

Fitchburg Housing Authority Minutes – Regular Meeting

CJ Durkin Community Room, Fitchburg, MA

September 26, 2018

PRESENT:

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

ALSO PRESENT:

Benjamin Gold, Interim Executive Director
Denise Ivaldi, Recording Secretary
Sue Honeycutt, Fenton & Ewald
Steve Larry, RCAT Project Manager
Adam Gautie, Chief Procurement Officer

Chair Byrne stated the Mayor was planning on coming to the meeting but had a conflict for today. He hopes to regularly attend meetings going forward.

1. At 8:40 a.m. the meeting opened. The Chair declared a quorum present and called the meeting to order.
2. The minutes of August 29, 2018 were presented. Mary Giannetti made a motion to accept the minutes. Andrew Van Hazinga seconded; all were in favor.
3. Executive Director Report:
 - We received the DHCD approval letter for the disposition of 15 Congress St., 279 Pearl St. and 95 Clinton St.
 - Ben will be out of the office Thursday afternoon (9/27), Friday (9/28) and Monday (10/1).
 - Introduced other individuals present for the meeting: Sue Honeycutt from Fenton & Ewald, Adam Gautie, our Chief Procurement Officer and Steve Larry, RCAT Project Manager.

Andrew Van Hazinga asked about the status of the Leominster Executive Director. Ben Gold replied he was still serving as the Interim E.D. David Rousseau asked if the housing authority had hired a smoking attorney. Ben replied yes, he took on a couple of cases, but they didn't go far. It's not an easy process. David Rousseau asked for the managers to be at the board meetings so they can report on each building.

4. Financial Report (August 2018):

Sue Honeycutt, Fenton & Ewald told the board she did not have good news. Financially the housing authority is in poor shape. The Management Agreement helps to run the housing authority but not with the financials. Everything financially has a negative.

Next year, DHCD will boost the reserves to 35%, have to keep it at 20%. Mary Giannetti asked would the reserves would be we got the subsidy DHCD is supposed to give us. How can we get the money owed? Sue Honeycutt responded that the housing authority can't control.

Linda Byrne asked what happens if we continue to be in bad shape. Sue Honeycutt replied it's always a struggle to stay within the budget. We are spending more than we have. Utilities, etc. have to be paid. If employees can share work, can save money. Mary Giannetti asked, over time what money has DHCD given, since five years ago. Sue Honeycutt will look and put something together to include solar credits. She also went over the different line items under Administrative. The CIP comes out of state bond funding for larger projects. Should ask Sheila for accrual method of accounting.

Andrew Van Hazinga made a motion to accept the August financial report. Mary Giannetti seconded, all were in favor.

5. Modernization Report:

- 689-3 240 Ashburnham Driveway and Fence Replacement – has reached substantial completion.
- 200-1 Green Acres Basement Moisture Remediation – preparing scope of work to go out to bid.
- 689-1 76 Mechanic Fire Sprinkler Installation – should be completed next month.
- 667-1/705-2 Canton Valley Fire Alarm Upgrade – work in progress.

6. State-Aided Housing Report:

- 78 new standard applications in August; 25 elderly/young-disabled, 53 family (21 local residents).
- 2,680 applicants on the waiting list; 999 local residents.
- 82 emergency applications received for all of our housing authorities; five were hurricane victims.
- Eleven (11) new lease-ups, five (5) new vacancies.
- Overall occupancy rate was 92.16% for July.
- Work order report included.
- Monthly Payroll passed around for board review and two signatures.

7. Section 8 Housing Choice Voucher Report:

- 99% leased.
- MRVP, 64% allocated.
- State MRVP – 100% leased.

8. Old Business: None

9. New Business: The following resolutions were presented:

Steve Larry told the board that formula funding is about seven years old. The RCAT assists the housing authorities with the process, the housing authority receives about \$400-500,000 a year. He then went over the process covering the CIP five year plan as follows:

- The green column (first year) shows the active projects, some are in warranty stage. David Rousseau said Royal Heater said there is a sensor issue in the Community Room, should have fans to draw the heat down. Steve will look at.
- The blue column (second year) is a planning year, starting July 1, 2019.
- The orange column (third year) are small projects and also a planning year for 2020.

Steve Larry added we are always looking for extra money.

**RESOLUTION TO APPROVE THE APPLICATION FOR THE
2019 CAPITAL IMPROVEMENT PLAN – FORMULA FUNDING TO DHCD**

Resolution 2018-09-01

Whereas: DHCD will annually provide a given amount of capital development funding through a “formula funding” allocation to address deficiencies and deferred maintenance issues identified and,

Whereas: The Fitchburg Housing Authority has the need to submit an application for Capital Improvement Plan (CIP) to DHCD for the year 2019 and,

Whereas: Meetings were held with the tenants on September 17 and September 20 for their comment and input as required by DHCD.

NOW THEREFORE BE IT RESOLVED,

That the members of the Fitchburg Housing Authority Board of Commissioners have reviewed and approved the five year Capital Improvement Plan (CIP) Formula Funding for years 2019 to 2023 as presented and further authorize the Interim Executive Director to submit the application to DHCD.

RESOLVED, Motion made by Andrew Van Hazinga to authorize the Interim Executive Director to submit the application for 2019 Capital Improvement Plan (CIP) Formula Funding, as proposed, to DHCD.

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

Mary Giannetti left the meeting at 9:51 a.m.

RESOLUTION TO AWARD CONTRACT FOR
ELEVATOR PREVENTATIVE MAINTENANCE AND REPAIR SERVICES

Resolution 2018-09-02

WHEREAS: The Fitchburg Housing Authority has advertised for bids for elevator preventative maintenance and repair services, and

WHEREAS: Two (2) firms responded to our solicitation (see attached memorandum).

NOW THEREFORE BE IT RESOLVED,

That the Fitchburg Housing Authority Board of Commissioners approves the lowest responsible and eligible bid, in the estimated amount of \$32,375.00 for a one (1) year contract, to Elevator Maintenance and Service, Inc. with two (2) options to renew annually at sole FHA discretion and authorize the Chair, or their designee, to sign said contract and/or any other documents necessary.

RESOLVED, Motion made by Andrew Van Hazinga to award the contract for elevator preventative maintenance and services in the estimated amount of \$32,375.00 to the lowest qualified bidder, Elevator Maintenance and Service Inc. with two (2) options to renew annually at sole FHA discretion and to authorize the signing of the contract, and/or any other documents necessary, by the Chair, or their designee.

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

RESOLUTION AUTHORIZING INTERIM EXECUTIVE DIRECTOR TO SIGN
DOCUMENTS RELATED TO SALE OF FHA OWNED PROPERTY

Resolution 2018-09-03

Whereas: The Fitchburg Housing Authority, in conjunction with DHCD, recently solicited proposals to dispose of FHA owned property due to requiring significant investment to rehabilitate the property for habitation, and

NOW THEREFORE BE IT RESOLVED,

That the Fitchburg Housing Authority Board of Commissioners authorizes the Interim Executive Director Benjamin Gold to sign all documents related to the sale of any FHA owned property, including the contract and deed.

RESOLVED, Motion made by David Rousseau to authorize the Interim Executive Director Benjamin Gold to sign all documents related to the sale of any FHA owned property, including the contract and deed.

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

RESOLUTION AUTHORIZING SUBMITTAL OF
DEVELOPMENT PROPOSAL - HUD FORM 52483-A

Resolution 2018-09-04

Whereas: The Fitchburg Housing Authority is required by HUD to submit a Development Proposal (HUD Form 52483-A) for three properties that are being rehabbed, pursuant to 24 CFR 905.606, and

Whereas: The three properties are located at 174 Milk St., 28 Taft St. and 24 Forest St. (*see attached memorandum*).

NOW THEREFORE BE IT RESOLVED,

That the Fitchburg Housing Authority Board of Commissioners authorizes the submittal of a Development Proposal (HUD Form 52483-A), pursuant to 24 CFR 905.606, in conjunction with the three properties that are being rehabbed at 174 Milk St., 28 Taft St. and 24 Forest St.

RESOLVED, Motion made by David Basilio to authorize the submittal of HUD Form 52483-A Development Proposal, pursuant to 24 CFR 905.606, in conjunction with the three properties that are being rehabbed at 174 Milk St., 28 Taft St. and 24 Forest St.

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

The board asked if they could get the addresses for the scattered sites and status.

RESOLUTION CHANGING AND ESTABLISHING
THE APPROVING OFFICIAL FOR LOCCS/VRS

Resolution 2018-09-05

Whereas: The Fitchburg Housing Authority requires an Approving Official for the Line of Credit Control System (LOCCS), HUD's grant distribution system, and

Whereas: We do not currently have an Executive Director in place, and

Whereas: The Approving Official must be a permanent official as "Interim/Acting" titles are not recognized by the auditors.

NOW THEREFORE BE IT RESOLVED,

That the Fitchburg Housing Authority Board of Commissioners approves changing and establishing Linda Byrne, Chair, as the LOCCS/VRS Approval Official for the Fitchburg Housing Authority.

RESOLVED, Motion made by David Rousseau to approve changing and establishing Linda Byrne, Chair, as the LOCCS/VRS Approval Official for the Fitchburg Housing Authority.

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

On the following resolution, Adam Gautie told the board that DHCD had vetted the buyer and the sale. The buyer must meet certain milestones within a year, then the deed is signed over.

RESOLUTION FOR OWNERSHIP TRANSFER OF
132 PLEASANT STREET

Resolution Number 2018-09-06

Whereas: The Fitchburg Housing Authority, in conjunction with DHCD, recently solicited proposals to dispose of FHA owned property located at 132 Pleasant Street due to requiring significant investment to rehabilitate the property for habitation, and

Whereas: The proposals were due by August 22, 2018 and we received two responsive and responsible Option A proposals and one responsive and responsible Option B proposal (*see attached memo*), and

Whereas: Joseph and Susan Shaine submitted the highest rated Option A proposal for 132 Pleasant Street to develop affordable housing and maintain affordable housing into perpetuity for \$1. Proposals were reviewed by both DHCD and FHA.

NOW THEREFORE BE IT RESOLVED,

That the Fitchburg Housing Authority Board of Commissioners approve ownership transfer of 132 Pleasant Street in the amount of \$1, subject to DHCD final approval, and conditional upon securing all financing and being fully prepared for construction within (1) year.

RESOLVED, Motion made by Andrew Van Hazinga to transfer ownership of 132 Pleasant Street in the amount of \$1, subject to DHCD final approval, and conditional upon securing all financing and being fully prepared for construction within (1) year.

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

Adam Gautie told the board the following resolution was for the same buyer but a different address.

RESOLUTION FOR OWNERSHIP TRANSFER OF
16 PROSPECT STREET

Resolution Number 2018-09-07

- Whereas: The Fitchburg Housing Authority, in conjunction with DHCD, recently solicited proposals to dispose of FHA owned property located at 16 Prospect Street due to requiring significant investment to rehabilitate the property for habitation, and
- Whereas: The proposals were due by August 22, 2018 and we received one responsive and responsible Option A proposal and one responsive and responsible Option B proposal (*see attached memo*), and
- Whereas: Joseph and Susan Shaine submitted the highest rated Option A proposal for 16 Prospect Street to develop affordable housing and maintain affordable housing into perpetuity for \$1. Proposals were reviewed by both DHCD and FHA.

NOW THEREFORE BE IT RESOLVED,

That the Fitchburg Housing Authority Board of Commissioners approve ownership transfer of 16 Prospect Street in the amount of \$1, subject to DHCD final approval, and conditional upon securing all financing and being fully prepared for construction within (1) year.

RESOLVED, Motion made by David Rousseau to transfer ownership of 16 Prospect Street in the amount of \$1, subject to DHCD final approval, and conditional upon securing all financing and being fully prepared for construction within (1) year.

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

At 10:10 a.m., the Chair announced the board would go into Executive Session to discuss confidential information of the Management Agreement Extension (per Open Meeting Law) and would return to regular session at the end. The Chair then took a roll call to enter into Executive Session as follows: Dave Rousseau – yes, David Basilio – yes, Andrew Van Hazinga – yes and Linda Byrne – yes. Others present were asked to leave the meeting at this time.

The Chair then asked for a roll call vote to end the Executive Session, noting they would return to Regular Session. At 10:38 a.m. a roll call vote was taken as follows: David Rousseau – yes, David Basilio – yes, Andrew Van Hazinga – yes, Linda Byrne – yes. The nays were none. The motion passed, and the Executive Session was adjourned

The board voted as follows to enter into a three (3) month extension to the Management Services Agreement with Leominster Housing Authority with two (2) three (3) month options to extend – David Rousseau – yes, David Basilio – yes, Linda Byrne – yes, Andrew Van Hazinga – no. The motion passed three to zero. Mary Giannetti was not present for the vote.

Ben Gold passed out a copy of a Management Services Agreement for execution and a copy of a sample advertisement for an Executive Director.

David Rousseau stated the board needed a list of present positions and what portion of their salary was paid by FHA. Linda Byrne replied that Amy Stitely/DHCD had already provided her with a list of positions and salary percentages. LHA will review the list Linda Byrne received and see if anything should be added to it.

10. Other Correspondence:

- PHN Notices
- Green Acres/Canton Valley Newsletters

11. Resident Participation: None

12. There being no further business, motion to adjourn the meeting at 10:48 a.m. was made by David Rousseau. David Basilio seconded; all were in favor.