

**AMHERST HOUSING AUTHORITY**  
**BOARD OF COMMISSIONERS**  
**REGULAR MEETING**  
**MONDAY MARCH 26, 2012**  
**ANN WHALEN COMMUNITY ROOM**  
**33 KELLOGG AVE., AMHERST, MA**

Members of the Amherst Housing Authority met in regular session on Monday March 26, 2012 in the community room of Ann Whalen Apartments, 33 Kellogg Ave. Amherst, MA. The Chair, P. Jessop, called the meeting to order at 4:32 p.m.

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

**ABSENT:** None

**ALSO PRESENT:** G, Depace, D. LeDuc,

**AGENDA ADOPTION/CHANGES:** Upon motion of C. Kruger, seconded by J. Brooks, it was voted to adopt the agenda. (Unanimous)

**ACCOUNTS PAYABLE WARRANT:** Upon motion of C. Kruger, seconded by J. Brooks, it was voted to approve the following accounts payable check #22867 through check # 22903 dated February 2, 2012 in the amount of \$18,694.64; accounts payable check #22904 through check # 22928 dated February 9, 2012 in the amount of \$107,204.93; accounts payable check #22929 through check # 22938 dated February 14, 2012 in the amount of \$6,219.24; accounts payable check #22939 through check # 22967 dated February 23, 2012 in the amount of \$22,494.36; Main Street check #319 through check # 320 dated February 9, 2012 in the amount of \$3,557.60; check # 321 through check# 324 dated February 23, 2012 in the amount of \$3,286.29; and payroll payments dated February 15, 2012 in the amount of \$16,739.33; and February 29, 2012 in the amount of \$15,864.50. (Unanimous)

**MINUTES APPROVAL:** Upon the motion of J. Logan, and seconded by C. Kruger it was voted to approve the minutes of the Regular Meeting of February 21, 2012. (3 in favor- 2 abs)

**TENANT CONCERNS:** None reported

**OLYMPIA DRIVE UPDATE:** Upon the motion of J. Brooks, and seconded by P. Bobrowski, it was voted to approve the Executive Director to sign a contract extension with the Town of Amherst until June 30, 2012. (Unanimous)

This was to address items that were not part of the original contract, and to work with the contractor to identify and address additional work through change orders with funds left through the CDBG contract.

**BUDGET:** Gary Depace, Fee Accountant for the housing authority reviewed each aspect of the budget with the board.

Upon a motion by J. Brooks, and seconded by P. Bobrowski, it was voted to approve the **400-1 PROGRAM FOR FYE 3/31/2013** Proposed Operating Budget for State-Aided Chapter 667,705 Housing, of the Amherst Housing Authority, Program Number 400-1 for fiscal year ending 3/31/13 showing Total Revenue of \$491,219.00 and Total Expenses of \$691,655.00 thereby requesting a subsidy of \$203,936.00 be submitted to the Department of Housing and Community Development for its review and approval. Roll call vote- all approved

Upon a motion by J. Brooks, and seconded by P. Bobrowski, it was voted to approve the **400-9 PROGRAM FOR FYE 3/31/2013**: Proposed Operating Budget for State-Aided Chapter 667 Housing, of the Amherst Housing Authority, Program Number 400-9 for fiscal year ending 3/31/13 showing Total Revenue of \$223,656.00 and Total Expenses of \$221,726.00 thereby requesting a subsidy of \$0 be submitted to the Department of Housing and Community Development for its review and approval. Roll call vote- all approved

Upon a motion by J. Brooks, and seconded by P. Bobrowski, it was voted to approve the **689-A PROGRAM FOR FYE 3/31/2013**: Proposed Operating Budget for State-Aided Chapter elderly Housing, of the Amherst Housing Authority, Program Number 689-2 for fiscal year ending 3/31/13 showing Total Revenue of \$37,790.00 and Total Expenses of \$39,539.00 thereby requesting a subsidy of \$0 be submitted to the Department of Housing and Community Development for its review and approval. Roll call vote- all approved

Upon a motion by J. Brooks, and seconded by P. Bobrowski, it was voted to approve the **MRVP PROGRAM FOR FYE 3/31/2013**: Proposed Operating Budget for State-Aided Chapter Family Housing, of the Amherst Housing Authority, Program Number MRVP for fiscal year ending 3/31/13 showing Total Revenue of \$1,565.00 and Total Expenses of \$38,829.00 thereby requesting a subsidy of \$37,000.00 be submitted to the Department of Housing and Community Development for its review and approval. Roll call vote- all approved

Upon a motion by J. Brooks, and seconded by P. Bobrowski, it was voted to approve the **85-1 WATSON FARMS FOR FYE 3/31/2013**: To approve the operating budget for Federal-Aided Program 85-1 Watson Farms Apartments for fiscal year ending 3/31/13. Roll call vote- all approved

**WRITE-OFF OF BAD DEBTS**: G. Depace explained the bad debts of vacated units and deceased individuals and requested that the board vote to write-off the bad debts, which consists of both rent and damages in the amount of \$5,048.00. Upon a motion by J. Brooks, and seconded by P. Bobrowski, it was voted to approve the write-off of bad-debts in the amount of \$5,048.00 (Unanimous)

G. Depace left board meeting.

**DIRECTOR'S REPORT**: D. LeDuc provided the board with her director's report that included information on the following: Software RFP; Staff Accountant position update; 705 Rehab status; Budget; Pomeroy Lane Cooperative update; Rolling Green Update; Emergency Preparedness update; Certification Training; and Staff Training.

D. LeDuc informed the board that the software RFP had gone out to 6 vendors for responses, which are due on April 12<sup>th</sup>. P. Bobrowski asked for a copy of the RFP and also asked to review the software responses on behalf of the board.

P. Jessop asked to move to Executive Session to discuss a personnel issue. A roll-call vote occurred with all members in favor. Once discussion completed, A roll-call vote occurred to resume the regular meeting- with all members in favor.

C. Kruger reported on her findings with an attorney relating to the issues with the rents at Rolling Green. Outcome -nothing that could be done at this time.

J. Brooks asked if AHA was going to do anything in regards to Fair Housing Month, as April is the official month that Fair Housing is celebrated. Both D. LeDuc and C. Kruger had signed up to attend the Fair Housing Conference on Friday, April 13<sup>th</sup> at Western New England University. D. LeDuc was going to check in with staff to see if there was something that staff wanted to do to get the message out about Fair Housing Month and would advise the board.

**CHAIR'S REPORT:** P. Jessop provided great kudos to D. Turgeon on her presentation to the CPA board for the need of affordable housing in support of the Olympia Oaks project.

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

**ADJOURN:** Upon motion of P. Bobrowski, seconded by J. Brooks, it was voted to adjourn until the next regular meeting on Monday, April 23, 2012 at 4:30 p.m. in the community room at Ann Whalen Apartments, 33 Kellogg Ave., Amherst, MA. Meeting adjourned at 6:33 p.m.