

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

TUESDAY DECEMBER 1, 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, December 1, 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 4:34p.m.

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

ABSENT:

ALSO PRESENT: Denise LeDuc Executive Director, Debbie Turgeon Director of Housing Program, Emilie Hamilton, Juana Trujillo, Paul Vasconcellos, Barbara Steinmetz, Frances Soto, Kathleen Cinquegrora, Anna Quan, Hwei-Ling Greeney, Teal Van Dyck

AGENDA ADOPTION/CHANGES: Upon motion by P. Jessop, seconded by C. Kruger it was voted to approve the agenda as amended- Add under business not anticipated within 48 hours, Contract for Patricia LaFore. Unanimous

MINUTES APPROVAL

Upon motion by P. Jessop, seconded by L. Quinn it was voted to approve the minutes of October 26, 2015 with the following changes: strike the last two sentences of the Public Comment. 4 in favor, 1 abstain

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

TENANT CONCERNS: F. Soto addressed the board with her concern of a tenant/employee firing. Discussion among board occurred on whether a subcommittee would meet to follow up on the issue. It was determined that the board chair, the E.D, the affected party and Juana Trujillo would meet on 12/23 at 11:00 am to attempt to resolve the issue. If resolution could not occur then possible mediation would occur. Other items discussed in relation to this were Medical Marijuana policy, volunteer policy and the Drug Free workplace. Board recommended that we look at what other HA's have in place relative to these areas and report back to the board.

PROGRAM PARTICIPANT CONCERNS: None

TENANT ORGANIZATIONS

Ann Whalen TO: Reported that the tenant Christmas Party would be on 12/17 at 1:30 and the board was being invited to attend. The AWTO is charging \$2 for tenants and \$3 for guests to attend the event. Tenants appreciate the surveillance system.

Chestnut Court TO: Concern over new tenant and noise (loud music) coming from the unit. Chair Brooks recommended that D. Turgeon and/or J. Trujillo speak with the new tenants about being respectful neighbors. E. Hamilton asked about a noise policy. E. Hamilton asked if some sand buckets could be placed around for resident use as there is some concern about water pooling until the new second coat of pavement occurs in the spring.

PUBLIC COMMENT: None

CHANGE ORDER #2 FOR JOHN NUTTING CONTRACT:

Upon motion by P. Jessop, seconded by L. Quinn, it was voted to authorize the Executive Director to sign change order in the amount of \$25,320.49 for the removal and disposal of Asbestos on the John Nutting Project. Unanimous

CHANGE ORDER #3 FOR CHESTNUT COURT PROJECT:

Upon motion by P. Jessop, seconded by L. Quinn, it was voted to authorize the Executive Director to sign change order #3 to extend the contract time for the completion of the project until Spring 2016. There is no monetary consideration for this change order. Unanimous

CHANGE ORDER #3 FOR ANN WHALEN HVAC PROJECT:

Upon motion by T. Boutilier, seconded by P. Jessop, it was voted to authorize the Executive Director to sign change order #3 in the amount of \$8,870.88 which represents the additional costs to install a replacement thermostatic mixing valve on the recommendation of the manufacturer in order to resolve the issues of erratic tempered hot water temperatures. The Change Order will increase the contract time by 7 calendar days. Unanimous

HCV ADMINISTRATIVE PLAN POLICY CHANGE ON ABSENCE FROM UNIT: Upon motion by C. Kruger, seconded by L. Quinn, it was voted to insert the following language at the end of the existing paragraph. "Inability to occupy a unit because of a prolonged hospitalization may not constitute "absence" from a unit if the family or other authorized person (such as health care proxy) supplies verification regarding the family member's need for hospital or rehabilitation care; and the verification identifies that the family member will return to the unit after such hospitalization or rehabilitation. Unanimous

DISCUSS AND CONSIDER HUD 2016 FMR'S: Upon a motion by C. Kruger, seconded by L. Quinn, the board directed the Executive Director to seek approval from HUD for 120% of the 2016 Fair Market Rents for the Springfield MSA for the Town of Amherst to reflect actual rents. Unanimous

AMHERST COMMUNITY CONNECTIONS- REQUEST OF SUPPORT: Hwei-Ling Greeney made a presentation to the board for a letter of support on their application to the CPA for funding a Chronically Homeless voucher type program. Members of the board provided some feedback on what was presented and recommended that ACC consider some of these as they move forward in their application. Upon a motion of T. Boutilier, seconded by L. Quinn the board agreed to provide a general letter of support for Amherst Community Connections (ACC) application for CPA funds. Unanimous L. Quinn agreed to draft a letter on behalf of the AHA board that would be sent to the AHA E. D. and the E.D. would send out to members for review. Should anyone wish to comment, comments would be sent to the E.D. who would make any edits and provide ACC with that letter of support by 12/10.

DISCUSS AND MUSANTE LEGACY: No further discussion needed at this time. Board voted at 10/16 meeting to allocate \$10,000 towards legacy, and just a matter of what it will be used towards.

REVIEW OF UNIT VACANCIES: Review of units occurred - No discussion ensued

DIRECTORS REPORT: Quick discussion was had on the various projects in process. Board requested that before relocation occurs in a rehabbed unit with another tenant, set a date and notify board so if they have availability they can view a unit after the work has been completed.

CHAIR'S REPORT: None

OTHER BUSINESS- NOT ANTICIPATED WITHIN 48 HOUR NOTICE:

RETAINER FOR LEGAL SERVICES FOR PATRICIA LAFORE: Upon a motion by C. Kruger, seconded by P. Jessop, the board authorized the Executive Director to enter into a Monthly Retained Agreement for Legal Services with Attorney Patricia LaFore, in the annual amount of \$5,000, beginning December 1, 2015 through November 30, 2016, which will be billed monthly and covers up to 30 hours of legal services during the contract year. In the event the AHA exhausts the annual amount of time, additional hours will be billed at the hourly rate of \$165.00 per hour. Unanimous

PUBLIC COMMENT: None

ADJOURN: Upon a motion by L. Quinn; seconded by C. Kruger it was voted to adjourn the meeting until the next regular meeting of the Board on Monday, December 28, 2015 at 4:30 in the community room of Ann Whalen Apts., 33 Kellogg Ave., Amherst, MA. Meeting adjourned at 6:37 p.m. Unanimous

Materials Distributed

Agenda for 12/1/15

Minutes- October 26, 2015

October 2015 AP Warrant

Page 12-7 of HCV Administrative Plan with recommended changes

Unit Vacancy Report- October 2015

Executive Director's Report, November 2015