

AMHERST HOUSING AUTHORITY
BOARD OF COMMISSIONERS
REGULAR MEETING
MONDAY JUNE 24, 2013
ANN WHALEN 1st Floor Conference room
33 KELLOGG AVE., AMHERST, MA

Members of the Amherst Housing Authority met in regular session on Monday June 24, 2013 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 4:33 p.m.

PRESENT: Constance Kruger, Laura Quinn, Peter Jessop
Paul Bobrowski, arrived at 4:50

ABSENT: Judy Brooks

ALSO PRESENT: Denise LeDuc, TracyLee Boutilier, Alan Root (4:45)

AGENDA ADOPTION/CHANGES: Upon motion of P. Jessop, seconded by L. Quinn, it was voted to adopt the agenda with changes. Change is to add Regular minutes and Annual minutes under Minutes Approval. (Unanimous)

MINUTES APPROVAL: Upon motion of P. Jessop, seconded by L. Quinn, it was voted to accept the minutes of the May 29, 2013 Annual meeting. (Unanimous) Upon motion of P. Jessop, seconded by L. Quinn, it was voted to accept the minutes of the May 29, 2013 regular meeting. (Unanimous)

ACCOUNTS PAYABLE WARRANT: Upon motion of L. Quinn, seconded by P. Jessop, it was voted to accept the Accounts Payable Warrant as presented for May 2013 (Unanimous)

TENANT CONCERNS: D. LeDuc notified the board of complaints that she has heard regarding the current smoking policy and the second-hand smoke issues that some residents are facing. Alan Root arrived as this was being presented and offered some of the resident complaints. Mr. Root cited the policies adopted by the Boston Housing Authority and the Springfield Housing Authority as models for the AHA. The board asked for information from both of these Housing Authorities for the July board meeting along with an existing AHA smoking policy, and a copy of the plot plan. The board asked D. LeDuc for her and N. Schroeder to make a recommendation for the July meeting. Safety concerns were also addressed and this was tabled for further recommendation at the July meeting.

YEAR-END FINANCIAL STATEMENT CERTIFICATION: The board was presented with the year-end financials that had been received from our former fee accountant, which needs certification by the board and submitted to DHCD. Upon motion of P. Jessop, seconded by P. Bobrowski, it was voted to accept the Year-end financials as presented. (Unanimous)

HEALTH & SAFETY INITIATIVE CONTRACT - The AHA received an award of \$12,920 from DHCD under the Health & Safety Initiative; and due to the value the project was bid competitively, and the competitive price came in at \$9,300 by GML Construction, the work must be complete by 6/30. Upon motion of P. Jessop, seconded by L. Quinn, it was voted to authorize the Executive Director to sign the Contract with GML Construction for the walkway/driveway repair at Jean Elder. (Unanimous)

WINDOW SCREEN CONTRACT: The Watson Farms property is coming upon a REAC inspection and is in dire need of screens. Bids were sought and Amherst Glass came in at the low price of \$7,974. Upon motion of P. Bobrowski, seconded by P. Jessop, it was voted to authorize the Executive Director to sign the Contract with Amherst Glass for the screen replacement. (Unanimous)

UNIT VACANCIES: The board was provided with a print out of the vacant units at the AHA for the boards review. There were no units vacant other than the three units with waivers.

DIRECTOR'S REPORT: No discussion on the report that was sent to Board Members.

CHAIR'S REPORT:

C. Kruger reported that the Executive Director was coming upon her one year, six month time with the Housing Authority and asked if the board felt that a formal review was necessary. Members of the board stated their satisfaction with the E.D.'s performance and the sub-committee of the board will meet with the E.D. to obtain and update of how things are going overall.

C. Kruger went over the board work plan and the board carved out Smoking and Safety as the first two issues, along with the in-process Emergency Plan as the items to concentrate on.

OTHER BUSINESS NOT ANTICIPATED WITHIN 48-HOUR NOTICE:

CHAPUT & FEENEY, LLP, FEE ACCOUNTANTS: The Executive Director sought out firms to replace G. DePace who was not renewing his contract. D. LeDuc recommended Chaput & Feeney, LLP as the new fee accountants with an annual amount of \$22,800 for their services. P. Bobrowski recommended that a 90-day clause be added to the contract in the event that either party wished to cancel. Upon a motion by P. Jessop, seconded by P. Bobrowski it was voted to authorize the Executive Director to sign a contract with Chaput & Feeney, LLP for a term of 2 years. (Unanimous)

L. Quinn left meeting at 5:40 p.m.

TracyLee Boutilier presented the board with a document requesting public information. D. LeDuc will compile the information.

ADJOURN: Upon the motion of P. Jessop, seconded by P. Bobrowski, it was voted to adjourn until the next regular meeting on Monday, July 22, 2013 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. (Unanimous)