

AMHERST HOUSING AUTHORITY
AGENDA REGULAR MEETING
WEDNESDAY OCTOBER 26, 2016- 6:30
ANN WHALEN COMMUNITY ROOM, AMHERST, MA

Members of the Amherst Housing Authority met on Wednesday October 26, 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 6:39 p.m.

PRESENT: Commissioners: L. Quinn, S. Jefferson and T. Boutilier

ABSENT: P. Jessop, C. Kruger

ALSO PRESENT: D. Turgeon Interim E.D., Pam Parmakian, Interim Director of Housing Programs, J. Hite, M. Burkhart, J. Gonzalez and A. Root

AGENDA ADOPTION/CHANGES: Upon motion by S. Jefferson, seconded by T. Boutilier, it was voted to approve the agenda as written. Unanimous

APPROVE MINUTES OF SEPTEMBER 29, 2016 REGULAR MEETING: Upon motion by S. Jefferson, seconded by T. Boutilier, it was voted to approve as amended to "remove the resident advisory board (RAB) removed and insert a meeting for tenants and participants was held". Unanimous

TENANT CONCERNS: A Root presented the Executive Director screening committee met and he would like a calendar or timeline. L. Quinn replied she would give updates during the Chair report.

PROGRAM PARTICIPANT CONCERNS: NONE PRESENTED

TENANT ORGANIZATIONS: L. Quinn presented the committees are reviewing the membership due to health reasons. A. Root presented the previous E.D. said that regulations from Boston (DHCD) determined the process. J. Hite said he would send A. Root a copy of the regulations.

PUBLIC COMMENT: NO COMMENTS FROM PUBLIC. L. Quinn presented that this was the first time the meeting was held at 6:30 and she had hoped this would accommodate the BOS meeting and that maybe more people could attend if there was not a time conflict.

REVIEW OF 2017 HUD FAIR MARKET RENTS AND APPROVAL OF AHA PAYMENT STANDARDS: Laura opened by asking what the timeline to adopt the new Fair Market Rents (FMR) and proposed Payment Standards (PS) was. Debbie presented the F.M.R. were already sent by HUD. FMR's are now higher than our payment standards. Debbie explained that 30 day notice for participant notification would be required. Tracy asked if starting point could be January 2017. Debbie further presented:

- In distributed packets the new 2017 FMR
- 1 bedroom payment standards– are currently 113% of previous FMR
- Set the new PS based on the new FMR because the new FMR's went up.
- The new payment standards could go to 103%

Debbie then explained the HAP dollars, the voucher count and that Port Outs had moved to the Eastern part of the State but that those Housing Authorities had not absorbed because they did not have vouchers to issue. Debbie further explained if we need to go to reserves and we use them we do not get them back.

John then explained the over spending – the balancing act. He further added the goals of the program were to help current participants and help as many participants

Tracy – once the PS are approved can the exceptions be granted?

Laura – explained the \$ and again the \$ and the voucher numbers are tied to each other.

John presented the dollars vouchers and how they interact with each other. If the PS stays at 113% of the OLD FMR this only allows for 402 vouchers (currently the Housing Authority has the ability to issue up 413 vouchers but only if the HAP dollars are available) if the PS drop to 105% of the NEW FMRs 405 vouchers could potentially be utilized. The \$ is the same dollars at 105% of the PS because the FMR went up.

Tracy – she wants to tap the reserves – she also suggested going to town meeting and requesting more funds.

Laura explained it was a provision. Can p.s. change throughout the year? Debbie answered- Yes

Can the AHA seek additional funding and then change them?

John explained the balancing of dollars and vouchers. Reviewed previous years of HAP \$ and vouchers. The HAP savings at different payment standards was presented.

Laura asked who pays the difference for a family?

Tracy then talked about the impact on the current participants.

Laura explained again how a reduction in \$ is not a savings for AHA. It means more participants can be on the program.

Spirited conversation occurred for 1 ½ hour on the subject.

Tracy would like to request at a future date to discuss other funding sources to gap the difference for helping families with tenant portions in the Housing Choice Voucher Program.

MOVE: To approve Section 8 Payment Standards, based the published 2017 Fair Market Rents, for participants residing in the Town of Amherst as follows: 1BR 106%, and 105% for other bedroom sizes, and 95% of the published 2017 Fair Market Rents for participants in all bedroom sizes residing in the extended area, and further that these Payment Standards shall be effective on January 1, 2017, and applied at the participant’s next recertification effective on or after that date, and further that in compliance with the AHA Annual Plan the Executive Director is instructed to apply to HUD for an Exception Payment Standard of 120%.

Motion made by: S. Jefferson

Second: T. Boutilier

Passed Unanimous

APPROVE AMENDMENT TO SECTION 8 ADMIN PLAN- FAMILY ABSENCE FROM THE UNIT DUE TO MEDICAL ABSENCE:

Debbie presented she had received confirmation from the Boston HUD representative that the a vote taken at the December 2015 Board meeting was not in compliance with the Housing Choice Voucher program guidelines. It was discussed to be in compliance with HUD that the vote taken in December 2015 was to be rescinded. Debbie also said she would seek further guidance in language to add to the Admin Plan in regard to absences from the unit in excess of 180 days. It was agreed this would be discussed further at a later Board meeting.

MOVE: To rescind the vote taken at the December 2015 Regular Meeting, regarding “Family Absence from the Unit”, on page 12-7 of the AHA Administrative Plan, and striking the language inserted therein, as follows: “Inability to occupy a unit because of a prolonged hospitalization may not constitute “absence” from the unit if the family or authorized person such as a health care proxy supplies verification regarding the family member’s need for hospital of rehabilitation care; and the verification identifies that the family member will return to the unit after such hospitalization or rehabilitation.”

Motion made by: S. Jefferson

Second: T. Boutilier

Passed Unanimous

APPROVE SUBSTANTIAL COMPLETION- JOHN NUTTING RENOVATION PROJECT: Debbie presented the project was substantially complete on July 15, 2016.

MOVE: To approve Substantial Completion of the John Nutting Apartments unit renovation project (FISH #008051), declaring July 15, 2016 as the date of Substantial Completion, and further to authorize the Executive Director to take all actions necessary and proper to execute documents related to Substantial Completion of the project.

Motion made by: S. Jefferson

Second: T. Boutilier

Passed Unanimous

REVIEW & APPROVE LOW BIDS & AWARD GENERAL CONTRACT- JEAN ELDER RENOVATION PROJECT: Debbie presented the bids to include kitchen, shower, flooring, cabinets and carpet will be replaced.

MOVE: To accept the base low bid (without Alternate of \$109,805 dollars from Kurtz Inc., of Westfield for the Jean Elder unit renovation project (FISH #008061), and further to authorize the Executive Director to take all actions necessary and proper to execute contract documents related to this project.

Motion made by: T. Boutilier

Second: S. Jefferson

Passed Unanimous

{NOTE: The bids on the following item will be opened on Tuesday, October 25th and a Motion, with Costs and Prices will be presented at the Board Meeting}.

REVIEW & APPROVE LOW BID & AWARD CONTRACT- HEATING OIL AND RELATED SERVICES: Debbie presented National Heating is an Amherst based company and won the bid.

MOVE: To accept the bid of from National Heating Co., of Amherst for heating oil and related oil burner maintenance services, as follows:

#2 Home Heating Oil	\$ 1.88 per gallon
Annual Service for Oil Burner Tune-Up	\$ 109.95 per burner
Routine Workday (8AM to 4PM) Service Call	\$ 85.00 per hour
Off-Hour Emergency Service Call	\$ 125.00 per hour

said bid representing the lowest overall costs to the Authority, and further to authorize the Executive Director to take all actions necessary and proper to execute a one year contract for said these supplies and services.

Motion made by: S. Jefferson

Second: T. Boutilier

Passed Unanimous

REVIEW & APPROVE CHANGE ORDER #1 –40 TAMARACK DR. MOLD ABATEMENT PROJECT: Debbie presented the details of the change orders.

MOVE: To approve Change Order #1 for the 40 Tamarack Dr. Mold Abatement Project increasing the contract by \$6,281 dollars to \$24,131 dollars, and further to authorize the Executive Director to take all actions necessary and proper to execute documents relating to this Change Order.

Motion made by: S. Jefferson

Second: T. Boutilier

Passed Unanimous

REVIEW OF UNIT VACANCIES: Debbie presented there are 4 units at Chestnut Court and selection and processing has begun for all 4 units. 40 Tamarack moved to 52 Stanley while renovations are being done. Pomeroy has a November 1 move in scheduled.

DIRECTOR'S REPORT: see attached

CHAIR'S REPORT: Laura requested an update on the Ann Whalen renovations project for the next meeting. She also reported the Executive Director search committee had met on the previous Monday. She said there were 10 resumes and the vetting would begin but that the search would stay open as advertised. She said that the committee would meet each Monday and that they hoped face to face interviews with the search consultant would be conducted by November 14. The goal was to have the committee do interviews December 5 to December 9. She will continue to update the board. Next Board meeting will be November 30 at 6pm.

Other Business- Not Anticipated within 48 hour notice

Adjourn: Meeting was adjourned at 9:06pm

Motion made by: T. Boutilier

Second: S. Jefferson

Passed Unanimous

*** Materials Included**

ED report

Unit vacancy report