

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

MONDAY OCTOBER 5, 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, October 5, 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 4:33p.m.

PRESENT: Commissioners: J. Brooks, L. Quinn, P. Jessop & C. Kruger (arrived 4:35)

ABSENT: T. Boutilier

ALSO PRESENT: Denise LeDuc Executive Director, Emilie Hamilton, Emily Starkweather, Judith Loischild & Larry Kelley

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

MINUTES APPROVAL

Upon motion by P. Jessop, seconded by L. Quinn it was voted to approve the minutes of August 24, 2015 with one change. L. Quinn was recorded as present and absent on the minutes,. L. Quinn was absent. 2 in favor, 1 abstain

ACCOUNTS PAYABLE WARRANT Upon motion by P. Jessop, seconded by L. Quinn it was voted to approve the accounts payable warrant for August 2015. Unanimous

C. Kruger arrived at 4:35 pm

TENANT CONCERNS: J. Loischild addressed the board regarding the bad workmanship of the Drainage and Chestnut Court Drainage Project. Identified large rocks in the soil, and stated that topsoil that was there she was sure would not meet the specifications. Also stated that when was the AHA going to deal with putting the plants in at the property, and showed a plan of the design that was worked out with tenants. Requested that AHA retest the soil to see if the specification were correct and E. Hamilton stated that she had not amended anything into the soil in her personal garden space and a test could be taken from there. A question was asked by the board on when they might be able to look at the site. Board requested that money that had just been released from DHCD to AHA not be released. Advised board that on 10/9 another construction site meeting would be taking place and the DHCD construction advisor should be on site. D. LeDuc advised tenants that she had a conversation with the DHCD construction advisor on 10/2 due to her concern over the workmanship of the project and a strategy had been developed to document the problem and involve the architect.

PROGRAM PARTICIPANT CONCERNS: None

TENANT ORGANIZATIONS

Ann Whalen TO: None

Chestnut Court TO: None

PUBLIC COMMENT: None

AWARD CONTRACT ON ASBESTOS SPECIFICATIONS- Upon motion by P. Jessop, seconded by L. Quinn, it was voted to approve a contract that for Green Consulting to write the Asbestos specifications for the John Nutting Project up to a maximum of \$9,950.00. Unanimous

AWARD CONCRETE TESTING CONTRACT: Upon motion by P. Jessop, seconded by C. Kruger, it was voted to authorize the Executive Director to sign a contract in the amount of \$1,600 for concrete testing at the John Nutting Project.
Unanimous

APPROVE CHANGE ORDER FOR SOIL : Upon motion by P. Jessop, seconded by C. Kruger, it was voted to approve to a change order in the amount of \$816.00 for additional soil to adjust the grade at Chestnut Court. Unanimous

DISCUSS AND CONSIDER MUSANTE LEGACY: D. LeDuc advised that there is a fund that was set up in honor of recently passed Town Administrator John Musante, and thought that a portion of the funds from the Schiffer house sale might be appropriate, as the legacy was a capital project. Several members of the board agreed that use of some of the proceeds from the Schiffer House were appropriate for this purpose and tossed around some ideas on items that may be a fixed asset that could be purchased for the Health Center. Upon motion by P. Jessop, seconded by L. Quinn, it was voted to approve the use of some funds from the Schiffer House proceeds towards the Musante Legacy. C. Kruger offered to do some legwork on this by the next meeting. Board members asked to have this item on the next board agenda to discuss and consider a dollar amount. Unanimous

DISCUSS AND CONSIDER HUD 2016 FMR'S: D. LeDuc led the board through a series of documents that were in the board packet. The cover document "A guide to the Section 8 Documents in the Board Packet" was the cover document and gave a brief overview of each document and what each meant. Members asked numerous questions regarding the annual funding and the impact that the increase of the FMR and what that meant in terms of HUD funding. D. LeDuc stated that the current and anticipated funding was a guesstimate based on past funding experiences (not counting sequestration) and what we might be able to expect for funding into Calendar year 2016. D. LeDuc stated that PHA's would not receive their final funding advice until possibly March 2016. The board asked that this be put back on the next agenda for further discussion.

DISCUSS AND CONSIDER MONTHLY REPORTS REQUIRED BY BOARD: D. LeDuc provided the board with a listing of standard monthly reports that are currently being provided to the AHA board and also Other Reports add Special Reports as Requested. Upon motion by C. Kruger, seconded by P. Jessop, it was voted to approve the reports provided to the board with it dated. Unanimous

REVIEW OF UNIT VACANCIES: Reviewed the list of unit vacancies, most are being held are being held open for the AW renovations.

DIRECTORS REPORT: Just received draft CDBG contract and should have for next meeting, will continue to nudge the HO subcommittee to meet.

CHAIR'S REPORT: None

OTHER BUSINESS- NOT ANTICIPATED WITHIN 48 HOUR NOTICE: None

PUBLIC COMMENT: None

ADJOURN: C. Kruger made a motion to adjourn; seconded by L. Quinn, until the next regular meeting of the Board on Monday, October, 26, 2015 at 4:30 in the community room of Ann Whalen Apts., 33 Kellogg Ave., Amherst, MA. Meeting adjourned at 6:04 p.m. Unanimous

Materials Distributed

Agenda for 10/5/15

Minutes- August 24, 2015

August 2015 AP Warrant

REAC Score

Packet of Section 8 Materials- including:

A guide to the Section 8 Documents in Board Packet

Calculation of Calendar Year 2015 Renewal Funding

Current and Anticipated Funding

Current Leased Vouchers and the Communities resided in as of 9/23/15

AHA FMR and Payment Standard Analysis

Anticipated Annualized Increased Costs

Amherst CY2016 Voucher Costs based on recertification date

Extended Area- Communities of Granby, Hadley, South Hadley & Belchertown; based on recertification date

Unit Vacancy Report- September 2015

Executive Director's Report, September 2015