

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

MONDAY FEBRUARY 22, 2016 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, February 22, 2016 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 4:37 p.m.

PRESENT: Commissioners: J. Brooks, L. Quinn, C. Kruger, and T. Boutilier

ABSENT: P. Jessop

ALSO PRESENT: Denise LeDuc Executive Director, Debbie Turgeon Director of Housing Program, Emilie Hamilton, Alan Root, Chad S, Mike Guyder via phone

AGENDA ADOPTION/CHANGES: Upon motion by C. Kruger, seconded by T. Boutilier, it was voted to approve the agenda as revised Unanimous

OTHER BUSINESS- NOT ANTICIPATED WITHIN 48 HOURS: D. LeDuc read a statement regarding an incident that occurred with heat and hot water. Because of the circumstances surrounding it, she could not offer further information other than once the situation was known it was rectified.

MINUTES APPROVAL: Upon a motion by C. Kruger, seconded by L. Quinn it was voted to accept the Minutes of the December 28, 2015 meeting as amended. Unanimous

Upon a motion by C. Kruger, seconded by L. Quinn it was voted to accept the Minutes of the December 28, 2015 meeting as amended. Unanimous

Upon a motion by C. Kruger, seconded by T. Boutilier it was voted to amend the minutes of the January 25, 2016 and bring them back to the board for final approval at the next meeting. Unanimous

ACCOUNTS PAYABLE WARRANT Upon motion by T. Boutilier, seconded by L. Quinn it was voted to approve the accounts payable warrant as presented for January 2016. Unanimous

PRESENTATION BY AUDITOR MICHAEL GUYDER: Mike Guyder called into the board meeting to discuss the financial statements for the fiscal year ended March 31, 2015, however the connection was bad and the board asked Mike to attend the April meeting in person

Tenant Organizations:

Chestnut Court: E. Hamilton concerned with slopes on the construction, feels that they need to leveled off and flatter.
Ann Whalen: None

Tenant Concerns: A Root discussed issue with heating system and that tenants did not have heat or hot water for the better part of a day. Earlier D. LeDuc spoke of an incident that occurred the previous week that both the Executive Director and Property Management staff were unaware of, therefore could not notify tenants of the problem. It was resolved as quickly as possible. A. Root also wanted to know where the electrical panels would be moved, that he was input into that.

A. Root also complained of a long history of the board to deny good input from tenants, A. Root also felt that there should be tenant input into the Executive Director's evaluation. C. Kruger stated that the board could do a much better evaluation process next year.

Ms. Kruger briefly left the meeting

AMHERST MUNICIPAL AFFORDABLE HOUSING TRUST REQUEST FOR SUPPORT: Upon motion by L. Quinn, seconded by J. Brooks it was voted to approve the request for support by the Amherst Municipal Affordable Housing Trust. 2 in favor, 1 abstained

Ms. Kruger returned to the meeting

DISCUSS & CONSIDER CHANGE ORDER FOR JOHN NUTTING \$15,363.94:

Upon motion by C. Kruger, seconded by L. Quinn, it was voted to authorize the Executive Director to sign the Change Order in the amount of \$15,363.94 for miscellaneous upgrades (electrical, plaster repairs, closet doors and ceiling diffusers), and to extend the contract time by 10 calendar days Unanimous

CERTIFICATE OF LEAD COMPLIANCE: Upon a motion by C. Kruger, seconded by T. Boutilier, it was voted that the Board of Commissioners would sign the DHCD annual Certificate of Compliance with Lead notification procedures for Federal and State Lead Paint Laws. Unanimous

2016 CAPITAL FUND AWARD FOR WATSON FARMS:

Upon motion by L. Quinn, seconded by C. Kruger, it was voted to authorize the Executive Director to sign the 2016 Capital Fund Award with HUD for Watson Farms in the amount of \$22,524.00. Unanimous

PHN 2016-02 APPLICATION FOR WAIVER FROM THE REGIONAL CAPITAL ASSISTANCE TEAM: Upon motion by L. Quinn, seconded by C. Kruger, it was voted to authorize the Executive Director to apply for the waiver from DHCD exempting the AHA from participating in the Regional Capital Assistance Team. Unanimous

C. Kruger left meeting at 6:20 p.m.

WORKPLACE VIOLENCE POLCY & WHISTLEBLOWER POLICY: Upon a motion by L. Quinn, seconded by T. Boutilier it was voted to approve the Workplace Violence Policy and Whistleblower Policy as written. Unanimous

DISCIPLINARY ACTIONS: IMMEDIATE SUSPENSION OR TERMINATION: Upon a motion by L. Quinn, seconded by T. Boutilier, it was voted to accept the addition of reasons to Section VII of the AHA's Disciplinary Actions as amended. Unanimous

STAFF CONDUCT POLICY: Upon a motion by L. Quinn, seconded by J. Brooks it was voted to accept the Standards of Conduct, Section XI as a replacement for the current Staff Conduct Policy as it was presented. Unanimous

MEDICAL MARIJUANA: Upon a motion by T. Boutilier, seconded by L. Quinn, it was voted to table this item to the June meeting. Unanimous

DISCUSSION OF DRAFT BOARD BY-LAWS: Upon a motion by L. Quinn, seconded by T. Boutilier it was voted to table the discussion of the Draft Board By-Laws to the June meeting. Unanimous

REVIEW OF UNIT VACANCIES AND DIRECTOR'S REPORT:

Not done

DIRECTOR'S REPORT: January and February Reports will be moved to the top of the March meeting

CHAIR'S REPORT: None

L. Quinn wished to go on record to state she wants the board to review issues relative to when the Board of Health is called on tenants.

PUBLIC COMMENT: J. Goldman complained that she received her file and it took a year to get it; and wanted to state that the agenda and minutes are missing on the AHA website. She was advised that while a new site was being constructed that the agendas and minutes are being hosted by the Town of Amherst's website.

ADJOURN: Upon a motion by J. Brooks ; seconded by L. Quinn it was voted to adjourn the meeting until the next regular meeting of the Board on Monday, March 28, 2016 at 4:30 in the community room of Ann Whalen Apts., 33 Kellogg Ave., Amherst, MA. And a Special meeting would be held on Monday, March 14, 2016 at 4:30 p.m. Meeting adjourned at 7:26 p.m. Unanimous

Materials Distributed

Agenda for 2/22/16

January 2016 AP Warrant

Executive Director's Report, January & February 2016

Personnel Policies:

Workplace Violence Policy and Whistleblower Policy

Disciplinary Actions: Immediate Suspension or Termination

Update: Standards of Conduct

Medical Marijuana

AHA no Smoking Policy

2016 HUD 120% Payment Standard Approval