

**AMHERST HOUSING AUTHORITY  
BOARD OF COMMISSIONERS  
REGULAR MEETING**

MONDAY MARCH 24, 2014 4:30 P.M.  
ANN WHALEN BUILDING 5<sup>TH</sup> FLOOR COMMUNITY ROOM  
33 KELLOGG AVE., AMHERST, MA

Members of the Amherst Housing Authority met in regular session on Monday, March 24, 2014 in the fifth floor community room of Ann Whalen Apartments, 33 Kellogg Ave., Amherst, MA. Board Chair, Constance Kruger called the meeting to order at 4:30 p.m.

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

**ABSENT:** None

**ALSO PRESENT:** Denise LeDuc Executive Director, Debbie Turgeon Director of Housing Programs, Janna Tetreault Leased Housing Administrator, William Feeney & Lindsey Pinkerton of Chaput & Feeney, CPA's.  
Public: Nancy Dubin, Alan Root, E. Starkweather, TracyLee Boutilier

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

**MINUTES APPROVAL:** Upon motion of J. Brooks, seconded by P. Bobrowski, it was voted to approve the minutes of February 24, 2014 meeting. (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 February, 2014. (Unanimous)

**TENANT CONCERNS:** A. Root expressed concerns regarding persons entering the Ann Whalen building and conveyed information to the Commissioners about the survey he is conducting with A.W. residents to generate ideas for building constructive relationships between A. W. residents and staff. E. Starkweather expressed concerns regarding neglect of the Chestnut Court community room. E. Starkweather further added positive feedback resulting in her conversation with the housing manager about the community room.

**SCHIFFER HOUSE UPDATE:** There was discussion on the property and the appraisal that was conducted by FSI. The appraised value was \$307,000, P. Jessop was asked to review the property to make an estimate of the value of repairs that may be needed in the property to upgrade it. P. Jessop stated that the property could be lived in as is, there were numerous items fairly costly in nature that would need to be done to bring the property up. Items such as the heating system, modernizing the kitchen someone could easily spend \$50,000 - \$70,000. Upon motion by P. Jessop, seconded by J. Brooks, it was voted to declare the Eva Schiffer house as surplus property, and dispose of it through sale at a low end threshold of \$220,000. The Board instructed the staff to construct the RFP with preferences to first time home buyers, owner occupied, or non-profit housing groups. (Unanimous)  
Upon a motion of P. Jessop, seconded by J. Brooks to designate some portions of the proceeds to a fund or programs that have Eva Schiffer name attached to it. (Unanimous)

**CHANGE ORDER #2 – 705 REHAB \$17,568:** Upon motion by J. Brooks, seconded by P. Jessop authorize the Executive Director to sign change order#2 (unanimous)

**CERTIFICATE OF SUBSTANTIAL COMPLETION**

**Olympia Drive (Phase I):** Upon motion P. Bobrowski, seconded by J. Brooks authorizing the Executive Director to sign the certificate of substantial completion documents. (unanimous)

**705 Rehab (Phase II):** Upon motion P. Bobrowski, seconded by J. Brooks authorizing the Executive Director to sign the certificate of substantial completion documents. (Unanimous)

**CERTIFICATE OF FINAL COMPLETION 705 REHAB:** Upon motion P. Bobrowski, seconded, J. Brooks authorize the Executive Director to sign certificate of final completion documents. (Unanimous)

**TOWN OF AMHERST CPA GRANT AWARD \$110,000:** Upon motion P. Jessop, seconded L. Quinn, authorize the Executive Director to sign Contract with Town of Amherst. (Unanimous)

**2014 CAPITAL FUND – FEDERAL PUBLIC HOUSING \$19,698:** Upon motion J. Brooks, seconded by P. Bobrowski to authorize Executive Director to sign documents for the award. (Unanimous)

**DHCD – SETTLEMENT & RELEASE STATEMENT OF EXPENSES:** Upon motion P. Jessop, seconded by L. Quinn authorize Chair to sign report. (Unanimous)

**FY' 15 BUDGET:** Roll call vote

**400-1 PROGRAM FOR FYE 3/31/2015:** Upon a motion of P. Jessop seconded by J. Brooks, to accept the Proposed Operating Budget for State-Aided Chapter 667, 705 Housing of the Amherst Housing Authority Program Number 400-1 for fiscal year ending 3/31/15 showing Total Revenue of \$485,950.00 and Total Expenses of \$714,747.00 thereby requesting a subsidy of \$228,797.00 be submitted to the Department of Housing and Community Development for its review and approval.

P. Jessop – yes	P. Bobrowski – yes
J. Brooks – yes	L. Quinn – yes
C. Kruger – yes	

**400-9 PROGRAM FOR FYE 3/31/2015:** Upon a motion of P. Bobrowski, **seconded** by J. Brooks, to accept the Proposed Operating Budget for State-Aided Chapter 667 Housing, of the Amherst Housing Authority, Program Number 400-9 for fiscal year ending 3/31/15 showing a Total Revenue of \$228,735.00 and the Total Expenses of \$234,637.00 thereby requesting a subsidy of \$0 be submitted to the Department of Housing and Community Development for its review and approval.

P. Jessop – yes	P. Bobrowski – yes
J. Brooks – yes	L. Quinn – yes
C. Kruger – yes	

**689-1 PROGRAM FOR FYE 3/31/2015:** Upon a motion of J. Brooks, seconded by P. Jessop, to accept the Proposed Operating Budget for State-Aided Chapter 689 elderly Housing, of the Amherst Housing Authority, Program Number 689-1 for fiscal year ending 3/31/15 showing a Total Revenue of 38,075.00 and the Total Expenses of \$38,122.00 thereby requesting a subsidy of \$0 be submitted to the Department of Housing and Community Development for its review and approval

P. Jessop – yes	P. Bobrowski – yes
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J. Brooks – yes  
C. Kruger – yes

L. Quinn – yes

**MRVP PROGRAM FOR FYE 3/31/2015:** Upon a motion of L. Quinn, seconded by P. Bobrowski, to accept the Proposed Operating Budget for State-Aided Chapter Family Housing, of the Amherst Housing Authority, Program Number MRVP for fiscal year ending 3/31/15 showing a Total Revenue of \$3,565.00 and the Total Expenses of \$39,356.00 thereby requesting a subsidy of \$44,671.00 be submitted to the Department of Housing and Community Development for its review and approval

P. Jessop – yes  
J. Brooks – yes  
C. Kruger – yes

P. Bobrowski – yes  
L. Quinn – yes

**85-1 WATSON FARMS FOR FYE 3/31/2015:** Upon a motion of C. Kruger, seconded by J. Brooks, to approve the operating budget for Federal-Aided Program 85-1 Watson Farms Apartments for fiscal year ending 3/31/15.

P. Jessop – yes  
J. Brooks – yes  
C. Kruger – yes

P. Bobrowski – yes  
L. Quinn – yes

**CAPITAL IMPROVEMENT PLAN APPROVAL:** Discussion occurred about the plan and the items that were selected. Board was advised that a small group of tenants reviewed the plan and agreed on the items selected for the rolling 5-year plan. Upon motion P. Jessop, seconded by L. Quinn to accept the Capital Improvement Plan as submitted. (Unanimous)

**OTHER POST-EMPLOYMENT BENEFITS – FUNDING CONSIDERATION:** Discussion occurred regarding the OPEB and the possibility of restricting some of the funds and the potential type of account that it might be put in. Some members of the board would like additional information regarding OPEB how the projections are done and what some of the rules and regulations of setting aside some of the funds. The AHA Fee Accountant provided some information regarding the OPEB and how organizations are required to do a new study every three years. The Fee Accountant, the AHA auditor, legal opinion and Executive Director will do research on what is the restrictive language might be and what the standard for the funding might look like. Also see what other Housing Authorities do for a comparative analysis. This will come up on the agenda in the future once the research is complete.

**REVIEW OF VACANCIES:** Denise addressed vacancies at Pomeroy Lane and John C. Nutting.

**DIRECTORS REPORT:** No discussion, report was included in Board packet.

**CHAIR REPORT:** Two meetings will occur in April, the annual meeting and the regular board meeting. Would like to see a walk about of some of our properties, and schedule this for May.

**OTHER BUSINESS:** NOT ON AGENDA- Old Business, L. Quinn requests status of media intern, Denise stated that this had been provided to the colleges and there has been no response to the request. Conversation had originally occurred between AHA and the office that deals with interns. In most cases, the internship was directed posted on the college website. L. Quinn requests an update on the RAB meeting and formally requests a tenant subcommittee meeting be scheduled. Board requests an addendum the Directors report for next month regarding the RAB.

**ADJOURN:** Upon motion P. Jessop, seconded by J. Brooks it was voted to adjourn until the next regular meeting of the board on Monday April 28, 2014 at 4:30 in the community room of Ann Whalen Apts., 33 Kellogg Ave., Amherst, MA. Meeting adjourned at 6:42.

**DOCUMENTS DISTRIBUTED:**

27 Kendrick Place Appraisal  
Schiffer Affordable Sales Price Calculation  
2014 Amherst 120% HUD approval letter  
AHA FY 2015 Budget Proposal  
Amherst 2014 CIP  
February 2014 Accounts Payable Warrant  
Unit Vacancy Report  
Executive Director Report- March 2014