

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

MONDAY JUNE 23, 2015 4:30 P.M.
TOWN HALL ROOM, TOWN OF AMHERST
4 BOLTWOOD WAY, AMHERST, MA

Members of the Amherst Housing Authority met on Tuesday, June 23, 2015 for the June meeting on the second floor Town room of Town Hall, 4 Boltwood Way, Amherst, MA. Chair, Judy Brooks called the meeting to order at 4:49 p.m.

PRESENT: Commissioners: J. Brooks C. Kruger, P. Jessop & T. Boutilier

ABSENT: L. Quinn

ALSO PRESENT: Denise LeDuc Executive Director, Debbie Turgeon Director of Housing Programs, Emilie Hamilton, Michael Burkhardt

AGENDA ADOPTION/CHANGES: Upon motion by C. Kruger, seconded by P. Jessop it was unanimously voted to accept the agenda as presented.

MINUTES APPROVAL: Upon motion by P. Jessop, seconded by C. Kruger, it was voted to accept the minutes of June 1, 2015, with the following changes :

- Remove sentence: C. Kruger commented that AHA is not qualified or able to do a homeownership program
- Replace the word will to may on the sentence that begins with However, the AHA
- Add names of homeownership sub-committee members of P Jessop , T. Boutilier, and L. Quinn
- Add under S8 homeownership: There are various options available for partnership
- Add: L. Quinn suggested the use of High school students (under the category of Visibility & outreach for media intern)
- Revise the sentence under Defining Tenant: T. Boutilier's understanding that HUD's definition of a tenant is someone who is directly assisted by the AHA.
- Remove "s" from futures under the title of Director's report

Board voted 3-1 in favor of approving the amended minutes

ACCOUNTS PAYABLE WARRANT: Upon motion by T. Boutilier, seconded by P. Jessop, it was voted to approve the accounts payable warrant for May 2015. Unanimous

TENANT CONCERNS:

No Concerns

TENANT ORGANIZATIONS:

Ann Whalen TO: No representative at meeting

Chestnut Court TO: Ms. Hamilton expressed her disappointment that the Chestnut Court project was postponed

PUBLIC COMMENT: NONE

APPROVE SERVICE CONTRACT FOR ELECTRICAL SERVICES: Ms. LeDuc advised the board that every few years the AHA sends requests to local contractors for a rate on the services provided. Numerous local contractors are contacted and requested to bid on their hourly rate of services to ensure that the AHA is getting contracted services at the best rates.

Upon motion by P. Jessop, seconded by C. Kruger, it was voted to authorize the Executive Director sign a service contract with Shepard Electrical as the low responder for electrical services. Unanimous

APPROVE SERVICE CONTRACT FOR PLUMBING SERVICES: Upon motion by C. Kruger, seconded by P. Jessop, it was voted to authorize the Executive Director to enter into a service contract with Schneider Plumbing as the low responder for plumbing services. Unanimous

APPROVE SERVICE CONTRACT FOR FLOORING SERVICES: Upon motion by C. Kruger, seconded by P. Jessop, it was voted to authorize the Executive Director to enter into a service contract with Sherwin-Williams as the low responder for flooring services. Unanimous

AUTHORIZE EXECUTIVE DIRECTOR TO EXTEND CDBG CONTRACT WITH TOWN OF AMHERST TO 12/31/15 AND TO ACCEPT AND ADDITIONAL \$8,829.57: Upon motion by P. Jessop, seconded by C. Kruger, it was voted to authorize the Executive Director to sign the contract with the Town of Amherst and to accept an additional \$8,829.57 in CDBG funds. Unanimous

APPROVE AMENDMENT OF \$633,569 FOR CAPITAL FUND PROJECTS: The DHCD Capital Fund Project amendment was read which was to approve an amendment to increase the funding of \$633,569 for AW kitchen and bath project \$518,428, JN HILAPP increase of \$40,891 and JN Vacant unit funds of \$74,250 and authorizing the Chari, Judy Brooks to sign the contract on behalf of the AHA. A roll call vote occurred with the following votes: P. Jessop, Aye; T. Boutilier-Aye; C. Kruger Aye; J. Brooks Aye. There were no Nay votes. Unanimous

STAFF RETIREMENT (OPEB LIABILITIES- DISCUSSION): Ms. LeDuc advised the board that the first of numerous eligible staff will retire in October, and wanted the board to begin to think about the OPEB future liabilities. The board asked the Executive Director to research and prepare information that was relative to OPEB for the AHA along with recommendations that the board might want to consider, along with the most recent actuarial study that was done. C. Kruger made a motion for the ED to provide some additional data for the board to review with P. Jessop seconding the motion. Unanimous

BOARD TRAINING- DISCUSSION: Ms. LeDuc stated that she had recently had a conversation with Attorney Patricia Lafore who provides legal services to numerous housing authorities in Western MA. Atty. Lafore had mentioned that she provides basic board training and would be happy to provide it for the AHA board. Some of the areas that she covers are ethics, legal responsibilities. J. Brooks asked about the UMASS Consultant that the E.D. and staff have been working with to provide some training on board interactions. Ms. LeDuc stated that when Ms. Arsenault returned from vacation in early August that she would have a discussion with her regarding this training. The board asked the E. D. to ask Atty. Lafore for an outline of what the training would be for their review.

REVIEW OF UNIT VACANCIES: Not reviewed

DIRECTORS REPORT: E. D. reported that she attended the HUD briefing in Boston relative to the Administrative Fee Study that HUD had conducted. HUD stated that it might take up to three (3) years for Housing Authorities to obtain the level of administrative funding that is necessary to run and efficient and effective Section 8 program from their study, and acknowledged that the funds Housing Authorities were receiving is insufficient. HUD also went over how they acquired the data and that approximately 96% of Housing Authorities across the state would be eligible for an increase. The AHA can expect somewhere around a 22% increase at some point in the future.

CHAIR'S REPORT: None

OTHER BUSINESS- NOT ANTICIPATED WITHIN 48 HOUR NOTICE:

PUBLIC COMMENT: None

ADJOURN: C. Kruger made a motion to adjourn; seconded by P. Jessop until the next regular meeting of the Board on Monday, July 27, 2015 at 4:30 in the community room of Ann Whalen Apts., 33 Kellogg Ave., Amherst, MA. Meeting adjourned at 6:35 p.m. Unanimous

MATERIALS DISTRIBUTED:

Agenda June 23, 2015

Minutes, Regular Meeting, June 1, 2015

Accounts Payable Warrant, May 2015

Unit Vacancy Report

Executive Director's Report- June 2015