- b. The Chair asked if the occupancy rate shouldn't be higher with the number of applicants on the waiting list. The E.D. replied that's what Ben will be working on; to see what needs to change.
- c. Linda Byrne asked if number of vacancies included off-line units. The E.D. replied no; adding that this building has 9 vacancies, 23 units are off-line for work.

- d. David Rousseau asked if the congregates at Durkin could come to the 3<sup>rd</sup> floor of Wallace. The E.D. replied that it depends on whether they qualify and want to move (different services involved). Mary Giannetti asked if

- e. Summit determines the eligibility. The E.D. replied individuals have to be eligible; they still have to have a lease, rent recertification, et.

7. Section 8 Report: No discussion.

8. New Business:

The following resolutions were presented by the Chair:

The E.D. explained the process of the HQS Inspection Services. He added that he and Maureen (Director of Leased Housing) reviewed the three proposals received and thought CAT Inspections was more qualified.

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

##### RESOLUTION 2015-05-01

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.

WHEREAS: The Fitchburg Housing Authority advertised for proposals for an independent inspection company, the RFP announcement was advertised in the Sentinel on Wednesday, March 25, 2015.

WHEREAS: All proposals were submitted on or before 4:00 P.M. Friday April 24<sup>th</sup> 2015 Proposals were addressed to Peter Proulx, Executive Director, of Fitchburg Housing Authority and

WHEREAS: The Director of Leased Housing and the Executive Director reviewed and scored the proposals (see attached).

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 and contract to the most qualified responsible proposer, CAT Inspections.

FURTHER RESOLVED,

This vote shall further authorize the Executive Director to enter into the contract for Housing Quality Standards Inspection services with CAT Inspections.

RESOLVED, Motion made by Linda Byrne to authorize the Executive Director to enter into the contract with CAT Inspections.

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

The E.D. explained to the board that the 2015 budget previously submitted was reviewed by DHCD and they wanted to utilize reserve augmentation (rather than pay a higher rate of subsidy, FHA would get reserve augmentation).

#### RESOLUTION TO APPROVE 2015 400-1 BUDGET REV 0

##### RESOLUTION 2015-05-02

WHEREAS: DHCD has requested the Fitchburg Housing Authority revise the submission of the 2015 400-1 budget, and

WHEREAS: DHCD has also requested that the Fitchburg Housing Authority show a \$599,370 deficit in order to fund the budget as a Reserve augmentation rather than as an increased operating statement.

NOW THEREFORE BE IT RESOLVED,

That the Fitchburg Housing Authority approve the 2015 400-1 budget Rev 0 as requested by DHCD.

RESOLVED, Motion made by Linda Byrne to approve the 2015 400-1 budget Rev 0.

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

Motion to adjourn the meeting at 9:30 a.m. was made by Paul Fontaine. Linda Byrne seconded; all were in favor.

