

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

MONDAY AUGUST 24, 2015 4:30 P.M.
ANN WHALEN BUILDING 5TH FLOOR COMMUNITY ROOM
33 KELLOGG AVE., AMHERST, MA

Members of the Amherst Housing Authority met on Monday, August 24, 2015 in the fifth floor community room of Ann Whalen Apartments, 33 Kellogg Ave., Amherst, MA. Board Chair, Judy Brooks called the meeting to order at 4:30p.m.

PRESENT: Commissioners: J. Brooks C. Kruger, L. Quinn, P. Jessop & T. Boutilier

ABSENT: L. Quinn

ALSO PRESENT: Denise LeDuc Executive Director, Debbie Turgeon Director of Housing Programs, Juana Trujillo Social Service Coordinator, Emilie Hamilton, Jennifer Goldman, Stephen Jefferson, Paul Vasconcellos & Barbara Steinmetz

AGENDA ADOPTION/CHANGES: Upon motion by P. Jessop, seconded by C. Kruger it was voted to approve the agenda. Unanimous

MINUTES APPROVAL

Upon motion by P. Jessop, seconded by C. Kruger it was voted to approve the minutes of June 23, 2015. Unanimous
Upon motion by P. Jessop, seconded by C. Kruger it was voted to approve the minutes of July 27, 2015. Unanimous

ACCOUNTS PAYABLE WARRANT Upon motion by P. Jessop, seconded by C. Kruger it was voted to approve the accounts payable warrant for July 2015. Unanimous

T. Boutilier arrived at 4:42 pm

TENANT CONCERNS: None Praises for Molly Sullivan, Asst. Housing Manager

PROGRAM PARTICIPANT CONCERNS: None

TENANT ORGANIZATIONS

Ann Whalen TO: Paul V. gave an update on the Green Street Brew concert that was going to be held on September 2nd on the green between AW and Clark House everyone is invited.

Chestnut Court TO: Emilie H. will take the lead on cc tenant organization to set up meeting between now and August 31st regarding new trees.

APPROVE CHANGE ORDER- Upon motion by P. Jessop, seconded by C. Kruger, it was approved to accept the change order for the Chestnut Court drainage in the amount of \$41,250. Unanimous

PUBLIC COMMENT: Jennifer Goldman addressed the Board regarding the application process, misfiling of records and missing application. Staff addressed the complaint with the steps taken to resolve the issue. A question was raised regarding what the status is for a valid address for homeless applicants. It was mentioned that these types of concerns are typically not discussed during board meetings and referred to staff to handle or report back to the Commissioners. Staff will give a brief update at next month's meeting regarding applicants and domestic violence.

Stephen Jefferson also spoke about his lost application; staff will follow up and get back to Mr. Jefferson.

AWARD LOW BID ON ANN WHALEN SURVEILLANCE PROJECT: Upon motion by P. Jessop, seconded by C. Kruger, it was voted to authorize the Executive Director to award the surveillance Contract to Industrial Residential Security, LLC (IRSCO) not to exceed \$12, 290.00 for Ann Whalen building. Unanimous

REVIEW YEAR-END FINANCIAL REPORTS FOR NON DHCD : Upon motion by P. Jessop, seconded by C. Kruger, it was voted to approve to accept internal reports for the following AHA programs. Unanimous
HCV program
Watson Farms
Pomeroy Lane
Main Street

REVIEW OF AFFORDABLE UNITS BASED ON FY 15 HYPOTHETICAL SAMFR: D. LeDuc discussed the rising rents and where HCV participants could possibly move within Amherst. Rent reasonableness must be determined before landlord rent increases are approved. The hypothetical study shows HUD the overall need of funds for the Springfield MSA. If HUD moves forward with the SAMFR without full funding, the AHA would not be able to serve approximately 64 vouchers.

SEMAP SCORE: D. LeDuc publicly acknowledged the leased housing department, Angela, Erin and Debbie for the hard work keeping AHA as a high performer.

UPDATE OF AHA POLICIES (BOARD BY-LAWS): C. Kruger volunteered to re-draft some of the by-laws and will bring back to Commissioners. 3 in favor, 1 Abstention

BOARD TRAINING: Upon motion by P. Jessop, seconded by C. Kruger, it was voted to proceed with proposal on a one-shot basis and evaluate if the Board needs are met. In favor, P. Jessop, C. Kruger & J. Brooks; opposed T. Boutilier

REVIEW OF UNIT VACANCIES: Majority of vacancies are being held open for the AW renovations.

DIRECTORS REPORT: See attached report

CHAIR'S REPORT: None

OTHER BUSINESS- NOT ANTICIPATED WITHIN 48 HOUR NOTICE: Elevator contract is coming due at the end of September. Upon motion by P. Jessop, seconded by C. Kruger, it was voted to authorize the Executive Director to enter in a Contract with Schindler Elevator as the low bidder. Unanimous

PUBLIC COMMENT: None

ADJOURN: P. Jessop made a motion to adjourn; seconded by C. Kruger, until the next regular meeting of the Board on Monday, September, 28, 2015 at 4:30 in the community room of Ann Whalen Apts., 33 Kellogg Ave., Amherst, MA. Meeting adjourned at 6:19 p.m. Unanimous

Materials Distributed

Minutes- June 23, 2015

Minutes- July 27, 2015

July 2015 AP Warrant

3/31/15 Year-End Financial reports for Housing Choice Voucher, Watson Farms, Pomeroy Lane, Main Street

Gazette Article 8/24/15 on NHA release of tenant data

SMAFMR Rent FY Hypothetical with Rent Reasonableness amounts

HUD SEMAP Score for FY'15

AHA By-Laws, amended June 22, 1987

Executive Director Report- August 2015

Unit Vacancy Report July 2015