

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

MONDAY MAY 19, 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, Paul Bobrowski called the meeting to order at 4:33 p.m.

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

**ABSENT:** Laura Quinn

**ALSO PRESENT:** Denise LeDuc Executive Director, Debbie Turgeon Director of Housing Programs, Nancy Schroeder, Asset Manager, Gloria Thibodeau, Allen Deslongchamp, Alan Root, Blair Robey, Barbara Steinmetz, Frances Soto, Ted Varelas, Desiree Hanley, Sheila Anderson & Stew Williams, TracyLee Boutilier

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

**MINUTES APPROVAL:** Upon motion of C. Kruger, seconded by P. Jessop it was voted to adopt the minutes from special meeting of April 16, 2014. (Unanimous)

**MINUTES APPROVAL ANNUAL MEETING:** Upon motion of C. Kruger, seconded by P. Jessop, it was voted to approve the minutes of the annual meeting of April 28, 2014 meeting. (Unanimous)

**MINUTES APPROVAL:** Upon motion of C. Kruger, seconded by P. Jessop, it was voted to approve the minutes of the regular meeting of April 28, 2014 as amended with the following changes to the items - Flat Rent and Directors Report.

**FLAT RENTS:** *Public Comment; asks whether AHA is required to do a Public Hearing, AHA is doing the minimum rent that is required.*

**Directors Report:** P. Jessop request that the AHA follow-up with residents at Watson Farms to determine why they did not respond *to the request to form a tenant Resident Advisory Board.*

**PUBLIC COMMENT:** NONE

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

**TENANT CONCERNS:** A. Root and several others addressed the Board with several concerns regarding the security guard that has been hire for the Ann Whalen Building. Discussion surrounded the recent posting of interview for second round interviews for the position of Housing Manager.

**JOHN NUTTING GEO-THERMAL-update:** Nancy Schroeder addressed the Board with concerns for drilling in close proximity of residences at Chestnut Court as well as taking down trees in the area. There will also be foundation and sidewalk work for drainage in the Chestnut Court area. Peter Jessop requested that the AHA if specs have not been completed to add in for removal of some plants and trees and wrap in burlap so they can be save. Also AHA will notify tenants at Chestnut Court of the plant removal to assist them to protect the plants during the drilling process. AHA will offer information to tenants and to neighbors. C. Kruger raised the question; will there be a public notice process for permit application?

**DHCD SCHEDULE OF POSITIONS AND COMPENSATION FORM:** Upon motion of P. Jessop, seconded by C. Kruger, approved Board to sign off on the form. (Unanimous)

**PAYMENT STANDARDS FOR AHA EXTENDED AREA:** Upon motion of P. Jessop, seconded by J. Brooks, it was approved to increase the payment standard to the extended area of Granby, Hadley, South Hadley & Belchertown to 100% of 2014 FMR. (Unanimous)

**PUBLIC COMMENTS:** Several tenants identified and discussed shaking in building; Peter Jessop agreed to work with staff to evaluate the issue and to see if a reason could be identified for the building shaking.

**REVIEW OF VACANCIES:** D. LeDuc discussed the current vacancies for AHA and Pomeroy Lane.

**DIRECTORS REPORT:** D. LeDuc presented an update on projects that are in the works and upcoming projects. Capital Projects, Health & Safety: Contract for two trip and fall hazards there are new quotes to award contract to spend money before June 30<sup>th</sup>. Board referred this to the Other Business to take under consideration.

**CHAIR REPORT:** N/A

**OTHER BUSINESS – Not anticipated within 48 hour notice:** Upon motion of P. Jessop, seconded by J. Brooks, the Board approves and authorizes the Executive Director to enter into contracts of up to \$10,000.00 total for the work to be done on asphalt repair at Chestnut Court.

**Adjourn:** Upon motion P. Jessop, seconded by J. Brooks it was voted to adjourn until the next regular meeting of the board on Monday June 23, 2014 at 4:30 in the community room of Ann Whalen Apts., 33 Kellogg Ave., Amherst, MA. Meeting adjourned at 5:36 p.m.

**Documents Distributed:**

April 2014 AP warrant  
Executive Director Report- May 2014  
Unit Vacancy Report  
Extended Area Calculations  
Minutes April 16, 2014 special meeting

Minutes April 28, 2014 meeting  
Minutes of April 28, 2014 Annual Meeting