

Fitchburg Housing Authority Minutes – Regular Meeting

Wallace Towers Community Room, Fitchburg, MA

September 14, 2016

PRESENT:

Paul Fontaine, Chair
Mary Giannetti, Vice Chair
Linda Byrne, Treasurer
David Rousseau, Assistant Treasurer
Mark Jackson, Member

ALSO PRESENT:

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

Residents were present prior to the meeting starting with the following comments:

The cylinder in the front door is always loose. The E.D. asked the resident to call it in as a work order.

1. At 8:35 a.m. the meeting opened. The Chair declared a quorum present and called the meeting to order.
2. The minutes of August 17, 2016 were presented. Mary Giannetti made a motion to accept the minutes. David Rousseau seconded; all were in favor.
3. The Executive Director Report:
 - a. Disposition of 705's. DHCD will have final approval by next Tuesday. The housing authority will have to purchase a building with four (4) units built after 1990. We will not have to wait to sell properties before purchasing. Discussion on the need for a four (4) bedroom unit and whether Blossom St. could be used. The E.D. said it could not; we can't have Federal and State.
 - b. HUD PHAS score of 91 out of 100. Greatly improved number for Fitchburg.
 - c. The E.D. is on vacation for two weeks, September 19-30. Ben will be available during this time.
 - d. RCAT is fully staffed and operational. The team is already reaching out to the other housing authorities in our region.

David Rousseau asked about the meeting with the Police Chief; the E.D. said that will come later.

4. Financial Report – August:
 - a. Reserves are at 17.42% - \$302,294.

- b. Page F4 – Operating in good condition; rents are good.
- c. Ordinary Maintenance is in the negative; we are \$20,000 over budget.

David Rousseau made a motion to accept the July and August financial statements. Mary Giannetti seconded; all were in favor.

5. Modernization Report:

- a. Wallace/Durkin Locks and Camera – Prices came back high; projects were separated. New camera system specifications are being written.
- b. Community Room at Day St. – DHCD is altering scope of work; project is out to bid.
- c. Daniels Heights Deck/Railing – should be completed by Thanksgiving.
- d. Green Acres vacant unit turnover – 24 units with severe damage to the ceilings (this winter). Project design to begin in October.
- e. Daniels Heights Ramp – out to bid.
- f. Wallace Towers Door Openers – out to bid in 2-3 months.
- g. Wallace Towers Concrete/Brick - \$100,000, repairs at this time. We need \$600,000 to do a complete job. We are working with DHCD for emergency funding, otherwise will be done in two phases.

Mary Giannetti asked if this work was included in the ModPHASE application. The E.D. replied yes, everything for the building was included.

6. State-Aided Housing Report:

- a. 115 standard applications received; 1,030 applicants on the waiting list.
- b. 94.48% occupancy, up from 93.52%.
- c. Seven new vacancies.
- d. High % of work orders completed within 24 hours.
- e. State wide waiting list could be up by January 1, 2017. Ben and Cindy are working on marketing plan to include newspaper, radio and brochure. Hope to have something by the October meeting.

7. Section 8 Housing Choice Voucher Report:

- a. 98% leased.
- b. VMS Audit completed – high performer.
- c. Two staff at Day St.

Mark Jackson asked for explanation on port in/out. The E.D. gave examples of Puerto Rico to Massachusetts would be considered a port-in; Massachusetts to Florida would be considered a port-out.

8. Old Business: None

9. New Business: The following resolutions were presented:

RESOLUTION AUTHORIZING THE ACCEPTANCE
OF THE LOWEST BID FOR PEST CONTROL SERVICES

Resolution 2016-09-01

WHEREAS: The Fitchburg Housing Authority has advertised for quotes for pest control services, and

WHEREAS: The quotes were due on Wednesday, August 3, 2016 and three firms responded to our solicitation for pest control services (*see attached*).

NOW THEREFORE BE IT RESOLVED,

That the Fitchburg Housing Authority Board of Commissioners approve the lowest responsive and eligible quote from Terminix, Woburn, MA for a one year contract, with two one-year options for renewal, in an estimated amount of \$8,650.00 per year (not to exceed \$25,000.00 per year) 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 the contract for pest control services for a total estimate of \$25,950.00 (a one year contract with two one-year options for renewal, not to exceed \$25,000.00 per year) to the lowest qualified bidder, Terminix, Woburn, 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.

On the next resolution, the Executive Director noted that the board was provided copy of the draft ModPHASE application. The initiative is using money that should have been given to the housing authorities. DHCD has \$25M from the Modernization budget for this initiative. The PACE program on the third floor at Wallace allows us to apply for this grant. The program keeps elders in place until they truly cannot stay in housing. The initiative could add 60 additional parking spaces for tenants; we will work with the court next door.

We have to prove that the building will still be functional 30 years from now. We will need a Letter of Support from the Resident Advisory Board. The application is due next week; FY2018 funding.

RESOLUTION TO APPROVE SUBMITTAL OF APPLICATION FOR THE DHCD
ModPHASE INITIATIVE FOR
LOCAL HOUSING AUTHORITIES

Resolution 2016-09-02

Whereas: The Department of Housing and Community Development (DHCD) is accepting applications for the ModPhase Initiative for Local Housing Authorities, and

Whereas: The Fitchburg Housing Authority Wallace Tower (667-3) elderly development would greatly benefit from this ModPhase Grant Award.

NOW THEREFORE BE IT RESOLVED:

That the Fitchburg Housing Authority Board of Directors authorizes the Executive Director to submit an application for the DHCD ModPhase Initiative for Local Housing Authorities for the Wallace Tower (667-3) elderly complex.

Resolved, Motion made by Linda Byrne to authorize the submittal of the application for the DHCD ModPhase Initiative.

Seconded, Mark Jackson seconded the Motion and the Motion was passed by a unanimous vote.

10. Other Correspondence: None

11. Resident Participation: None

12. There being no further business, motion to adjourn the meeting at 9:08 a.m. was made by Linda Byrne. Mark Jackson seconded; all were in favor.