

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

MONDAY FEBRUARY 23, 2015 4:30 P.M.
ANN WHALEN BUILDING 5TH FLOOR COMMUNITY ROOM
33 KELLOGG AVE., AMHERST, MA

Members of the Amherst Housing Authority met in regular session on Monday, February 23, 2015 in the fifth floor community room of Ann Whalen Apartments, 33 Kellogg Ave., Amherst, MA. Chair, Paul Bobrowski called the meeting to order at 4:30 p.m.

PRESENT: Commissioners: Paul Bobrowski, Judy Brooks, Constance Kruger

ABSENT: Peter Jessop & Laura Quinn

ALSO PRESENT: Denise LeDuc Executive Director, Debbie Turgeon Director of Housing Programs, Clara Rowan (AHA staff), Alan Root, Paul Vasconcellos, Emilie Hamilton, TracyLee Boutilier

AGENDA ADOPTION/CHANGES: Upon motion by J. Brooks , seconded by C. Kruger it was voted to adopt the agenda as amended; move the following items to the next board meeting on 3/9; Certificate of Lead Compliance, Schiffer House Proceeds, Time-off Pay Out Policy, ED review. (Unanimous)

MINUTES APPROVAL: Upon a motion of J. Brooks and seconded by C. Kruger it was voted to accept the minutes as presented from the December 15, 2014 meeting.

TENANT CONCERNS: A Root sent email to board concerned about continuing water issues. ED LeDuc identified that this issue was addressed in her E.D. report, and it was discovered that there was a fault mixing valve, and the Mechanical Engineer and Contractor have been advised of the severity of the problem. A replacement is being sent to the AHA and the E.D. will keep the board informed.

P. Vasconcellos gave praise to a former member of the tenant's organization who recently passed (Arthur Wilkins). Discussion occurred regarding how tenants should be notified of a tenant's passing. Commissioner Kruger recommended that staff explore what the options, and will talk with both the Housing Manager and the Resident Services Coordinator if there is a process in place for this.

ACCOUNTS PAYABLE WARRANT: Upon motion by J. Brooks , seconded by C. Kruger it was voted to accept the Accounts Payable Warrant as presented for December 2014. (Unanimous)

Upon motion by J. Brooks , seconded by C. Kruger it was voted to accept the Accounts Payable Warrant as presented for January 2015. (Unanimous)

DHCD CONTRACT AMENDMENT FY'15 HEALTH AND SAFETY: Upon motion by J. Brooks, seconded by C. Kruger, it was voted to approve the Contract for the Health & Safety Contract. Kruger, Aye; Brooks, Aye; Bobrowski, Aye.

HUD CAPITAL FUND AWARD \$21,818: The AHA was recent appraised of the HUD Capital Fund Award for Watson Farms (Federal Public Housing) Upon a motion by J. Brooks and seconded by C. Kruger, the board voted to accept the Capital Funds. Kruger, Aye; Brooks, Aye; Bobrowski, Aye.

PROPRIETARY SPECIFICATIONS FOR AHA TOILETS: Executive Director LeDuc explained the recent award of low-flow toilets and the maintenance departments concern on having to stock several

different parts depending on the toilet they may need to fix. Upon a motion of C. Kruger and seconded by J. Brooks

The Amherst Housing Authority deems that it is in the best interest of the Housing Authority and the Ann Whalen and John Nutting projects, to request a proprietary specification of Gerber toilets for these developments. These are the same brand of toilet that were provided to the AHA through an Low-Flow toilet Energy Savings program provided by the Massachusetts Department of Housing and Community Development.
(Unanimous)

FEDERAL PROGRAMS (FSS & HOMEOWNERSHIP): E. D. LeDuc provided information in the monthly E.D. report on both of these Federal Programs and explained that when the Notice of Funding Awards (NOFA's) have come out for the funding of the position to run this program, that HUD is not accepting new agencies to apply for these funds. Some Commissioners had been asked why the AHA did not have these programs. When and if these programs become available to the AHA to apply for, this will come before the board for vote. E. D. LeDuc spoke of similar programs where two agencies have created an MOU to provide these programs, along with an Administrative Plan on how the programs would work. The AHA with an allocation of only 413 vouchers should consider partnering with another housing authority with similar or greater vouchers to run an effective program. E. D. LeDuc will request a copy of the Administrative Plan for the FSS and Homeownership programs from Greenfield and have by March 30th.

DIRECTORS REPORT: The Executive Director provided report in the board packet and offered this additional information. DHCD approved the lease with the language change. K. Comeau will develop some FAQ's that will go with it. E.D. LeDuc mentioned that in addition, tenants of Ann Whalen are provided a tenant handbook, and there may be others for Chestnut Court and our other developments.

E. D. LeDuc asked the board to provide an okay to pursue looking for a new truck and plow. The current vehicle is experiencing problems, and gets a beating as it is the agency plow truck as well. The board responded positively with the exploration of the vehicle.

OTHER BUSINESS- NOT ANTICIPATED WITHIN 48 HOUR NOTICE: GENERATOR SERVICE CONTRACT. The AHA recently received a proposal from the supplier of the Emergency Generator that was previously installed and the warranty period was up. Upon a motion from J. Brooks and seconded by C. Kruger, it was voted to authorized the Executive Director to enter into a 3-year service contract with ASNE.

ADJOURN: Upon motion by J. Brooks, seconded by C. Kruger it was voted to adjourn this meeting until the next regular meeting of the Board on Monday, March 9, 2015 at 4:30 in the community room of Ann Whalen Apts., 33 Kellogg Ave., Amherst, MA. Meeting adjourned at 5:45 p.m.

Materials:

Agenda 2/23/15

Accounts Payable Warrant- December 2014, January 2015

Minutes of December 15, 2014

Executive Director Report, February 2015

Time Off Pay Out Policy