

AMHERST HOUSING AUTHORITY
BOARD OF COMMISSIONERS
REGULAR MEETING
MONDAY NOVEMBER 28, 2011
ANN WHALEN COMMUNITY ROOM
33 KELLOGG AVE., AMHERST, MA

Members of the Amherst Housing Authority met in regular session on Monday November 28, 2011 in the community room of Ann Whalen Apartments, 33 Kellogg Ave. Amherst, MA. The Chair, P. Jessop, called the meeting to order at 3:30 p.m.

PRESENT: P. Jessop, C. Kruger, J. Logan, P. Bobrowski

ABSENT: J. Brooks

ALSO PRESENT: D. Crabtree, G. DePace, J. Tetreault, H. Cohen, D. Nott

AGENDA ADOPTION/CHANGES: Upon motion of C. Kruger, seconded by J. Logan, it was voted to adopt the agenda.

SCHIFFER HOUSE UPDATE: J. Tetreault recommended to members that the eligibility requirements for sale of the home be changed to include an increase in the household income limit and an expansion of the potential pool of applicants to include school, library, and Amherst Housing Authority employees. Upon motion of C. Kruger, seconded by J. Logan, it was voted to prepare for the State office of Charitable Gifts and Probate Court a change to the income limit for the sale of 27 Kendrick Place to 120% of the four household size area median income as established by the U. S. Department of Housing and Urban Development for family sizes up to four and 120% of the area median income for household sizes of 5, 6, 7, and 8 and to expand the pool of potential applicants to include school, library, and Amherst Housing Authority employees.

ACCOUNTS PAYABLE: Upon motion of P. Bobrowski, seconded by J. Logan, it was voted to defer approval of accounts payable until the next regularly scheduled meeting.

MINUTES APPROVAL: Upon motion of C. Kruger, seconded by P. Bobrowski, it was voted to approve the minutes of the regular meeting of October 24, 2011. Upon motion of J. Logan, seconded by C. Kruger, it was voted to approve the minutes of the special meeting of October 24, 2011. Upon motion of P. Bobrowski, seconded by C. Kruger, it was voted to approve the minutes of the special meeting of November 3, 2011.

TENANT CONCERNS: No tenant concerns were reported.

EXECUTIVE DIRECTOR CONTRACT:

CONTRACT APPROVAL: Upon motion of P. Bobrowski, seconded by J. Logan, it was voted to approve an Executive Director contract with Denise LeDuc in the annual amount of \$77,500.00

DHCD (DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT)

SALARY WAIVER REQUEST: Upon motion of C. Kruger, seconded by P. Bobrowski, it was voted to request a waiver to the DHCD for 1.6% increase in the Executive Director salary schedule.

TRANSITION PLANNING: D. Crabtree and D. LeDuc will meet for a briefing on AHA operations.

DIRECTOR'S REPORT: No report received.

CHAIR'S REPORT: No report received.

FYE 3/31/2012 BUDGET REVISION:

WATSON FARMS 85-1: P. Bobrowski moved to approve revision # 1 of the operating budget for Federal-Aided Program 85-1 Watson Farms Apartments for fiscal year ending 3/31/12. J. Logan seconded the motion which, upon roll call, was approved by a vote of 4 to 0.

400-9: P. Bobrowski moved that revision #1 to the Operating Budget for State-Aided Chapter 667 Housing, of the Amherst Housing Authority, Program Number 400-9 for fiscal year ending 3/31/12 showing Total Revenue of \$209,200.00 and Total Expenses of \$210,996.00 thereby requesting a subsidy of \$0 be submitted to the Department of Housing and Community Development for its review and approval. J. Logan seconded the motion which, upon roll call, was passed by a vote of 4 to 0.

400-1: P. Bobrowski moved that revision # 1 to the Operating Budget for State-Aided Chapter 667,705 Housing, of the Amherst Housing Authority, Program Number 400-1 for fiscal year ending 3/31/12 showing Total Revenue of \$516,462. and Total Expenses of \$691,417.00 thereby requesting a subsidy of \$72,455.00 be submitted to the Department of Housing and Community Development for its review and approval. J. Logan seconded the motion which, upon roll call, was passed by a vote of 4 to 0.

CAPITAL IMPROVEMENT PLAN-STATEAIDED HOUSING: The Board of Commissioners was not able to discuss this item due to time constraints.

OLYMPIA DRIVE IMPROVEMENTS:

AWARD OF CONTRACT BASEBOARD HEATER REPLACEMENT: Upon motion of P. Bobrowski, seconded by C. Kruger, it was voted to award a contract to the lowest bidder Mike

Lahey Plumbing and Heating in the amount of \$17,000.00 for the replacement of baseboard heaters at Olympia Drive 705 units.

REVISED RELOCATION PLAN: Upon motion of P. Bobrowski, seconded by C. Kruger, it was voted to approve the revised Relocation Plan for the 705 improvement project.

CONTRACT FOR FINANCIAL ASSISTANCE AMENDMENT #2: C. Kruger moved to approve Amendment #2 to the Contract for Financial Assistance for work plan 1017, project # 8039. P. Bobrowski seconded the motion which, upon roll call, was approved by a vote of 4 to 0.

AWARD OF CONTRACT-JENKS STREET MOLD: Upon motion of C. Kruger, seconded by P. Bobrowski, it was voted to award the contract in the amount of \$10,697.04 to Ace Fire and Water Restoration Inc. for mold remediation in the attic spaces at Jenks Street.

EMERGENCY PREPAREDNESS PLAN: The Board of Commissioners was not able to discuss this item due to time constraints.

ADJOURN: Upon motion of P. Bobrowski, seconded by J. Logan, it was voted to adjourn the meeting.

AMHERST HOUSING AUTHORITY
BOARD OF COMMISSIONERS
PUBLIC HEARING
MONDAY NOVEMBER 28, 2011
ANN WHALEN COMMUNITY ROOM
33 KELLOGG AVE., AMHERST, MA

Members of the Amherst Housing Authority met in a public hearing on Monday November 28, 2011 in the community room of Ann Whalen Apartments, 33 Kellogg Ave., Amherst, MA.

PUBLIC HEARING

PRESENT: P. Jessop, C. Kruger, J. Logan, P. Bobrowski

ABSENT: J. Brooks

ALSO PRESENT: D. Crabtree

OPEN PUBLIC HEARING: Upon motion of J. Logan, seconded by C. Kruger, it was voted to open the public hearing for the purpose of receiving public comments on any changes to policies, goals and objectives in the AHA Annual Plan.

RECEIVE PUBLIC COMMENTS ON ANNUAL PLAN (2011): No comments were received.

CIVIL RIGHTS CERTIFICATION: P. Bobrowski moved to approve the Civil Rights Certification and to authorize the Executive Director to sign the Certification. J. Logan seconded the motion which, upon roll call, was approved by a vote of 4 to 0.

CLOSE PUBLIC HEARING: Upon motion of C. Kruger, seconded by J. Logan, it was voted to close the Public Hearing.