

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

MONDAY DECEMBER 28, 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, December 28, 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 4:30 p.m.

PRESENT: Commissioners: J Brooks, L. Quinn, P. Jessop, C. Kruger and T. Boutilier – arrived at 4:43

ABSENT: NONE

ALSO PRESENT: Denise LeDuc Executive Director, Debbie Turgeon Director of Housing Program, Donna Cabana, Emilie Hamilton, Paul Vasconcellos, Alan Root, Megan McDonough, Jennifer Goldman. Larry Kelley, Vincent O’Connor, Felicity Hardee, Mark Seigars

AGENDA ADOPTION/CHANGES: Upon motion by P. Jessop, seconded by L. Quinn it was voted to approve the agenda as amended- Add under business not anticipated within 48 hours, Contract for Emergency Boiler at Chestnut Court. Unanimous

MINUTES APPROVAL

Upon motion by P. Jessop, seconded by L. Quinn it was voted to approve the minutes of December 1, 2015 with the following changes: Under tenant concerns, Change: other items discussed were the existing smoking policy Unanimous

ACCOUNTS PAYABLE WARRANT Upon motion by P. Jessop, seconded by C. Kruger it was voted to approve the accounts payable warrant for November, 2015. Unanimous

T. Boutilier arrived 4:43

TENANT CONCERNS: A. Root wanted to go on record that he takes exception to the word “firing” that was in the minutes of December 1, 2015. Board recommended that the following items be put on a future agenda: Smoking Policy; Medical Marijuana and volunteer policy.

PROGRAM PARTICIPANT CONCERNS: None

TENANT ORGANIZATIONS

Ann Whalen TO: P. Vasconcellos reported two events had occurred- a children’s choir and the Tenant Organization Christmas Party. Also stated that the hot water issues have improved. A. Root stated he still had issues with hot water.
Chestnut Court TO: E. Hamilton reported that a resident was moving

PUBLIC COMMENT: Donna Cabana from Valley CDC presented some information relative to a grant application that was being submitted to the CPA Committee and was looking for the AHA board support. Would need to be on the January agenda for board vote. J, Goldman complained that a few months back that there was no signage for the Board meeting. J. Goldman stated that she wanted a copy of her 2009 application

HABITAT FOR HUMANITY: Megan McDonough addressed the board looking for support for the application that has been put in for CPA funds. Megan had provided the board with a copy of the proposal and explained how Habitat works. Upon a motion from L. Quinn and seconded by P. Jessop, it was voted to support the grant application for Habitat for Humanity and L. Quinn would write the letter of support. Unanimous

CHANGE ORDER #2 FOR JOHN NUTTING CONTRACT:

CDBG GRANT APPLICATIONS: D. LeDuc advised the board of three grant applications for the following identified projects: Replacement of Bathroom Casement windows at Chestnut Court; Address moisture issues, sill and siding replacement, bathroom upgrades and a laundry room install at Keet House; door replacement and kitchen upgrades at Watson Farms. The total of the three grant applications is \$246,528. Upon motion by P. Jessop, seconded by C. Kruger, it was voted to authorize the Executive Director to submit the three applications for potential CDBG funding Unanimous

PAYMENT STANDARDS:

D. LeDuc provided the board with the anticipated costs on two Payment Standards, along with what the anticipated funds the AHA would receive in 2016. Upon motion by P. Jessop, seconded by L. Quinn, it was voted to put the following Payment standards into place: Amherst 113% above the Springfield MSA FMR and for the Extended Area Communities of Granby, Hadley, South Hadley and Belchertown at 97%. 4 in favor, 1 opposed

Bedroom Size	Amherst	Belchertown
0	715	614
1	907	778
2	1131	970
3	1403	1204
4	1650	1417

CHANGE ORDER #3 FOR JOHN NUTTING PROJECT:

Upon motion by L. Quinn, seconded by P. Jessop, it was voted to authorize the Executive Director to sign change order #3 in the amount of \$1,666.75 which represents the additional costs to remove and replace shut-off valves for all 5 units. The Change Order will not increase the contract time by any days. Unanimous

CHANGE ORDER #1 FOR ANN WHALEN KITCHEN AND BATH UPGRADE PROJECT: Upon motion by L. Quinn, and seconded by P. Jessop, it was voted to authorize the Executive Director to sign change order #1 in the amount of \$3,327 which represents the additional costs to do additional abatement for 5 units. Unanimous

CERTIFICATE OF FINAL COMPLETION: Upon a motion by L. Quinn, seconded by P. Jessop, the board authorized the Executive Director to sign the Certificate of Final Completion for the Ann Whalen HVAC Project, but to not release funds until the Domestic Hot Water (DHW) issue is resolved. Unanimous

OTHER BUSINESS- NOT ANTICIPATED WITHIN 48 HOUR NOTICE:

EMERGENCY BOILER REPLACEMENT FOR CHESTNUT COURT: D. LeDuc advised the board that Building #1 at Chestnut Court needed to be replaced immediately and had received approval from DHCD to do so under the larger project already awarded to the AHA. The low bidder for the emergency boiler replacement was in the amount of \$24,450 and we would be receiving a utility rebate in the amount of \$9,920 to offset the costs. Upon a motion from L. Quinn and seconded by C. Kruger, it was voted to authorize the Executive Director to sign the contract with the low bidder for the Emergency Boiler at Chestnut Court, not to exceed \$24,450. Unanimous

REVIEW OF UNIT VACANCIES: No change from previous month (requested that if no change bring previous report to meeting)

DIRECTORS REPORT: D. LeDuc- no additional comments from the report submitted.

CHAIR'S REPORT: Board to have development on January 19th and to discuss process the board wishes to utilize for the Executive Director's review

PUBLIC COMMENT: V. O'Connor wants to have access to the agenda online. C. Kruger recommended to the E.D. to contact Amherst IT to put on a folder called packets where the entire packet of handouts could be accessed. A. Root stated that he was not happy with the language that was used for the board to go into Executive Session. A. Root was advised that this is one of the 10 ways and language that must be used.

ROLL CALL VOTE TO ENTER EXECUTIVE SESSION: To discuss, pursuant to G.L. c. 30A, Section 21(a)(1), a complaint or charge brought against an individual served by the Amherst Housing Authority, including a discussion of the physical condition or mental health of that individual.
Kruger- Aye, Jessop- Aye, Quinn- Aye, Brooks- Aye, Boutilier- Aye

ROLL CALL VOTE TO EXIT EXECUTIVE SESSION: Kruger- Aye, Jessop- Aye, Quinn- Aye, Brooks- Aye at 7:48 p.m.

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, January 25, 2016 at 4:30 in the community room of Ann Whalen Apts., 33 Kellogg Ave., Amherst, MA. Meeting adjourned at 7:49 p.m. Unanimous

Materials Distributed

- Agenda for 12/28/15
- Minutes- December 1, 2015
- November 2015 AP Warrant
- Anticipated 2016 HUD Funding
- FMR PS Analysis final with FMR costs
- AHA PS Analysis at 100% Extended and 120% for Amherst
- Updated guide to Section 8 Documents in Board packet
- Rent Reasonableness FY16 Attachment A
- Habitat for Humanity CPA Proposal
- AHA Development Projects
- Executive Director's Report, December 2015