

AMHERST HOUSING AUTHORITY
BOARD OF COMMISSIONERS
REGULAR MEETING
MONDAY OCTOBER 22, 2012
ANN WHALEN COMMUNITY ROOM
33 KELLOGG AVE., AMHERST, MA

Members of the Amherst Housing Authority met in regular session on Monday October 22, 2012 in the fifth floor conference room of Ann Whalen Apartments, 33 Kellogg Ave. Amherst, MA. The chair, Constance Kruger, called the meeting to order at 4:34 p.m.

PRESENT: Constance Kruger, Judy Brooks, Laura Quinn- Peter Jessop arrived at 4:43

ABSENT: Paul Bobrowski

ALSO PRESENT: Denise LeDuc, David Keenan, Alan Root

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

MINUTES APPROVAL: Upon motion of L. Quinn, seconded by C. Kruger, it was voted to approve the minutes of the Regular Meeting of September 24, 2012 (2 Aye, 1 Abstention) Upon motion of J. Brooks, seconded by L. Quinn, it was voted to approve the minutes of the Special Meeting of October 1, 2012 (Unanimous)

ACCOUNTS PAYABLE WARRANT: Upon motion of J. Brooks, seconded by L. Quinn, it was voted to approve the Accounts Payable Warrant for August 2012 as submitted (Unanimous) Upon motion of J. Brooks, seconded by L. Quinn, it was voted to approve the Accounts Payable Warrant for September 2012 as submitted (Unanimous)

DAVID KEENAN: Mr. Keenan stated that he had been originally enlisted to assist with an issue for a tenant, however his role had changed, and Mr. Keenan stated that although the role and process was a bit frustrating, he had positive interactions with the AHA Executive Director who was very professional. Mr. Keenan stated that he would like to talk with the board sometime about their plans and vision for the AHA. Mr. Keenan also spoke about the possibilities of transitional housing and how it could benefit the community.

ENID GREENHOUSE LETTER: Ms. Kruger discussed letter that she had received from Ms. Greenhouse who was appalled at the AHA smoking policy, which was to grandfather current residents who were smokers to continue to smoke in their apartments, but new residents were not allowed to smoke in their units or in common areas, but were relegated to smoke outdoors. Ms. Greenhouse stated that she thought that Amherst would be more progressive and was very disappointed. Mr. Root stated that he had concerns for individuals who may reside in the building that may have COPD and how the smoke may affect them. The board stated that they would revisit the policy again in one year and that Ms. Kruger would respond to Ms. Greenhouse about the board discussion.

TENANT CONCERNS: Mr. Root provided a handout to the board, in the letter identifying himself as a "professional resident". Mr. Root stated that he would like to see a more dynamic partnership between the residents, staff and Board of Commissioners. Mr. Root provided a menu of suggestions: Becoming an Excellent Tenant; Improving Tenant Selection to Minimize

Problems Among Future Tenants; Developing Optimum Communications Internally & Optimum Public Relations Externally. Mr. Root also asked if the Board of Commissioners email addresses could be put on the website. The Board agreed that it was okay with them and the Ms. LeDuc will address this.

WM NETWORK TO END HOMELESSNESS & PARTICIPATION IN COLLABORATIVE AGREEMENT- TRANSITIONAL FAMILY UNITS: Discussion evolved around a collaborative network that was forming in Hampden and Hampshire County in response to DHCD's Transitional Housing Program for homeless families coming out of shelters. Ms. LeDuc advised the board of a group of five LHA's that were interested in forming a collaborative to provide a total of 10 units where the collaborative would hire the case worker who would provide the additional services needed by the family to help them in becoming successful tenants. It was further discussed that the AHA does have some vacant units at the moment, however we do not normally have units available, and if DHCD would provide vouchers for the families if they were successful that we could participate in the program, as AHA does not have the unit resources to continue in the program if the participants were to become tenants in 9 months.

Upon motion of J. Brooks, seconded by L. Quinn, it was voted to approve the AHA's participation in the Hampden/Hampshire Collaborative if DHCD agreed to provide vouchers to the participants upon successful completion in the transitional program. (Unanimous)

UPDATE ON ACTIVE DEVELOPMENT/CONSTRUCTION PROJECTS: An update was provided to the board on the various projects in progress.

JEAN ELDER WINDOWS & DOORS: Upon motion of P. Jessop, seconded by J. Brooks, it was voted to authorize the Executive Director to sign a contract with the Town of Amherst for the Jean Elder Windows and Doors project for a total development amount of \$95,000. (Unanimous)

DIRECTOR OF ASSET MANAGEMENT- JOB DESCRIPTION: Discussion occurred in regards to the job description and how it fits in the agency overall. It was requested the Ms. LeDuc provide the board with an organizational chart along with some minor edits to the job description and the board would re-visit this at the November 12, 2012 meeting.

DIRECTOR'S REPORT: D. LeDuc provided a brief explanation of a few items on the Executive Director report and also advised the board that the audited financial statements were just about ready to be finalized. If the board found any areas they wanted to address they should contact Ms. LeDuc by the end of the month.

CHAIR'S REPORT: Ms. Kruger stated that the personnel committee of the board has been happy with the performance of the Executive Director and recommends a 5.85% increase and a three-year contract, Ms. Kruger had also provided the board with various other percentages for their review. Ms. Kruger offered to write the new contract and submit same for DHCD's approval. Upon motion of P. Jessop, seconded by J. Brooks, it was voted to provide the Executive Director with a 5.85% raise, subject to DHCD approval and authorize Ms. Kruger to write and submit the contract to DHCD. (Unanimous)

Ms. Kruger recommended that the board meetings for the next few months be as follows: November 12 at 4:30, and December 17 at 4:30.

OTHER BUSINESS NOT ANTICIPATED WITHIN 48 HOURS: None Presented

ADJOURN: Upon the motion of J. Brooks, and seconded by L. Quinn, it was voted to adjourn until the next regular meeting on Monday, November 12, 2012 at 4:30 p.m. in the community room at Ann Whalen Apartments, 33 Kellogg Ave., Amherst, MA. Meeting adjourned at 6:30 p.m. (Unanimous)