

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

MONDAY MAY 23, 2016 4:30 P.M.  
ANN WHALEN BUILDING 5<sup>TH</sup> FLOOR COMMUNITY ROOM  
33 KELLOGG AVE., AMHERST, MA

Members of the Amherst Housing Authority met on Monday, May 23, 2016 in the fifth floor community room of Ann Whalen Apartments, 33 Kellogg Ave., Amherst, MA. Board Chair, Laura Quinn called the meeting to order at 4:36 p.m.

**PRESENT:** Commissioners: J. Brooks, L. Quinn, P. Jessop, and T. Boutilier

**ABSENT:** C. Kruger

**ALSO PRESENT:** Denise LeDuc Executive Director, Debbie Turgeon Director of Housing Programs, A. Root, P. Vasconcellos, J. Goldman, V. O'Connor, P. Holland, M. Perot & J. Perot

**AGENDA ADOPTION/CHANGES:** Upon motion by J. Brooks, seconded by P. Jessop, it was voted to approve the agenda as amended, moving all business with votes to the beginning of the meeting and move tenant concerns and public comments after. Unanimous

**ACCOUNTS PAYABLE WARRANT** Upon motion by T. Boutilier, seconded by L. Quinn it was voted to approve the accounts payable warrant as presented for February 2016. Unanimous

**TENANT CONCERNS:** A Root expressed his dissatisfaction that the information for the Capital Plan was not put at every tenant's door, and it was just posted at the different floors of the Ann Whalen building.

**PROGRAM PARTICIPANT CONCERNS**

**TENANT ORGANIZATIONS**

Ann Whalen TO: P. Vasconcellos thanked Ms. LeDuc for getting the tenant organization to where it needs to be and for getting the AW kitchen project started.

Chestnut Court TO: None

**PUBLIC COMMENT:** P. Holland & M. Perot commented on their concerns regarding a new housing project being built on Montague Rd. Although residents in the area welcome affordable housing, they are concerned about the number of units and questioned what the AHA could do.

**DISCUSS & CONSIDER CHANGE ORDER #6 FOR JOHN NUTTING** Upon motion by P. Jessop, seconded by C. Kruger, it was approved to authorize the Executive Director to approve change order #6 in the amount of \$7,7019.90 for changes on the John Nutting Project: Credit for different A/C Condenser Pad, add thresholds and grout door frame bottom, additional fire protection, fill walls between countertop backsplash and cabinets, caulk and paint. Unanimous

**DISCUSS & CONSIDER CHANGE ORDER #4 FOR CHESTNUT COURT DRAINAGE** Upon motion by P. Jessop, seconded by S. Jefferson, it was approved to authorize the Executive Director to approve change order #4 in the amount of \$5,238.00 for changes on the drainage foundation drain repair work. This was an AHA requested repair when the trench was open it was discovered that the existing sewer line from building #3 was rusted through; also an additional 60 linear feet of foundation drain had to be replaced, 3 downspouts which did not appear on the construction documents and were connected to the drain system. Unanimous

**FINALIZE EXECUTIVE SEARCH NOTICE** Upon motion by P. Jessop, seconded by T. Boutilier, it was approved to authorize the Chair to seek quotes for the Executive Director Search as outlined in the document titled Executive Search Professional Services. Unanimous

**DISCUSS DRAFT BUDGET REVISION** Upon motion by P. Jessop, seconded by S. Jefferson, it was approved to accept the revised FY'17 budget as presented, and to authorize the Executive Director to revise the budget in DHCD's HAFIS system once it is made available to the AHA. Unanimous

**MINUTES APPROVAL**

Revised January 25, 2016 – Upon motion by T. Boutilier, seconded by S. Jefferson, it was voted to move the approval of the 1/25/2016 revised minutes to the June monthly meeting. Unanimous

February 22, 2016 - Upon motion by T. Boutilier, seconded by S. Jefferson, it was voted to move the approval of the 2/22/2016 minutes to the June monthly meeting. Unanimous

March 28, 2016 – Upon motion by P. Jessop, seconded by T. Boutilier, the minutes of March 28, 2016 were approved with changes. Unanimous

April 25, 2016 - Upon motion by P. Jessop, seconded by S. Jefferson, the minutes of April 25, 2016 were approved with Unanimous

**REVIEW OF UNIT VACANCIES**

**EXECUTIVE DIRECTOR'S REPORTS:** D. LeDuc reviewed three months of Executive Director Reports (January, February & March 2016) which brought the board up to date on where all the capital projects were, and progress on various other initiatives.

**EXECUTIVE SESSION:** Upon motion by P. Jessop, seconded by S. Jefferson, it was approved to move into executive session to discuss strategy with respect to litigation if an open meeting may have a detrimental effect on the Litigating position of the public body and the chair so declares. Roll call vote: C, Kruger – Aye, P. Jessop- Aye, S. Jefferson – Aye, T. Boutilier – Aye and L. Quinn – Aye. Upon motion by P. Jessop, seconded by T. Boutilier, it was approved to adjourn to regular meeting.

**ADJOURN:** Upon a motion by P. Jessop ; seconded by T. Boutilier it was voted to adjourn the meeting until the next regular meeting of the Board on Monday, June 27, 2016 at 4:30 in the community room of Ann Whalen Apts., 33 Kellogg Ave., Amherst, MA. Meeting adjourned at 6:55 p.m. Unanimous

**Materials Distributed**

Agenda for 3/28/16

April 2016 AP Warrant

Executive Director's Report

Executive Search Professional Services

Minutes for January 25, 2016 (revised), February 22, 2016, March 28, 2016, April 25, 2016

Unit Vacancy report Feb 2016

Public Housing Notice 2016-6

Public Housing Notice 2016-8

Draft Budget Revision

Chair's Report

North Amherst Association of Homeowners and Working and Retired Tenants