

AMHERST HOUSING AUTHORITY
BOARD OF COMMISSIONERS
REGULAR MEETING
MONDAY JUNE 25, 2012
ANN WHALEN COMMUNITY ROOM
33 KELLOGG AVE., AMHERST, MA

Members of the Amherst Housing Authority met in regular session on Monday June 25, 2012 in the community room of Ann Whalen Apartments, 33 Kellogg Ave. Amherst, MA. The chair, C. Kruger, called the meeting to order at 4:30 p.m.

PRESENT: P. Jessop, C. Kruger, L. Quinn, P. Bobrowski, J. Brooks

ABSENT:

ALSO PRESENT: D. LeDuc, J. Tetreault

AGENDA ADOPTION/CHANGES: Upon motion of J. Brooks, seconded by P. Jessop, it was voted to adopt the agenda. (Unanimous)

ACCOUNTS PAYABLE WARRANT: Upon motion of J. Brooks, seconded by P. Bobrowski, it was voted to approve the following accounts payable check #23112 dated May 4 11, 2012 in the amount of \$25.00; accounts payable check #23113 through check # 23141 dated May 11, 2012 in the amount of \$78,829.60; accounts payable check #23142 through check #23143 dated May 14, 2012 in the amount of \$614.00; accounts payable check #23144 through 23173 on May 25, 2012 voided; accounts payable check #23174 through check# 23203 dated May 25, 2012 in the amount of \$28,667.86; accounts payable check #23204 dated May 30, 2012 in the amount of \$786.25; Main Street check #342 through check # 346 dated May 11, 2012 in the amount of \$7,075.39; accounts payable check # 347 through check# 349 dated May 25, 2012 in the amount of \$1,386.57; and payroll payments dated May 15, 2012 in the amount of \$16,328.32; and May 30, 2012 in the amount of \$16,266.41. (Unanimous)

MINUTES APPROVAL: Upon motion of P. Jessop, seconded by L. Quinn, it was voted to approve the minutes of the Regular Meeting of May 29, 2012. (3 yes, 2 abstentions)

UPDATE ON SHIFFER HOUSE: J. Tetreault presented the board with a document of recommendations based on the discussions of the group. It was agreed that there should be language that would include up to 120% of AMI, and that it would be a Deferred Payment Loan. J. Tetreault also discussed a Section 8 Security Deposit program and the thoughts about its administration. Discussion among the board also identified that some of the proceeds should be set aside for AHA priorities which would provide the board with some flexibility to utilize some of the funds to further the mission of the AHA. It was recommended that J. Tetreault use these suggestions to draft a document for the board to review which, after approval would be given to the AG's office to modify the current deed restriction.

SECTION 8 INSPECTION POLICY: J. Tetreault reviewed the Section 8 Inspection Policy recommendation with the board. During the discussion, it was noticed that one component was missing in the policy. Upon motion of J. Brooks, seconded by P. Jessop, it was voted to approve the Section 8 Inspection Policy with the following addition:

After two missed inspections, the AHA Section 8 staff will send the tenant a Conference Request Letter to discuss the two missed inspections, go over the Section 8 Inspection Policy and explain that failure to allow the AHA to conduct its annual inspection can lead to termination from the Section 8 program. Unless there are unforeseen circumstances, the AHA staff will arrange an appropriate time with the tenant to have the inspector conduct the inspection.

(Unanimous)

TENANT CONCERNS: None reported.

OUTSTANDING ACCOUNTS RECEIVABLE BALANCES: Upon motion of J. Brooks, seconded by L. Quinn, it was voted to write-off old uncollectible Tenants Accounts Receivable for vacated tenants as follows: 667 Developments in the amount of \$11,528.79, 705 Development in the amount of \$5,628.98, Watson Farms in the amount of \$2,465.07, and Bridge and Tamarack Development in the amount of \$866.00. (Unanimous)

OLYMPIA DRIVE CHANGE ORDER: Upon motion of P. Jessop, seconded by J. Brooks, it was voted to approve Amendment number 3 for Hill Engineering in the amount of \$4500.00 for the design work for the roof over units #5, 7, 9 and 11 at Olympia Drive.

Upon motion of J. Brooks, seconded by L. Quinn, it was voted to approve change order number 3 in the amount of \$7,270.00 for the replacement of the baseboard heat and install new as specified, and authorize the Executive Director to sign the Change Order. (Unanimous)

Board Member L. Quinn left meeting 5:25

DIRECTOR'S REPORT: D. LeDuc updated the board on the 705 Development Project and that we were recently awarded an additional \$100,000 from DHCD on the project which is the amount that we anticipate being underfunded. D. LeDuc advised the board that progress is beginning on the Capital Improvement Projects and through the Community Action partnership with Berkshire Gas we may be able to get a new system free of cost to the AHA or reducing our Capital Funds. D. LeDuc provided a brief update on the information she had obtained earlier that day from F. Hardee, attorney in regards to the Rolling Green issue.

CHAIR'S REPORT: None

OTHER BUSINESS: The Hawthorn Property continues to surface, however, given what could be built on that location it is not financially feasible. The board asked if Attorney Hardee could join the board meeting on 7/16 at 4:30 and D. LeDuc will follow-up.

ADJOURN: Upon the motion of P. Jessop, and seconded by J. Brooks, it was voted to adjourn until the next regular meeting on Monday, July 16, 2012 at 4:30 p.m. in the community room at Ann Whalen Apartments, 33 Kellogg Ave., Amherst, MA. Meeting adjourned at 5:45 p.m.