

**AMHERST HOUSING AUTHORITY**  
**BOARD OF COMMISSIONERS**  
**REGULAR MEETING**  
**MONDAY NOVEMBER 12, 2012**  
**ANN WHALEN COMMUNITY ROOM**  
**33 KELLOGG AVE., AMHERST, MA**

Members of the Amherst Housing Authority met in regular session on Monday November 12, 2012 in the fifth floor conference room of Ann Whalen Apartments, 33 Kellogg Ave. Amherst, MA. The chair, Constance Kruger, called the meeting to order at 4:34 p.m.

**PRESENT:** Constance Kruger, Judy Brooks, Laura Quinn, Paul Bobrowski, Peter Jessop

**ABSENT:** None

**ALSO PRESENT:** Denise LeDuc

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

**MINUTES APPROVAL:** Upon motion of J. Brooks, seconded by P. Jessop, it was voted to approve the minutes of the Regular Meeting of October 22, 2012 (4 Aye, 1 Abstention)

**ACCOUNTS PAYABLE WARRANT:** Upon motion of J. Brooks, seconded by P. Bobrowski, it was voted to approve the Accounts Payable Warrant for October 2012 as submitted (Unanimous)

**CERTIFICATE OF COMPLIANCE, LEAD BASED PAINT:** Upon a motion of J Brooks, seconded by P. Jessop, it was voted to approve the annual Certificate of Compliance for Lead Based Paint. Roll Call: Kruger, Aye; Jessop, Aye; Bobrowski, Aye; Brooks, Aye; Quinn, Aye

**ROOFING CONTEACT- OLYMPIA DRIVE:** Upon motion of J. Brooks, seconded by P. Bobrowski, it was voted to authorize the Executive Director to sign a contract with JJS Contractors contract for roofing work at Olympia Drive in the amount of \$14,000. (Unanimous)

**UPDATE ON ACTIVE DEVELOPMENT/CONSTRUCTION PROJECTS:** The Board was provided with an update of the projects and minimal discussion occurred on the projects.

**TENANT CONCERNS:** No Tenant Concerns were presented

**DIRECTOR OF ASSET MANAGEMENT- JOB DESCRIPTION:** Discussion occurred in regards to the job description along with the (LQ) discussion of an ombudsman and how the agency could acquire one. It was determined that these were two separate issues and the Executive Director is responsible for dealing with elevated tenant concerns and issues, and does this on a regular basis, and when there is a potential of conflict, the ED will enlist the services of an independent third party. There was discussion about the position and how this related to the overall organization, with the board reviewing the organizational chart. (PB) asked what the board's role is in determining staffing needs and this should be left up to the Executive Director to make staffing decisions. Upon a motion of P. Jessop, seconded by J. Brooks, it was voted to authorize the new job description retroactive to October 1, 2012. (Unanimous)

**DIRECTOR'S REPORT:** D. LeDuc provided brief explanations of a few items on the Executive Director report and also advised the board that the audited financial statements had been finalized. D. LeDuc spoke of the upcoming CPA deadline for projects and wanted to recommend that the AHA submit a request for renovations to 25 kitchens, GFI outlets in kitchens and bathrooms. The anticipated cost for this would be around \$205,625.

Upon a motion of P. Jessop, seconded by J. Brooks, it was voted to authorize the Executive Director to submit a request to the CPA committee for kitchen renovations. (Unanimous)

D. LeDuc also advised the board that the director of the Western Mass Homelessness Network stated that DHCD is not willing to provide vouchers to Housing Authorities for them to be able to participate in the program. After discussion, the board recommended that the Executive Director write a letter to DHCD to advise them of the AHA's disappointment with not being able to participate in the program to help homeless families.

**CHAIR'S REPORT:** Ms. Kruger stated new contract was sent to DHCD for their approval.

**OTHER BUSINESS NOT ANTICIPATED WITHIN 48 HOURS:** None Presented

**ADJOURN:** Upon the motion of J. Brooks, and seconded by P. Bobrowski, it was voted to adjourn until the next regular meeting on Monday, December 17, 2012 at 4:30 p.m. in the community room at Ann Whalen Apartments, 33 Kellogg Ave., Amherst, MA. Meeting adjourned at 5:45 p.m. (Unanimous)