

**AMHERST HOUSING AUTHORITY BOARD OF COMMISSIONERS
REGULAR MEETING**

MONDAY OCTOBER 27, 2014 4:30 P.M.
ANN WHALEN BUILDING 5TH FLOOR COMMUNITY ROOM
33 KELLOGG AVE., AMHERST, MA

Members of the Amherst Housing Authority met in regular session on Monday, October 27, 2014 in the fifth floor community room of Ann Whalen Apartments, 33 Kellogg Ave., Amherst, MA. Board Chair, Paul Bobrowski called the meeting to order at 4:32 p.m.

PRESENT: Commissioners: Paul Bobrowski, Laura Quinn, Constance Kruger

ABSENT: Peter Jessop & Judy Brooks

ALSO PRESENT: Denise LeDuc Executive Director, Debbie Turgeon Director of Housing Programs, Juana Trujillo Social Service Coordinator, Alan Root, Paul Vasconcellos, Barbara Steinmetz

AGENDA ADOPTION/CHANGES: None

MINUTES APPROVAL: Upon motion C. Kruger by seconded by L. Quinn, it was voted to adopt the agenda. (Unanimous)

ACCOUNTS PAYABLE WARRANT: Upon motion by L. Quinn, seconded by C. Kruger, it was voted to accept the Accounts Payable Warrant as presented for July 2014. (Unanimous)

TENANT CONCERNS: Paul Vasconcellos no concern, just wanted to thank the staff for having an agenda translated for the meeting. Denise LeDuc, Kristen Comeau, Paul Vasconcellos & Barbara Steinmetz developed bylaws and a memo of understanding to distribute to a small group first, then to all tenants for approval to be in compliance with DHCD.

D. LeDuc introduces Juana Trujillo and the purpose of Ms. Trujillo attending this meeting was as an interpreter if needed. D. LeDuc discussed the upcoming meeting for Chestnut Court regarding the forming of a tenant organization.

Alan Root: Comments regarding the length of lease and would like to have a summary with tenant initials for basic information. A. Root would like the lease to be easier to understand from a tenant's perspective.

A. Root would like to know the duties of the Board of Commissioners. D. LeDuc stated that the information is available on the DHCD website. Connie Kruger suggested having a copy of the Commissioners responsibilities in the AHA office as a loaner.

PUBLIC COMMENT: None

DHCD CONTRACT AMENDMENT:

Work Plan 1020 – Decrease to \$8,381.63 with a reduction by \$291,618.37: The following resolution was introduced by Paul Bobrowski, read in full and considered:

RESOLUTION AUTHORIZING CONTRACT FOR FINANCIAL ASSISTANCE FOR STATE-AIDED CAPITAL IMPROVEMENT WORK PLAN OR DEVELOPMENT NO.1021 FOR HOUSING PROGRAM 689-1

NOW, THEREFORE, BE IT HEREBY RESOLVED BY THE MEMBERS OF THE Amherst Housing Authority, AS FOLLOWS,

Section 1. The Authority shall enter into a contract with the Commonwealth of Massachusetts in the form submitted at this meeting and contract in the name of Amherst Housing authority under its corporate seal, and the Secretary is hereby authorized to attest the same.

Section 2. The Authority hereby requests the Director of the Department of Housing and Community Development, (Commissioner of the Department of Community Affairs) enter into such contract with the Authority and the Commonwealth of Massachusetts to approve such contract.

Section 3. The Officers of the Authority shall be, and they are hereby authorized and directed, on and after the execution of said contract by the respective parties thereto, to do and perform on behalf of the Authority all acts and the things required of the Authority to perform fully all of its obligations thereunder.

Section 4. This resolution shall take effective immediately. Connie Kruger moved that the foregoing resolutions be adopted as introduced and read, which motion was seconded by Laura Quinn, and upon roll call the "Ayes" and "Nays" were as follows:

Ayes: Paul Bobrowski, Connie Kruger, Laura Quinn Nays:None

The Chairperson thereupon declared said motion carried and said resolution adopted.

New Contract for Financial Assistance (CFA) J. Nutting \$233,720.00. The following resolution was introduced by Paul Bobrowski, read in full and considered:

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Section 4. This resolution shall take effective immediately. Laura Quinn moved that the foregoing resolutions be adopted as introduced and read, which motion was seconded by Connie Kruger, and upon roll call the "Ayes" and "Nays" were as follows:

Ayes: Paul Bobrowski, Connie Kruger, Laura Quinn Nays:None

The Chairperson thereupon declared said motion carried and said resolution adopted.

Change Order #1 HVAC @ Ann Whalen: No cost change order to provide an extension of time until 10/31/2014 for heating system to get substantial completion by Friday, 10/31. Upon motion by L. Quinn, seconded by C. Kruger, it was approved to authorize Denise LeDuc as contract officer, to sign the no cost change order. All in favor (Unanimous)

D. LeDuc commented that Allstate Construction has been doing a phenomenal job on the heating system. They will conduct a training system for AHA maintenance on November 3rd.

A. Root commented on the water temperature running at approximately 135 degrees. D. LeDuc discussed the project meeting and what the state code is for water heating, the system is set at 120 degrees.

AHA/DHCD LEASE: D. LeDuc commented that the lease is DHCD's lease except for the paragraph on page 5 section F: *Appropriate Unit Size*. The wording in this section is awkward and should be re-written. DHCD will need to approve this language as well as the entire lease after AHA board approval. The Board will table the discussion regarding section F, page 5; Paul Bobrowski will re-write the section for discussion at next month's regular meeting. The vote will be deferred until next meeting after re-draft has been done. Board would like staff's draft of table of contents, trimming out guts, leaving section headers, with one sentence summarizing section and FAQ's of most common tenant questions. FAQ's may be a work-in-progress.

AHA 5 YEAR PLAN – SCHEDULE DATE FOR PUBLIC HEARING: D. LeDuc explained that she wanted to have the Resident Advisory Board (RAB) comments incorporated into document before bringing before the board; the meeting was held on the previous Thursday. D. LeDuc stated that the section regarding the 5 year plan is difficult in terms of housing strategies as there's insufficient housing stock within Amherst. C. Kruger mentioned one strategy that could be useful is to support other housing production. Statistics are important to share with Housing & Sheltering Committee to continue talking about the housing needs in Amherst. L. Quinn mentioned that the AHA mission is to advocate for affordable housing and to inform people of the need that exists within Amherst. If Board is satisfied with what is presented at the next meeting on November 17th, then the 45 day public comment period will be posted and draft document will be published for public hearing. All comments that substantially change document will not impact notification of public hearing. The timeline is a 45 day public comment period, then public hearing; once that is completed the document is sent to HUD for approval. HUD must have document 75 days before the effective date of the AHA fiscal year. Final draft will be revised by the Board at the Nov. 17th, meeting at which time the Board will be prepared to vote on final draft for public hearing. Earliest date that a Public hearing could be called January 1st, 2015. The board discussed the dates of January 7th or January 8th to hold the public hearing giving a week to send the required documentation to HUD by the January 15th deadline.

A. Root suggested the public hearing be held at ACTV

P. Bobrowski will send an administrative email to all board members regarding document and dates and commissioners who wish to make comments should send them to Executive Director Denise LeDuc so she can incorporate them for board discussion on 11/17.

SCHIFFER HOUSE FUNDS:

General move fund: Initial \$10,000 funding as a revolving loan with a maximum of \$750.00 loan with a repayment term of 18 months. Funds could be accessed every 2 years if the loan repayment was completed successfully. As a term of the agreement, participants and tenants must still be affiliated with

the AHA to be eligible for the fund. AHA fund will be a loan of last resort as there are other funds available that do not have a payback requirement. This will be a pilot program to get a sense of whether or not this will be a viable program.

L. Quinn: commented that amount of \$10,000 was small given the funds from the sale of the Schiffer house. She state that she is not comfortable putting \$200,000 into a savings account; would like to see capital projects.

C. Kruger: commented on her concern that funds may not be quickly accessible and that the \$750 may be on the low side. The funds of \$200,000 could be available if an opportunity for a project surfaces, would like to preserve most of the funds for a big ticket item. C. Kruger would like to see funds put in a restricted fund for a big project and perhaps partner with new state or town initiative.

D. Turgeon: commented that the staff knows the population and felt that a loan of \$ 750 was realistic in terms of repayment and what a family could afford without being strapped; monthly payment would be \$42.00 for 18 months.

P. Bobrowski: commented that both proposals are a work in progress and would like to see further proposals to add to the list. The funds can fill gaps while there are future discussions about strategy to partner and leverage a bulk of money project with permanence that would represent Ms. Schiffer's wishes rather than spend it on miscellaneous things such as a website. Asking staff to think about existing partners we can approach or procedures put in place to receive notification of future projects and generate further ideas.

D. LeDuc commented that she would like to see funds utilized as permanent financing rather than in the pre-development stage. An example of a project would be an Single Room Occupancy (SRO).

Starting point for next meeting would to have a board discussion of future direction.

Tenant/Participant Financial Education Fund: Jason Berry is working on obtaining information and material for the Money Smart program and networking with other agencies. No cost on this as of yet.

PUBLIC COMMENT (10 MINUTES): A. Root will submit comments informally to the board.

DIRECTORS REPORT: The Executive Director provided report in the board packet

CHAIR'S REPORT N/A

OTHER BUSINESS- NOT ANTICIPATED WITHIN 48 HOUR NOTICE: None

ADJOURN: Upon motion by C. Kruger, seconded by L. Quinn it was voted to adjourn this meeting until the next regular meeting of the Board on Monday, November 17, 2014 at 4:30 in the community room of Ann Whalen Apts., 33 Kellogg Ave., Amherst, MA. Meeting adjourned at 6:25 p.m.