

AMHERST HOUSING AUTHORITY
BOARD OF COMMISSIONERS
REGULAR MEETING
MONDAY NOVEMBER 25, 2013
ANN WHALEN 1st Floor Conference room
33 KELLOGG AVE., AMHERST, MA

Members of the Amherst Housing Authority met in regular session on Monday November 25, 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, Judy Brooks, Peter Jessop, Paul Bobrowski

ABSENT: Laura Quinn

ALSO PRESENT: Denise LeDuc, Larosey Burrill, Pennie Marcus, Deborah Levenson, Bonnie McCracken, Cindy Stahler, Amy Shumway and TracyLee Boutilier

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

ACCOUNTS PAYABLE WARRANT: Upon motion of J. Brooks, seconded by P. Bobrowski, it was voted to accept the Accounts Payable Warrant as presented for October 2013 (Unanimous)

TENANT CONCERNS: None

LEGAL RETAINER- P. LAFORE- Upon motion of P. Bobrowski, seconded by P. Jessop, it was voted to accept authorize the Executive Director to sign a contract for the period of 12/1/13 to 11/30/2014 with Attorney Patricia LaFore relative to tenant/landlord issues. The initial retainer is in the amount of \$5,000, billed monthly with a true-up of costs at the end of the year. (Unanimous)

CONTRACT FOR LEGAL SERVICES- FELICITY HARDEE: Upon motion of J. Brooks, seconded by P. Bobrowski, it was voted to authorize the Executive Director to sign a contract with Attorney Felicity Hardee relative to legal work on Payment Standards with a cap of 15 hours. (Unanimous)

ECS CONTRACT INCREASE- Upon motion of J. Brooks, seconded by P. Bobrowski, it was voted to authorize the Executive Director to sign a change order with ECS for Asbestos testing at Ann Whalen for the boiler replacement project. (Unanimous)

CFA FOR DESIGNER ON GEO-THERMAL AT J. NUTTING- Upon motion of J. Brooks, seconded by P. Bobrowski, it was voted to authorize the Board Chair to sign the DHCD contract for the designer contract in the amount of \$11,500 for the John c. Nutting Geo-Thermal project feasibility. (Unanimous)

HILAPP CONTRACT FOR J. NUTTING- Upon motion of P. Jessop, seconded by J. Brooks, it was voted to authorize the Board Chair to sign the DHCD contract in the amount of \$40,891 for predevelopment costs associated with the renovation project for the John C. Nutting units. (Unanimous)

HILAPP CONTRACT FOR ANN WHALEN- Upon motion of P. Jessop, seconded by P. Bobrowski, it was voted to authorize the Board Chair to sign the DHCD contract in the amount of \$31,572 for predevelopment costs associated with the renovation project for the Ann Whalen Apartments. (Unanimous)

REVIEW OF UNIT VACANCIES: The board reviewed the current vacancies, the usual 705 family units that are undergoing modernization, and the 3 units at John Nutting which need renovation.

USE OF JOHN NUTTING- Upon motion of P. Jessop, seconded by J. Brooks, it was voted to authorize the Executive Director to sign a one year for one unit at the John Nutting Apartments to Service Net. The contract will be re-evaluated in one year. (Unanimous)

PLAN FOR PUBLIC HEARING- DECEMBER 3- Discussion on how the 12/3 Public Hearing will occur. J. Brooks offered to be timekeeper. Board wanted some literature /handouts about the issues we are facing- including the overall dollars expected on the shortfall and the issues with attrition.

Discussion occurred that the AHA will not seek CPA funds for the shortfall; however the Housing and Sheltering Committee will be submitting an application for the benefit of the AHA, should the AHA be able to accept it.

DIRECTOR'S REPORT: D. LeDuc highlighted a few items from the report that had been submitted to the board via email. One area is the AHA through the HUD cash management system would be allowed to do a frontload advance of CY 14 funds, that being said, if there are no shortfall funds available and the AHA has no other means to address it, there will be a deficit before the end of the year.

CHAIR'S REPORT: Ms. Kruger advised the board that the AHA has entered into a contract with Edgemere Consulting to generate an analysis on the impact of any payment standard change. Ms. Kruger also stated that this contract was done within the authorization limit of the Executive Director.

OTHER BUSINESS NOT ANTICIPATED WITHIN 48-HOUR NOTICE:

Health & Safety Contracts- The AHA through a new module on the DHCD website that shows the FISH awards that AHA will be awarded the two requests that were submitted for a total of \$7,791. The ED asked approval from the board to use Operating Reserves to do this project before the asphalt plants close, if possible. Upon motion of P. Jessop, seconded by J. Brooks, it was voted to authorize the Executive Director to use reserves in the 400-1 fund to begin the Health & Safety initiative work. (Unanimous)

Resident Advisory Board- The Executive Director stated that there were five participants who have already agreed to serve as a member of the Resident Advisory Board, and two additional people will be asked. The following individuals were requested to serve: Marlyn Marshall-Goldstein, Margo McMahan, Stephanie Jernigan, Pamela Dutta, and Dixie Luddy. The following two individuals are still being sought: Nathan Cartel, Justin Crespo. Upon motion of P. Jessop, seconded by J. Brooks, it was voted to authorize the slate presented as the Resident Advisory Board. (Unanimous)

Public Comments:

B. MacCracken stated that if the AHA is not able to accept the funds then maybe a local non-profit could. D. LeDuc explained that it wasn't that the AHA couldn't accept CPA funds, it was if HUD would allow the use of these funds in the program.

Ms. Levenson asked what and how the decision was made for the Resident Advisory Board.
(Response for this comment was not accepted by the board)

EXECUTIVE SESSION:

Ms. Kruger notified the people attending the board meeting that the board would be going into executive session and upon the completion of executive session would only enter back into regular session to adjourn the meeting.

Ms. Kruger read the notification that the Amherst Housing Authority Board was entering into Executive Session to discuss certain matters pertaining to litigation.

Roll Call Vote to Enter Executive Session: P. Bobrowski- AYE, J. Brooks- AYE, P. Jessop- AYE, C. Kruger- AYE
Entered Executive Session at 6:14 pm

Roll Call Vote to Leave Executive Session: P. Bobrowski- AYE, J. Brooks- AYE, P. Jessop- AYE, C. Kruger- AYE
Left Executive Session at 7:46 p.m.

ADJOURN: Upon the motion of J. Brooks, seconded by P. Bobrowski, it was voted to adjourn until the Public Hearing on Tuesday, December 3, 2013 at 5:00 p.m. in the Town Room at the Town of Amherst, and then the next regular meeting of the board on Thursday, December 12, at 4:30 community room at Ann Whalen Apartments, 33 Kellogg Ave., Amherst, MA. Meeting adjourned at 7:46 p.m. (Unanimous)