

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

MONDAY OCTOBER 26, 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 Monday, October 26, 2015 in the fifth floor community room of Ann Whalen Apartments, 33 Kellogg Ave., Amherst, MA. Board Vice-Chair, Laura Quinn called the meeting to order at 4:34p.m.

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

ABSENT: J. Brooks

ALSO PRESENT: Denise LeDuc Executive Director, Emilie Hamilton, Paul Vasconcellos, Barbara Steinmetz & Jennifer Goldman

AGENDA ADOPTION/CHANGES: Upon motion by C. Kruger, seconded by P. Jessop it was voted to approve the agenda as amended- to table Draft Board by-laws. Unanimous

MINUTES APPROVAL

Upon motion by P. Jessop, seconded by C. Kruger it was voted to approve the minutes of October 5, 2015 with one change. L. Quinn requested that the minutes under Tenant Concerns state that the board agreed to conduct a site visit on 10/9 to view the concern on the project. 3 in favor, 1 abstain

ACCOUNTS PAYABLE WARRANT Upon motion by T. Boutilier, seconded by C. Kruger it was voted to approve the accounts payable warrant for September, 2015. Unanimous

TENANT CONCERNS: NONE

PROGRAM PARTICIPANT CONCERNS: None

TENANT ORGANIZATIONS

Ann Whalen TO: Would like updated notice for tenants letting people into the building. Ms. LeDuc advised TO that the Surveillance Project would begin the week of 11/16.

Chestnut Court TO: Issue arose from CC tenant using Community Room. A calendar was provided to E. Hamilton to post in the community room. A copy of the application for using the Community room would be posted at CC along with a calendar. Things better at CC with the plantings that were done.

PUBLIC COMMENT: Ms. Goldman stated that she was unhappy with the board meeting that was originally to be held on a Jewish Holiday (September 28th). Wanted to board to develop a policy- Ms. LeDuc stated that she always checks with board members on holidays to ensure it is not an issue. Ms. Goldman stated she did not wish to give the AHA her address or phone number due to her DV issue. Ms. Goldman to contact AHA and Ms. Goldman to find a social service agency that would accept her mail.

CERTIFICATE OF SUBSTANTIAL COMPLETION CHESTNUT COURT DRAINAGE- Upon motion by P. Jessop, seconded by T. Boutilier, it was voted to authorize the Executive Director to sign the certificate of Substantial Completion on the Chestnut Court Drainage Project. There is approximately \$60,000 left to be completed in the Spring of 2016. Unanimous

CHANGE ORDER FOR JOHN NUTTING CONTRACT: Upon motion by P. Jessop, seconded by C. Kruger, it was voted to authorize the Executive Director to sign change order #1 in the amount of \$10,201.24 for the following items: remove Project sign, provide new Photoelectric smoke detectors with strobes in five units; Add Living Room and Bathroom switches and wiring originally missed in plans; and replace two cooktops that existing ones are not in compliance due to their width and cabinet distance. Unanimous

CDBG GRANT FOR JEAN ELDER : Upon motion by P. Jessop, seconded by C. Kruger, it was voted to authorize the Executive Director to enter into a contract with the Town of Amherst in the amount of \$162,980 to do renovations in Unit #2, Unit #3, bathroom in unit #4 and shared hallways at Jean Elder. Unanimous

HEATING CONTRACT FOR JEAN ELDER & SERVICE ON JEAN ELDER AND 4 UNITS ON JENKS STREET : Upon motion by P. Jessop, seconded by C. Kruger, it was voted to authorize the Executive Director to enter into a 1 year contract with Surner Oil and Heating at \$1.849 per gallon on a guaranteed 6,000 gallons of heating oil and a service contract for routine service at \$88 per hour. Unanimous

ASBESTOS ABATEMENT CONTRACT FOR JEAN ELDER: Upon motion by P. Jessop, seconded by T. Boutilier, it was voted to authorize the Executive Director to enter into a contract for the Asbestos abatement on Unit #4 at Jean Elder in the amount of \$2,376.00 Unanimous

DISCUSS AND CONSIDER MUSANTE LEGACY: C. Kruger spoke with Eliza Lake from the Hilltown Health Center regarding the Capital Fund Campaign for the Amherst Community Health Center in honor of John Musante from some of the proceeds of the Eva Schiffer house sale. Upon motion by L. Quinn, seconded by P. Jessop, it was voted to approve \$10,000 from the proceeds of the Eva Schiffer house sale towards this fund, with continued discussion on what it will fund in a future meeting. Unanimous

C. Kruger left 6:09 p.m.

DISCUSS AND CONSIDER HUD 2016 FMR'S: The board asked if this needed to be voted on immediately, and after learning that HUD still had not finalized the 2016 FMR's asked that this item be put back on the next agenda for further discussion.

DISCUSS BOARD DEVELOPMENT: Discussion occurred on additional board development. Board requested that Margaret Arsenault from UMASS Workplace Development do a survey for dates for board to meet.

REVIEW OF UNIT VACANCIES: Not done

DIRECTORS REPORT: Advised board that audit had just taken place and we would be receiving a draft of this in the near future and auditor would be happy to speak with board- also advised board of new retirement liability that is similar to the OPEB liability that will be required to be added to the AHA liability in 2016. Advised board that Ann Whalen Surveillance system is scheduled to begin on 11/16.

CHAIR'S REPORT: None

OTHER BUSINESS- NOT ANTICIPATED WITHIN 48 HOUR NOTICE: None

PUBLIC COMMENT: None

ADJOURN: P. Jessop made a motion to adjourn; seconded by T. Boutilier, until the next regular meeting of the Board on Monday, November 30, 2015 at 4:30 in the community room of Ann Whalen Apts., 33 Kellogg Ave., Amherst, MA. Meeting adjourned at 6:28 p.m. Unanimous (adjusted to Tuesday 12/1/15 at 4:30 p.m.)

Materials Distributed

Agenda for 10/26/15

Minutes- October 5, 2015

September 2015 AP Warrant

Packet of Section 8 Materials- including:

- A guide to the Section 8 Documents in Board Packet

- Calculation of Calendar Year 2015 Renewal Funding

- Current and Anticipated Funding

- Current Leased Vouchers and the Communities resided in as of 9/23/15

- AHA FMR and Payment Standard Analysis

- Anticipated Annualized Increased Costs

- Amherst CY2016 Voucher Costs based on recertification date

- Extended Area- Communities of Granby, Hadley, South Hadley & Belchertown; based on recertification date

Unit Vacancy Report- September 2015

Executive Director's Report, October 2015