

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

MONDAY JULY 27, 2015 4:30 P.M.
ANN WHALEN BUILDING 5TH FLOOR COMMUNITY ROOM
33 KELLOGG AVE., AMHERST, MA

Members of the Amherst Housing Authority met on Tuesday, July 27, 2015 in the fifth floor community room of Ann Whalen Apartments, 33 Kellogg Ave., Amherst, MA. Board Chair, Judy Brooks called the meeting to order at 4:30p.m.

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

ABSENT:

ALSO PRESENT: Denise LeDuc Executive Director, Debbie Turgeon Director of Housing Programs, Emilie Hamilton, Michael Burkhardt, Paul Vasconcellos & Barbara Steinmetz

AGENDA ADOPTION/CHANGES: Upon motion by C. Kruger, seconded by L. Quinn it was voted to move items, Minutes, Accounts Payable and Tenant Concerns and Program Participant Concerns to the end. All vote items to the beginning of the meeting along with Director's Report. Motion was approved by C. Kruger, L. Quinn, P. Jessop and J. Brooks; T. Boutilier was not present for vote.

TENANT ORGANIZATIONS:

Chestnut Court TO: Emilie Hamilton reported that there was a meeting with Nancy Schroeder regarding tree replacement, a suggestion was made by the Board to go to the Town of Amherst tree warden. Ms. Hamilton also mentioned there is an issue with sorting recycling items at Chestnut Court.

Ann Whalen TO: Paul Vasconcellos discussed working with the Social Service Coordinator to coordinate an outside concert on 9/2/2015 at 6:00 p.m. to include residents of Chestnut Court, Ann Whalen & Clark House. Lemonade and cookies will be served; AHA commissioners are invited to attend. Mr. Vasconcellos also stated that by the end of August, there will be a meeting to complete the MOU and bylaws.

APPROVE CHANGE ORDER- ALL STATE HVAC CONTRACT: Upon motion by P. Jessop by seconded by L. Quinn, it was approved to authorize the executive director to sign the change order in the amount \$6,026.92. Unanimous

APPROVE DHCD SCHEDULE OF POSITIONS & COMPENSATION: Upon motion by C. Kruger by seconded by P. Jessop, it was voted to approve the schedule of positions & compensation for FY 2014-2015. Roll call vote, L. Quinn – aye, C. Kruger – aye, P. Jessop – aye, J. Brooks - aye

TracyLee Boutilier arrived at approximately 4:45 p.m.

APPROVE DHCD YEAR-END FINANCIAL REPORTS: Upon motion by P. Jessop by seconded by L. Quinn, it was voted to accept the year-end financial reports for FYE 3/31/2015 for the following programs: 400-1, 400-9, 689-1 & MRVP. A suggestion was made that it would be helpful to have quarterly operating statements that include the Federal programs along with State programs. A request was made that the Federal programs be added to next month's agenda to be discussed. Unanimous

FEE ACCOUNTANT CONTRACTED SERVICES 3 YEAR: Upon motion by P. Jessop by seconded by C. Kruger, it was voted to enter into a three year contract with the fee accountants for contract services for monthly costs of FY 6/30/2016 for \$1920.00, 6/30/2017 for \$2000 & 6/30/2018 for \$2020. The Board requested that the fee accountants attend next year's annual meeting. Unanimous

AUDIT CONTRACT \$7K: Upon motion by P. Jessop by seconded by L. Quinn, it was voted to authorize the executive director to enter into contract with the auditors for \$7,000. Unanimous

AHA- CPAC REPRESENTATIVE: Upon motion by C. Kruger, seconded by L. Quinn, it was voted to nominate Peter Jessop to serve as the CPAC representative for the AHA. Unanimous

DIRECTORS REPORT: Small Area FMR's and the letter that was submitted to Office of General Council by the Pioneer Valley Regional Housing Advisory Committee. Board recommended that the statistic be incorporated into one sheet to make it easier to see which units might be affordable for participants. It was also suggested that the letter be sent to State Representatives with the information included in Board packet. Further discussion was centered on Board training; Margaret from the UMASS Workplace Learning will return in August, the E.D. will follow up and try to get proposal for August board meeting. Staff updates and staff retirement was also discussed. Question was raised about the website and media intern. Executive Director advised that a couple of candidates had expressed interest in the website intern role- follow-up to occur.

C. Kruger left meeting at 5:48 p.m.

MINUTES APPROVAL: First motion was made by P. Jessop to accept the minutes of June 23, 2015; the motion was opposed by remaining board members. Another motion was made by L. Quinn, seconded by seconded by P. Jessop, to table the approval of minutes of June 23, 2015 until next month's meeting. Unanimous

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

TENANT CONCERNS: None

PROGRAM PARTICIPANT CONCERNS: None

PUBLIC COMMENT: None

REVIEW OF UNIT VACANCIES: Not reviewed

CHAIR'S REPORT: None

OTHER BUSINESS- NOT ANTICIPATED WITHIN 48 HOUR NOTICE:

ADJOURN: P. Jessop made a motion to adjourn; seconded by L. Quinn until the next regular meeting of the Board on Monday, August 24, 2015 at 4:30 in the community room of Ann Whalen Apts., 33 Kellogg Ave., Amherst, MA. Meeting adjourned at 6:06 p.m. Unanimous

MATERIALS DISTRIBUTED:

Agenda June 23, 2015

Minutes, Regular Meeting, July 27, 2015

Accounts Payable Warrant, June 2015

SAFMR Analysis Report

DHCD Quarterly Operating Statements (Fiscal Year)

Federal Public Housing, Section 8, Management Service year-end reports

Unit Vacancy Report

Executive Director's Report- June 2015