

**AMHERST HOUSING AUTHORITY
AGENDA REGULAR MEETING/ MINUTES
Tuesday March 21, 2017
ANN WHALEN COMMUNITY ROOM, AMHERST, MA**

Members of the Amherst Housing Authority met on **Tuesday March 21, 2017** 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 6:00 p.m.

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

ABSENT: S. Jefferson

ALSO PRESENT: D. Turgeon, Executive Director, J. Hite, AHA Consultant, Amherst College students, Will Dunne, Jenna Finkelstein & Carson Shaw

AGENDA ADOPTION/CHANGES: Adopt or Change

As presented.

Motion made by: P. Jessop (to revise agenda to remove presentation by Amherst Community Connections)

Second: C. Kruger

Unanimous

ACCOUNTS PAYABLE: February 2017

As presented.

Motion made by: T. Boutilier

Second: P. Jessop

Unanimous

APPROVAL MINUTES OF FEBRUARY 22, 2017

As presented.

Motion made by: P. Jessop as amended (remove "tardy" and identify capacity of those present)

Second: C. Kruger

Unanimous

TENANT CONCERNS: None

PROGRAM PARTICIPANT CONCERNS: None

Tenant Organizations:

- Ann Whalen - None present
- Chestnut Court - None present

NEW BUSINESS:

1. Approval of Change Order #2 Tamarack Bath Rehab Project in the amount of \$3,040.23.

MOVE: To approve Change Order #2 for the 40 Tamarack Drive Unit Rehabilitation project, by increasing the contract amount by \$3040.23, said Change Order to cover costs for all additional/unforeseen work that was performed by the Contractor in order to install the existing Forced Hot-Water (F.H.W.) heating system.

During Construction, the F.H.W. system had been disconnected and stored for several months, and further to authorize the Executive Director to take all actions necessary and proper to execute said Change Order.

Motion made by: P. Jessop

Second: C. Kruger

Unanimous

2. Approval of Certificate of Completion Tamarack Bath Rehab

MOVE: To approve the Certificate of Substantial Completion for the Tamarack Bathroom Project for all work performed by the Contractor (less punch-list items), and triggers the start date of the warranty period.

Motion made by: P. Jessop – as read

Second: C. Kruger

Unanimous

3. Approval of Change Order #1 JE Renovation Project in the amount of \$8,372.12

MOVE: To approve Jean Elder Renovation Project Change Order #1 - \$8,372.12

Change Order covers all work associated with nine (9) approved Proposed Change Order (PCO), (seven add items and two credit items). PCO items include: sub-flooring, finish flooring, asbestos abatement and plumbing changes.

Motion made by: C. Kruger

Second: P. Jessop

Unanimous

4. Resolution 2017-11 - Approval of Capital Improvement Plan to add 2 new projects

RESOLUTION # 2017-11 **APPROVAL OF CAPITAL IMPROVEMENT PLAN**

WHEREAS: the Amherst Housing Authority owns and manages State-Aided Public Housing programs and participates in the State's Capital Improvement Program; and

WHEREAS: the Authority wishes to amend and approve its Fiscal Year 2018, 5-Year Capital Improvement Plan, which includes 2 additional projects;

THEREFORE BE IT RESOLVED: that the Board of Commissioners of the Amherst Housing Authority does hereby amend its FY-18 by including projects to Chestnut Court for exterior painting and repairs and to Ann Whalen for building study of west stairwell, and approves its revised Capital Improvement Plan; and further

BE IT RESOLVED: that the Executive Director is authorized to take all actions necessary and proper to submit the revised Capital Improvement Plan to the Department of Housing & Community Development; and

FURTHER, that this Resolution shall take effect immediately.

Motion made by: C. Kruger, as read

Second: P. Jessop

Opposed: T. Boutilier. Ms. Boutilier wanted it reflected in the minutes that she would follow-up with DHCD regarding process.

4. Resolution 2017-12 - Approval of Procurement Policy

RESOLUTION # 2017-12 **APPROVAL OF PROCUREMENT POLICY**

WHEREAS: the Amherst Housing Authority owns and manages Public Housing funded, in part, by subsidies and grants provided by the state and Federal governments, and

WHEREAS: the Authority seeks to expend these funds in a manner that complies with Federal Procurement guidelines described at 24 CFR Part 85, and applicable State Procurement Laws described at MGL Chapters 7, 30, 30B, and 149, and

WHEREAS: the Authority desires to amend its procurement policies by adopting a Unified Procurement Policy that complies with both state and Federal law, and

WHEREAS: the Authority seeks to adopt the higher purchasing thresholds allowed by recent changes in State Law, while establishing local rules regarding contract reporting and approval by the Board of Commissioners,

THEREFORE BE IT RESOLVED: that the Board of Commissioners of the Amherst Housing Authority does hereby adopt a Unified Procurement Policy, which shall be attached to the official Minutes of this Meeting; and

FURTHER, that this Resolution shall take effect immediately.

Motion made by: P. Jessop

Second: C. Kruger

Unanimous

5. Certification of Lead Compliance

Motion made by: C. Kruger

Second: P. Jessop

Unanimous

6. Discussion of Audit Review: D. Turgeon addressed the Board with regards to suggestions made by the auditors to update three policies; Capitalization, Investment and Procurement. All three policies complete and Board approved.

5. Review of Unit Vacancies:

D. Turgeon presented there are ____ unit at Chestnut Court and a move-in date is being established. Jean Elder has three vacancies that are undergoing renovations. D. Turgeon has inquired with DHCD whether or not there are any regulatory restrictions for the Jean Elder units. C Kruger recalled the units had been rented to families in the past; D Turgeon is also exploring other agency rental.

EXECUTIVE DIRECTOR'S REPORT- SEE ATTACHED

CHAIR'S REPORT- Laura Quinn expressed her appreciation for the opportunity to serve on the Board of Commissioners. Ms. Quinn stated that she is leaving feeling like the AHA is in excellent hands.

OTHER BUSINESS- Not Anticipated within 48 hour notice
None presented

ADJOURN: Meeting was adjourned at **7:28 pm**

Motion made by: P. Jessop

Second: C. Kruger

Passed Unanimous

NEXT MEETING DATE: Scheduled 2 special meetings (will second meeting if needed) in anticipation for receiving Change Order 10-R2 for the Kitchen and Bathroom Renovations at Ann Whalen Apts.

1st meeting – Scheduled for Monday, March 27th at 5:00 pm

2nd meeting – Schedule for Wednesday, March 29th at 4:30 pm.

* Materials Included-

Chair Report

Review of Vacancies

Motions

Procurement Policy