

**AMHERST HOUSING AUTHORITY**  
**BOARD OF COMMISSIONERS**  
**REGULAR MEETING**  
**TUESDAY MAY 29, 2012**  
**ANN WHALEN COMMUNITY ROOM**  
**33 KELLOGG AVE., AMHERST, MA**

Members of the Amherst Housing Authority met in regular session on Tuesday May 29, 2012 in the community room of Ann Whalen Apartments, 33 Kellogg Ave. Amherst, MA. The chair, C. Kruger, called the meeting to order at 4:34 p.m.

**PRESENT:** P. Jessop, C. Kruger, L. Quinn,

**ABSENT:** P. Bobrowski, J. Brooks

**ALSO PRESENT:** D. LeDuc, J. Tetreault

**AGENDA ADOPTION/CHANGES:** Upon motion of P. Jessop, seconded by L. Quinn, it was voted to adopt the agenda. (Unanimous)

**ACCOUNTS PAYABLE WARRANT:** Upon motion of P. Jessop, seconded by L. Quinn, it was voted to approve the following accounts payable check #23041 through check # 23056 dated April 11, 2012 in the amount of \$16,151.96; accounts payable check #23057 through check # 23110 dated April 26, 2012 in the amount of \$46,720.80; accounts payable check #23111 in the amount of \$12,715.00; Main Street check #334 through check # 338 dated April 11, 2012 in the amount of \$1,019.98; check # 339 through check# 341 dated April 26, 2012 in the amount of \$1,609.33; void check # 331 on April 24, 2012 in the amount of 537.55 and void check #340 on April 30, 2012 in the amount of \$1,351.33; and payroll payments dated April 15, 2012 in the amount of \$15,507.91; and April 30, 2012 in the amount of \$19,402.90. (Unanimous)

**MINUTES APPROVAL:** Upon motion of P. Jessop, seconded by L. Quinn, it was voted to approve the minutes of the annual meeting with the following change: Motion to adjourn seconded by P. Bobrowski (Unanimous)

Upon motion of P. Jessop, seconded by L. Quinn, it was voted to approve the minutes of the Regular Meeting of April 23, 2012. (Unanimous)

**UPDATE ON SHIFFER HOUSE:** J. Tetreault presented the board with a document that explained what she has learned from both the attorneys and the AG's office in regards to the Shiffer house. J. Tetreault also explained the process for changing the existing Agreement, and provided ideas for the board to consider. One item that was discussed is the need to follow Chapter 30B procurement regulations regarding the sale of the property. After some discussion, the board asked that J. Tetreault put together some recommendations based on the discussion for the June board meeting.

**TENANT CONCERNS:** None reported.

**DHCD SUBSIDY AGREEMENT FOR FY 13:** Upon motion of P. Jessop, seconded by L. Quinn, it was voted to authorize the Executive Director to sign the FY '13 subsidy agreement. (Unanimous)

**DHCD SALARIES AND POSITION:** Upon motion of P. Jessop, seconded by L. Quinn, it was voted to have the approve the schedule of positions and salaries as compiled and presented for G. Depace, the AHA Fee Accountant (Unanimous)

**FLORENCE SAVINGS BANK AGREEMENTS:** Upon motion of P. Jessop, seconded by C. Kruger, it was voted to sign the resolution for Florence Savings Bank, and remove J. Logan from signing, and add L. Quinn (Unanimous)

**FLORENCE SAVINGS REMOTE DEPOSIT AGREEMENTS:** Upon motion of P. Jessop, seconded by L. Quinn it was voted to authorize the Executive Director to enter into an agreement with Florence Savings Bank to generate bank deposits remotely. (Unanimous)

**PRINT BOSS SIGNATURES:** Upon the motion of P. Jessop, and seconded by L. Quinn, it was voted to authorize the Executive Director to enter into an agreement with Wellspring Software for an electronic key which will sign checks while they are being produced in conjunction with the HAB, Inc. housing authority software. (Unanimous)

Upon the motion of P. Jessop, and seconded by L. Quinn, it was voted that the finance department will generate a report that the members of the finance committee will review when checks are issued via this method. (Unanimous)

Upon the motion of P. Jessop, and seconded by C. Kruger, it was voted that the Chair and Vice Chair's signatures would appear as the signatures on the checks, and it is expected that the Executive Director to review all invoices submitted for payment prior to the checks being issued. (Unanimous)

**SECTION 8 SEMAP:** The annual SEMAP reporting has been completed and the form needed the signature of the Chair of the Board. This document will stay on file in the AHA, the document was submitted electronically as required.

**OUTSTANDING A/R BALANCES:** This was tabled to the June meeting.

**DIRECTOR'S REPORT:** D. LeDuc updated the board on the 705 Development Project and where it was being held up, P. Jessop mentioned that if AHA was going to wish to apply for any CPA funds in this next round the need must be identified by fall town meeting. D. LeDuc advised the board that although DHCD only required the Executive Director to obtain certification from MassNAHRO as a Public Housing Manager, that actually 3 certifications are needed to effectively understand and run the programs that the AHA has. Currently one certification for Executive Management of the Section 8 program has been received, and there were three more classes from MassNAHRO to obtain the DHCD required certification, with June 8<sup>th</sup>, July 13<sup>th</sup> and the final class in September. D. LeDuc is in the process of taking the Federal Public Housing Certification online.

**CHAIR'S REPORT:** None

**OTHER BUSINESS:** None

**ADJOURN:** Upon the motion of P. Jessop, and seconded by L. Quinn, it was voted to adjourn until the next regular meeting on Monday, June 25, 2012 at 4:30 p.m. in the community room at Ann Whalen Apartments, 33 Kellogg Ave., Amherst, MA. Meeting adjourned at 6:05 p.m.