

AMHERST HOUSING AUTHORITY
BOARD OF COMMISSIONERS
REGULAR MEETING
MONDAY JANUARY 23, 2012
ANN WHALEN COMMUNITY ROOM
33 KELLOGG AVE., AMHERST, MA

Members of the Amherst Housing Authority met in regular session on Monday January 23, 2012 in the community room of Ann Whalen Apartments, 33 Kellogg Ave. Amherst, MA. The Chair, P. Jessop, called the meeting to order at 4:33 p.m.

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

ABSENT: P. Bobrowski

ALSO PRESENT: D. LeDuc, N Schroeder

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

ACCOUNTS PAYABLE WARRANT: Upon motion of C. Kruger, seconded by J. Brooks, it was voted to approve the following accounts payable check #22427 through check # 22537 dated September 2011 in the amount of \$72,449.92; accounts payable check #22537 through check # 22611 dated October 2011 in the amount of \$91,305.01; accounts payable check #22612 through check # 22687 dated November 2011 in the amount of \$51,394.47; accounts payable check # 22688 through check # 22791 dated December 2011 in the amount of \$262,715.65; Main Street check #289 through check # 293 dated September 2011 in the amount of \$2,699.39; check # 294-298 dated October 2011 in the amount of \$2,806.45; check # 299 through check # 304 dated November 2011 in the amount of \$18,938.47; check # 305 through check # 313 dated December 2011 in the amount of \$3,125.40; and payroll payments dated September 2011 in the amount of \$35,542.46; October 2011 payroll payments in the amount of \$32,096.22; November 2011 payroll payments in the amount of \$32,609.75, and December 2011 payroll payments in the amount of \$31,758.81. (Unanimous)

MINUTES APPROVAL: Upon the motion of C. Kruger, and seconded by J. Logan it was voted to approve the minutes of the Regular Meeting of November 28, 2011 with the following corrections. Correct the spelling of the last name DeLuc to LeDuc. (3 in favor 1 abstention J. Brooks)

MINUTES APPROVAL: Upon the motion of C. Kruger, and seconded by J. Logan it was voted to approve the minutes of the Public Hearing of November 28, 2011. (3 in favor 1 abstention J. Brooks)

TENANT CONCERNS: A tenant parking issue had occurred and was resolved.

OLYMPIA DRIVE UPDATE: Upon the motion of J. Brooks, and seconded by C. Kruger, it was voted to approve the certificate of final completion for Lahey Plumbing (Unanimous)
Upon the motion of J. Brooks, and seconded by C. Kruger, it was voted to approve the contract extension to the Town of Amherst for the CDBG grant funds (Unanimous)

No vote was required on the change order as it was not presented from the contractor as anticipated. There was discussion on the items that made up the change order and N. Schroeder spoke about an error made on the part of the contractor when he ordered the cabinets and we received particle board in lieu of the specifications. N. Schroeder also spoke to some of the other items that the contractor had provided to us at no additional charge, and the extended warranty that will the contractor is extending for the error. The board wanted it on record that they were not happy that the error occurred and requested that D. LeDuc contact the architect and obtain a no cost change order with the changes clearly laid out.

UPDATE BANK ACCOUNT SIGNATURES: Upon the motion of C. Kruger, and seconded by J. Brooks, it was voted to approve removing D. Crabtree from the bank accounts presented on the Florence Savings Bank Account forms and adding D. LeDuc to them, giving D. LeDuc signature authority. (Unanimous)

DIRECTOR'S REPORT: D. LeDuc provided the board with a three-page director's report that included information on the following: Update on the Olympia Drive development project; the Section 8 Administrative Plan; SEMAP; Software needs of the agency; Accounting department needs of the agency; E. D. training; Budget update; DHCD Courtney Curran's visit; Public Housing unit leasing; Pomeroy Lane Cooperative development project update; Rolling Green Apartments- potential loss of affordable units.

Questions were asked about the potential costs of the software, and whether AHA had sufficient funds to purchase same. D. LeDuc responded that software costs were likely to be around \$30,000 range and the software currently in place will not sufficiently provide us the detail of information we are required to supply by our management agreement. D. LeDuc also stated that we will need to be on a fast track to obtain proper software and D. Turgeon has been asked to take the lead to setup demonstrations with various providers.

D. LeDuc provided the board a copy of a job description that was developed and reviewed by fee accountant G. Depace, for a full-time Staff Accountant. Upon the motion of J. Brooks, and seconded by C. Kruger, it was voted to approve the job description and authorize D. Leduc to advertise the position. (Unanimous)

D. LeDuc will attend the week-long training to obtain the required E.D. certification. This training will be held in Sturbridge, MA the week of February 27th. By attending this training, the next board meeting will need to be changed to accommodate it. After discussion, the board agreed the next meeting would be held on Tuesday, February 21, 2012 at 4:30 p.m.

D. LeDuc advised the board that Courtney Curran our housing representative from DHCD will be coming for a site visit on 2/10/12 and asked if board members would like to participate in the tour. Several board members affirmed interest; D. LeDuc will post this as a special board meeting.

D. LeDuc provided a brief update of the Pomeroy Lane Cooperative development project. D. LeDuc also stated they AHA did not have all the information that it needed in order to be able to produce the reports the Cooperative expects. D. LeDuc also stated that she will contact our auditor and request that an extension be done for filing the tax returns.

D. LeDuc provided the board information on the expiring use of Rolling Green and the possible impact on our Section 8 tenants. Discussion ensued by the board and a motion by C. Kruger, and seconded by P. Jessop it was voted to authorize up to \$5,000 of funds to find an attorney to assist the Amherst Housing Authority in helping their Section 8 tenants on the potential issues of losing this affordability restriction. (Unanimous) C. Kruger disclosed that her daughter lives in Rolling Green Apartments, however she resides in a market rate unit.

CHAIR'S REPORT: P. Jessop had nothing to report and asked the sub-committee's if they had anything.

Personnel sub-committee: (P. Jessop and C. Kruger) Will meet with E.D. D. LeDuc bi-monthly to provide support and offer any assistance. This will continue from 3 to 6 months.

Finance Sub-committee: (P. Jessop and P. Bobrowski) Nothing to report

Tenant Sub-committee: (J. Brooks and J. Logan) An event will be planned for March 29, 2012 from 4:00 to 6:00 for a meet and greet in the community room at Ann Whalen to introduce D. LeDuc to tenants and community.

CAPITAL IMPROVEMENT PLAN- STATE AIDED HOUSING: Upon the motion of J. Brooks, and seconded by C. Kruger, it was voted to approve the Capital Improvement Plan for state-aided housing. D. LeDuc stated that although projects and amounts of money have been identified for projects, they are placeholders and can be adjusted if necessary. A roll call vote was taken. It was accepted (Unanimous)

EMERGENCY PREPAREDNESS PLAN: D. LeDuc identified that she would like to begin to develop a committee of stakeholders, staff, tenants, town officials and board to begin to address issues pertaining to Emergency Preparedness. Members of the board offered some suggestions of individuals that might be approached to assist: the AHA tenant organization, Margo McMahan, Maintenance, Watkins Farm individual, and town leaders. D. LeDuc will begin to find a group that will be willing to serve on a limited number of meetings. The AHA plan should dovetail with the town plan.

OTHER BUSINESS: There was no other business brought before the board.

ADJOURN: Upon motion of C. Kruger, seconded by J. Logan, it was voted to adjourn until the next regular meeting on Tuesday, February 21, 2012 at 4:30 p.m. in the community room at Ann Whalen Apartments, 33 Kellogg Ave., Amherst, MA. Meeting adjourned at 5:58 p.m.