

AMHERST HOUSING AUTHORITY
BOARD OF COMMISSIONERS
REGULAR MEETING
MONDAY DECEMBER 17, 2012
ANN WHALEN COMMUNITY ROOM
33 KELLOGG AVE., AMHERST, MA

Members of the Amherst Housing Authority met in regular session on Monday December 17, 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, Guest- Jesse Bollinger

AGENDA ADOPTION/CHANGES: Upon motion of P. Jessop, seconded by P. Bobrowski, 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 November 12, 2012 (Unanimous)

ACCOUNTS PAYABLE WARRANT: Upon motion of P. Jessop, seconded by P. Bobrowski, it was voted to approve the Accounts Payable Warrant for November 2012 as submitted in the board packet (Unanimous)

TENANT CONCERNS: Three issues were discussed. Security at the Ann Whalen Building, Walk way into Ann Whalen and Stove for Ann Whalen Tenant. Denise LeDuc has established a committee of staff and tenants to discuss issues at the Ann Whalen, the meeting will be held sometime in January 2013. A complaint was received regarding a “lip” at the concrete handicapped pad where wheelchairs were having issues getting over it. Maintenance was enlisted to find a way to grind down the lip to make it wheelchair and walker safe. The other complaint was that an oven was emitting noxious fumes. Upon further investigation, that was not the case, but the oven had pieces of the oven that were loose and coming off, and could enter uncovered foods- a new oven has been ordered.

TOWN OF AMHERST CONTRACT EXTENSION: Upon a motion of P. Jessop, seconded by J. Brooks, it was voted to authorize the Executive Director to sign the contract extension with the Town of Amherst for Olympia Drive to December 31, 2012. (Unanimous)

CONTRACT FOR LEGAL SERVICES: Upon motion of P. Jessop, seconded by J. Brooks, it was voted to authorize the Executive Director to sign a contract with Attorney Patricia Lafore for legal services from December 1, 2012 to November 30, 2013, with a \$5,000 retainer. (Unanimous)

RESPONSE TO HUD- PHAS SCORE: D. LeDuc explained the letter that was received by the members of the Board of Commissioners as it relates to the PHAS Score that the AHA received as of March 31, 2011. D. LeDuc provided a rough draft of the issues and C. Kruger will forward a response to HUD on behalf of the AHA and request that the AHA be given status of High

Performer which it should have originally received. D. LeDuc will work with the HUD Boston office on this also.

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

DIRECTOR'S REPORT: D. LeDuc will be discussing a new management contract with the PLC Board as the existing contract expires on March 31, 2013.

D. LeDuc will attend a national conference in Florida in March. Upon motion of P. Bobrowski, seconded by P. Jessop, it was voted to authorize the Executive Director to attend the conference. (Unanimous)

D. LeDuc spoke about the CPA request for 25 kitchen renovations. P. Bobrowski will attend the CPA presentation with D. LeDuc if he does not have a conflict in his schedule.

Advised Board that the AHA was awarded \$15,975 for work at Jenks Street from DHCD for units vacant over 60 days needing additional work to bring them online.

CHAIR'S REPORT: C. Kruger stated the signed contract from DHCD for the Executive Director's contract was returned with their approval. C. Kruger mentioned the upcoming training, and the recent training that was attended by L. Quinn.

Board wants to discuss work plan and goals for next 12 months.

OTHER BUSINESS NOT ANTICIPATED WITHIN 48 HOURS: Foundation Drain

FOUNDATION DRAINAGE CONTRACT: Upon a motion of J. Brooks, seconded by P. Bobrowski, it was voted to authorize the Executive Director to sign the contract with Reinhardt for design work on the Chestnut Court Drainage Project. (Unanimous)

ADJOURN: Upon the motion of P. Jessop, and seconded by P. Bobrowski, it was voted to adjourn until the next regular meeting on Monday, January 28, 2013 at 4:30 p.m. in the community room at Ann Whalen Apartments, 33 Kellogg Ave., Amherst, MA. Meeting adjourned at 5:50 p.m. (Unanimous)