

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

MONDAY JANUARY 25, 2016 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, January 25, 2016 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 4:35 p.m.

PRESENT: Commissioners: J Brooks, L. Quinn, C. Kruger and T. Boutilier

ABSENT: P. Jessop

ALSO PRESENT: Denise LeDuc Executive Director, Debbie Turgeon Director of Housing Program, Joanne Campbell, Emilie Hamilton, Alan Root, Vincent O'Connor

AGENDA ADOPTION/CHANGES: Upon motion by C. Kruger, seconded by L. Quinn it was voted to approve the agenda as presented Unanimous

MINUTES APPROVAL

No Minutes were Available

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

TENANT CONCERNS: A. Root expressed his concerns with the Domestic Hot Water (DHW) problems. D. LeDuc followed up with some history and the resolution. The DHW will be monitored over the next month to ensure that the issue has been resolved, and will keep board informed. A. Root expressed his concern with the issues with the construction and the wiring for GFI's and Arc faults at Ann Whalen. D. LeDuc responded that the engineers are working through the issues and the new code is ahead of the devices, and we are waiting for the mechanical engineer and the Town wiring inspector to come to an agreement of what will need to be done.

PROGRAM PARTICIPANT CONCERNS: None

TENANT ORGANIZATIONS

Ann Whalen TO: None.

Chestnut Court TO: E. Hamilton reported that young people have been hanging out at Chestnut Court and one apartment had an attempted break-in. E. Hamilton was advised that she should advise people to call the police immediately when something like this is occurring.

PUBLIC COMMENT: None

VALLEY COMMUNITY DEVELOPMENT CORPORATION: Joanne Campbell, Executive Director Valley CDC talked about the application that they were putting in – in the amount of \$227,000 which includes 4 grants in the amount of \$50,000 each for folks to purchase homes in Amherst, and asked for support from the AHA board. Board discussed support in concept asking about local preference to the extent allowed under fair housing laws to purchase homes in Amherst. Board asked if VCDC would consider amending application to have a local preference and to serve households at or below 80% AMI. Upon a motion from C. Kruger and seconded by L. Quinn, it was voted to support the grant application and L. Quinn would write the letter of support. Unanimous

AMHERST MUNICIPAL AFFORDABLE HOUSING TRUST: Jeffrey DiSanto, a member of the trust provided a concept of a prospective proposal in the amount of \$150,000 and asked for the AHA board support. On a motion of L. Quinn and

seconded by J. Brooks it was voted to approve support for the trust's application to the COA. L. Quinn will write the letter of support. 2 in favor, 2 abstained (as two members of the AHA board are on the AMAHT) It was learned after that this vote will need to re-occur as it did not pass as the board anticipated.

DHCD FORMULA FUNDING AWARD FOR FY18, \$203,867 AND EXTENDS CONTRACT TO 6/30/18:

Upon motion by L. Quinn, seconded by C. Kruger, it was voted to authorize the board chair to sign the DHCD Formula Funding Contract Amendment in the amount of \$203,867 for FY'18 and extend the contract to 6/30/18. Unanimous

DHCD 1021 CONTRACT EXTENSION:

D. LeDuc explained that this is a Department of Energy Resources funding for the air source heat pump, and this contract will extend the contract to 6/30/16. Upon motion by C. Kruger, seconded by L. Quinn, it was voted to authorize the board chair to sign the DHCD contract extension Unanimous

PERSONNEL POLICIES, WORKPLACE VIOLENCE POLICE AND WHISTLEBLOWER POLICY; DISCIPLINARY ACTIONS: IMMEDIATE SUSPENSION OR TERMINATION; UPDATE: STANDARDS OF CONDUCT, PRELIMINARY DISCUSSION ON

MEDICAL MARIJUANA USAGE IN STATE PROPERTIES AND DISCUSSION OF DRAFT BOARD BY-LAWS, Upon motion by L. Quinn, seconded by T. Boutilier, it was voted to table these agenda items to the next meeting. T. Boutilier asked for a full copy of the Personnel Policy. Unanimous

CHAIR'S REPORT: Board discussed process the Annual Revue for Executive Director. There will be two parts of the evaluation one by Commissioners and the other by staff. The evaluations will be put in a sealed envelope and put in J. Brooks mailbox. The evaluation would be sent both electronically and hard copy. L. Quinn would like an additional question added; Communicates effectively with applicants, tenants, program participants, members of the public and others. Should have a paragraph of instructions that would advise staff on how to complete form and when it is due. A form will be generated for next year for tenants, and letters from tenants this year can be sent to the board chair in her box. Tenants will be invited to send in letters. L. Quinn wants to review job description- C. Kruger stated that the job description is something that has been used in the past, and spoke of personnel policy and maybe the C. Kruger and P. Jessop review the personnel first, but not sure how available he is due to a family health issue.

C. Kruger left 6:20

E. Hamilton wants to know when the tenants need to send in letters.

T. Boutilier made a motion and seconded by L. Quinn to have a full copy of the personnel policy. Unanimous

L. Quinn will type up form and send to Debbie, by 1/28 and staff return the evaluations in J. Brooks mailbox by 2/11 anyone wanting to write should send in comments. Feedback goes to chair and chair compiles the data, and the board chair will meet with the E.D. before the board meets with the E.D. L. Quinn recommends a special session for the evaluation. L. Quinn recommended that something be written up so they can be given to the tenant organizations, and Resident Advisory Board informing them of the evaluation process and they can submit their letter by 2/11. J. Brooks asked T. Boutilier and E. Hamilton to write the letter for the tenant organizations. A. Root offered to help Paul V. get information from tenants. T. Boutilier wants to put info in Jones Library (not approved)– D. Turgeon stated that now you're asking for the public to make comments–

L. Quinn invitation should be to tenants and program participants.

L. Quinn made a motion that annual review process be fulfilled in the following manner: commissioner's evaluation, staff evaluation with invitation to tenants and participants to write a letter and for responses to be delivered or postmarked by 2/11. Then the information is compiled by the chair, the chair will meet with E.D. and public portion of the review will occur at a special session of the Board of Commissioner on 2/29/16. Amend date to 3/14/16. Seconded by T. Boutilier Unanimous

REVIEW OF UNIT VACANCIES AND DIRECTOR'S REPORT:

Upon a motion by T. Boutilier and seconded by L. Quinn to move review of unit vacancies and director's report to next meeting.

L. Quinn made a motion to amend the original motion to take off the Director's report. No second.

Original motion stands Unanimous

ADJOURN: Upon a motion by L. Quinn; seconded by T. Boutilier it was voted to adjourn the meeting until the next regular meeting of the Board on Monday, February 22, 2016 at 4:30 in the community room of Ann Whalen Apts., 33 Kellogg Ave., Amherst, MA. Meeting adjourned at 6:57 p.m. Unanimous

Materials Distributed

Agenda for 1/25/16

December 2015 AP Warrant

Executive Director's Report, December 2015

Personnel Policies:

Workplace Violence Policy and Whistleblower Policy

Disciplinary Actions: Immediate Suspension or Termination

Update: Standards of Conduct

AHA No smoking lease addendum

Draft AHA Board Policy

Chapter 121B Section 6. Removal of a Board Member