

**AMHERST HOUSING AUTHORITY**  
**BOARD OF COMMISSIONERS**  
**REGULAR MEETING**  
**MONDAY FEBRUARY 24, 2013**  
**ANN WHALEN 5th Floor Community room**  
**33 KELLOGG AVE., AMHERST, MA**

Members of the Amherst Housing Authority met in regular session on Monday February 24, 2014 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 4:37 p.m.

**PRESENT:** Commissioners: Constance Kruger, Judy Brooks, Paul Bobrowski, Laura Quinn,

**ABSENT:** Peter Jessop

**ALSO PRESENT:** Denise LeDuc Executive Director, Debbie Turgeon Director of Housing Programs. Public: Nancy Dubin, Bonnie MacCracken, Michael Burkart, Pennie Marcus, Deborah Levenson, and TracyLee Boutilier.

**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 J. Brooks, seconded by L. Quinn it was voted to approve the minutes of January 27, 2014. Upon discussion it was noted One typo was noted in the minutes- under ITEMS HELD OVER FROM THE 12/12/ MEETING FROM THE PUBLIC HEARING ON WORDING IN THE 5 YEAR PLAN, AND POLICY MISSING FROM SECTION 8 ADMIN PLAN- replace the word being with belong. Amended motion of P. Bobrowski, seconded by L. Quinn, it was voted to accept the minutes of the January 27, 2014 meeting with the word change (3 yes, 1 abstention)

**ACCOUNTS PAYABLE WARRANT:** Upon motion of J. Brooks, seconded by P. Bobrowski, it was voted to accept the Accounts Payable Warrant as presented for January 2014. (Unanimous)

**TENANT CONCERNS:** None presented

**CERTIFICATE OF SUBSTANTIAL COMPLETION- AW GENERATOR**

**REPLACEMENT:** D. LeDuc stated that the project is finished and the engineer is still holding back a large retainage as the engineer and contractor work out the details, Upon motion of J. Brooks, seconded by P. Bobrowski, it was voted to authorize the Executive Director to sign the certificate of Substantial Completion for the Ann Whalen Generator replacement contract. (Unanimous)

**CERTIFICATE OF LEAD COMPLIANCE:** Annual report due to DHCD at the time the Capital Plan is due. Upon motion of P. Bobrowski, seconded by J. Brooks, it was voted that the board certifies that the Amherst Housing Authority is in compliance. (Unanimous)

**PHA CERTIFICATION OF COMPLIANCE WITH PHA PLAN:** Upon motion of J. Brooks, seconded by L. Quinn, it was voted to authorize the Executive Director to sign the Federal PHA Certification of Compliance with the PHA Plan form. (Unanimous)

**CIVIL RIGHTS CERTIFICATION:** Upon motion of J. Brooks, seconded by L. Quinn, it was voted to authorize the Executive Director to sign the Federal Civil Rights Certification form. (Unanimous)

**CERTIFICATION OF PAYMENT TO INFLUENCE FEDERAL TRANSACTIONS:** Upon motion of J. Brooks, seconded by L. Quinn, it was voted to authorize the Executive Director to sign the Certification of payment to Influence Federal Transactions form. (Unanimous)

**DISCLOSURE OF LOBBYING ACTIVITIES:** Upon motion of J. Brooks, seconded by L. Quinn, it was voted to authorize the Executive Director to sign the Federal Disclosure of Lobbying Activities form. (Unanimous)

**CERTIFICATION OF A DRUG-FREE WORKPLACE:** Upon motion of J. Brooks, seconded by L. Quinn, it was voted to authorize the Executive Director to sign the Federal Certification of a Drug-Free Workplace form. (Unanimous)

**SCHIFFER HOUSE UPDATE & DISCUSSION:** J. Tetreault provided the board with an outline of the steps both the board and the staff need to do the move forward with the disposition of the property as requested from the January 27<sup>th</sup>, 2014 meeting. Board discussed whether they favored restrictions on the property or not and a straw poll was taken with three of the four members present of the board favoring to place no restrictions on the sale of the property. B. MacCracken wanted to know what a family of 5 could afford based on the affordable calculation, and also asked that the property remain owner occupied. Ms. Tetreault will do the calculations which are pre-established by the state on affordability and provide this at the March board meeting. In the meantime Ms. Tetreault will engage an appraiser to prepare a written appraisal of the property, and Mr. Jessop will be asked if he will assess the repairs needed on the property so a minimum value can be determined.

J. Brooks left meeting sick - quorum still in place

**FY 2013 AUDIT (REVIEW AND DISCUSSION):** Discussion centered on the Reserve funds, most specifically around the Section 8 Administrative reserves and the Unrestricted Cash attributed to the Section 8 program. Ms. LeDuc read the letter from Fee Accountants Chaput and Feeney of October 23, 2013 which identified funding challenges now and in the future. The letter also stated that Unrestricted Funds are not necessarily unrestricted and that the use of the funds will possibly put the AHA in jeopardy when trying to pay its future OPEB obligation, and urged the board to operate the program in a financially responsible manner. Ms. LeDuc identified that approximately \$160,000 remained in administrative fee reserves as of December 31<sup>st</sup> and housing authorities across the country were funded at 68.1% of the approved administrative fee level and are expected to utilize their administrative reserves to manage their day-to-day administrative duties. Mr. Bobrowski asked what the on-going administrative tasks associated with the HCV program are. Both Ms. LeDuc and Ms. Turgeon provided a listing of administrative program requirements that are done. Four members of the public spoke that they want the AHA to use some of these funds for the people we serve. Chairperson Kruger suggested that Other Post Employment Benefits and the potential of funding this be put on the March agenda.

**REASONABLE ACCOMMODATION POLICY:** This topic was carried over from the January 27, 2014 meeting. The Policy currently in place by the AHA was not in complicate with

the new joint statement of the Department of Housing and Urban Development and the Department of Justice. The policy that was provided to the AHA board, meets this new language. The board asked about the timeframe of when the accommodation would be implemented once approved. Upon motion of P. Bobrowski, seconded by L. Quinn, it was voted to approve the Reasonable Accommodation policy with a timeline of when the accommodation would be implemented. (Unanimous)

**FY 2012 CDBG FUNDS & WATSON FARMS PROJECT:** D. LeDuc advised the board of potential funds available that are leftover from the FY 2012 CDBG grant award. Ms. LeDuc asked the board to approve requesting a project for up to \$40,000 for a disabled public housing resident at the AHA Watson Farms property. Upon motion of L. Quinn, seconded by P. Bobrowski, it was voted to approve the Executive Director to make a presentation to the CDBG committee and request funds for the Watson Farms project. (Unanimous)

**REVIEW OF UNIT VACANCIES:** Not discussed - Board provided printout

**DIRECTOR'S REPORT:** Board has written report, added that media intern had been sent out to UMASS, Hampshire and Amherst Colleges. L. Quinn asked about the other colleges, and D. LeDuc stated she will send out others if we have not gotten responses from the first three.

**CHAIR'S REPORT:** nothing to report

**OTHER BUSINESS- NOT ANTICIPATED WITHIN 48 HOUR NOTICE-** None

**ADJOURN:** Upon the motion of P. Bobrowski, seconded by L. Quinn, it was voted to adjourn until the next regular meeting of the board on Monday, March 24, 2014 at 4:30 in the community room at Ann Whalen Apartments, 33 Kellogg Ave., Amherst, MA. Meeting adjourned at 6:30 p.m. (Unanimous)

### **Documents Distributed**

Agenda

Minutes, January 27, 2014

Accounts Payable Warrant, January 2014

Executive Director report- February 2014

Current AHA Reasonable Accommodation Policy

Proposed AHA Reasonable Accommodation Policy- dated January 24, 2014

Unit Vacancy Report, January 2014