

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

MONDAY MARCH 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, March 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, Peter Jessop & Laura Quinn

ABSENT: None

ALSO PRESENT: Denise LeDuc Executive Director, Debbie Turgeon Director of Housing Programs, Alan Root, Paul Vasconcellos, Emilie Hamilton, TracyLee Boutilier, Michael Burkhart, Larry Kelly & Joanne S. (handwriting is illegible)

AGENDA ADOPTION/CHANGES: Upon motion by C. Kruger by seconded by P. Jessop it was voted to adopt the agenda as amended with adding two items and moving Chair report item up under Capital Improvement Plan. Unanimous

MINUTES APPROVAL :

February 23, 2015 – Upon motion by J. Brooks, seconded by C. Kruger, it was voted to accept the minutes of 2/23/2015 as written. In favor, Brooks, Kruger, Bobrowski; abstentions, Jessop and Quinn

March 2, 2015 – Upon motion by J. Brooks, seconded by C. Kruger, it was voted to accept the minutes of 3/2/2015 as amended adding language that Laura Quinn requested that performance review be linked to Contract renewals for Executive Director, this year and in the future. All in favor of amended minutes, Brooks, Kruger, Bobrowski, Quinn; abstained Jessop

ACCOUNTS PAYABLE WARRANT: Upon motion by L. Quinn, seconded by J. Brooks, it was voted to accept accounts payable warrant as presented for February 2015. Unanimous

TENANT CONCERNS: P. Vasconcellos confirmed concert to raise funds for social events happening on April 22nd. A. Root addressed concern of “sanitizing” minutes by giving full view of minutes.

PUBLIC COMMENT (10 minutes) No comments

FY' 16 AHA BUDGET: Upon motion by J. Brooks, seconded by C. Kruger, it was voted to accept the FY'16 budget of 1,662,631.62 as presented. Unanimous

Motions for Budget and Roll-call Votes FY'16 Budget

400-1 PROGRAM FOR FYE 3/31/2016 Proposed Operating Budget for State-Aided Chapter 667,705 Housing, of the Amherst Housing Authority, Program Number 400-1 for fiscal year ending 3/31/16 showing Total Revenue of \$473,950.00 and Total Expenses of \$736,921.00 thereby requesting a subsidy of \$262,971.00 be submitted to the Department of Housing and Community Development for its review and approval.

Upon motion by J. Brooks, seconded by C. Kruger, it was voted to accept the budget for 400-1 as presented. Roll call vote: Quinn-Aye, Jessop-Aye, Kruger-Aye, Brooks-Aye, Bobrowsi-Aye

400-9 PROGRAM FOR FYE 3/31/2016: Proposed Operating Budget for State-Aided Chapter 667 Housing, of the Amherst Housing Authority, Program Number 400-9 for fiscal year ending 3/31/16 showing Total Revenue of \$233,403.00 and Total Expenses of \$226,460.00 thereby requesting a subsidy of \$0 be submitted to the Department of Housing and Community Development for its review and approval.

Upon motion by J. Brooks, seconded by C. Kruger, it was voted to accept the budget for 400-9 as presented. Roll call vote: Quinn-Aye, Jessop-Aye, Kruger-Aye, Brooks-Aye, Bobrowsi-Aye

689-1 PROGRAM FOR FYE 3/31/2016: Proposed Operating Budget for State-Aided Chapter 689 Special Needs Housing, of the Amherst Housing Authority, Program Number 689-1 for fiscal year ending 3/31/16 showing Total Revenue of \$38,967.00 and Total Expenses of \$38,402.00 thereby requesting a subsidy of \$0 be submitted to the Department of Housing and Community Development for its review and approval.

Upon motion by J. Brooks, seconded by C. Kruger, it was voted to accept the budget for 689-1 as presented. Roll call vote: Quinn-Aye, Jessop-Aye, Kruger-Aye, Brooks-Aye, Bobrowsi-Aye

MRVP PROGRAM FOR FYE 3/31/2016: Proposed Operating Budget for State-Aided Chapter Family Housing, of the Amherst Housing Authority, Program Number MRVP for fiscal year ending 3/31/16 showing Total Revenue of \$9,600.00 and Total Expenses of \$108,030.00 thereby requesting a subsidy of \$99,600.00 be submitted to the Department of Housing and Community Development for its review and approval.

Upon motion by J. Brooks, seconded by C. Kruger, it was voted to accept the budget for MRVP as presented. Roll call vote: Quinn-Aye, Jessop-Aye, Kruger-Aye, Brooks-Aye, Bobrowsi-Aye

CAPITAL IMPROVEMENT PLAN FOR FY'16: Upon motion by C. Kruger, seconded by J. Brooks, it was voted to accept Capital Improvement plan for FY'16, as presented.

CHAIR'S REPORT: P. Bobrowski gave a progress report for Executive Director's evaluation. Overall, the 9-question survey was consolidated scores were averaged of a very small sample of survey. There were a lot of written comments that were summarized; a more formal comment form will be written up. Requirements - E.D. training will be part of the goals, subject to board approval. Salary increase of 1.5%

SECTION 8 ADMIN CHANGES (Biennial Inspections): Upon motion by P. Jessop, seconded by L. Quinn it was approved to move to Biennial Inspections. Unanimous

VOTE TO RESTRICT FUNDS ON SCHIFFER HOUSE: Upon motion by C. Kruger, seconded by P. Jessop, it was voted to approve restricting funds for the Schiffer House. Unanimous

DISCUSS CPA PLAN WITH REGARDS TO HOUSING: Item deferred to next month's meeting

PUBLIC COMMENT: None

REVIEW OF VACANCIES: Not in packet, but vacancies are not a substantial change from previous month

OTHER BUSINESS- NOT ANTICIPATED WITHIN 48 HOUR NOTICE: Two Items

Upon motion by P. Jessop, seconded J. Brooks, it was approved to accept the low bid in the amount of \$291,250.00. Roll call vote: Quinn-Aye, Jessop-Aye, Kruger-Aye, Brooks-Aye, Bobrowski-Aye. Unanimous

Upon motion by J. Brooks, seconded by L. Quinn it was approved to authorize Executive Director to sign subsidy agreement for DHCD to get 10 payments on budget. Unanimous

DIRECTORS REPORT: The Executive Director provided report in the board packet. There are still some issues with the boiler; it's being addressed by technicians. It was requested by C. Kruger to put homeownership on next agenda. JCN project will be put on hold by DHCD.

ADJOURN: Upon motion by P. Jessop, seconded by C. Kruger, it was voted to adjourn this meeting until the next regular meeting of the Board on Monday, May 4, 2015 at 4:30 in the community room of Ann Whalen Apts., 33 Kellogg Ave., Amherst, MA. Meeting adjourned at 6:08 p.m.

Materials:

Agenda March 23, 2015

AP Warrant- February 2015

FY'16 Overall Budget

Capital Plan Project List

FSS Brochure

PHN 2015-08 Regarding the Election of Tenant Board Member

Executive Director Report, March 2015