

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

MONDAY MARCH 28, 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, March 28, 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 4:45 p.m.

PRESENT: Commissioners: J. Brooks, L. Quinn, P. Jessop, and T. Boutilier

ABSENT: C. Kruger

ALSO PRESENT: Denise LeDuc Executive Director, Debbie Turgeon Director of Housing Program, Emilie Hamilton,

Prior to the start of the meeting L. Quinn presented Chair Brooks with a cake and a quick speech, as Ms. Brooks would be retiring from the board after very many years of service to the AHA.

AGENDA ADOPTION/CHANGES: Upon motion by J. Brooks, seconded by P. Jessop, it was voted to approve the agenda as amended, moving all business with votes to the beginning of the meeting and move tenant concerns and public comments after. Unanimous

EXECUTIVE DIRECTOR'S REPORTS: D. LeDuc reviewed three months of Executive Director reports (January, February & March 2016) which brought the board up to date on where all the capital projects were, and progress on various other initiatives.

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

OVERALL FY17 BUDGET: D. LeDuc presented the overall agency budget and provided additional information on each of the program budgets; she explained that the overall budget being presented had a minimal surplus on several funds where the agency could generate some revenue. Ms. LeDuc also identified that the funds, if they generated a surplus, must be used within that fund and co-mingling of funds was not acceptable. Upon a motion by P. Jessop, seconded by J. Brooks, it was voted to accept the FY'17 overall operating budget as presented. Unanimous

DHCD BUDGET MOTIONS:

400-1 PROGRAM FOR FYE 3/31/2017 Upon a motion by P. Jessop, seconded by L. Quinn it was voted to accept the Operating Budget for State-Aided Chapter 667,705 Housing, of the Amherst Housing Authority, Program Number 400-1 for fiscal year ending 3/31/17 showing Total Revenue of \$443,950.00 and Total Expenses of \$720,128.00 thereby requesting a subsidy of \$279,178.00 be submitted to the Department of Housing and Community Development for its review and approval.

Roll Call vote: Ayes: Jessop, Boutilier, Quinn, Brooks

400-9 PROGRAM FOR FYE 3/31/2017: Upon a motion by P. Jessop, seconded by L. Quinn it was voted to accept the Operating Budget for State-Aided Chapter 667 Housing, of the Amherst Housing Authority, Program Number 400-9 for fiscal year ending 3/31/17 showing Total Revenue of \$233,403.00 and Total Expenses of \$229,998.00 thereby requesting a subsidy of \$0 be submitted to the Department of Housing and Community Development for its review and approval.

Roll Call vote: Ayes: Jessop, Boutilier, Quinn, Brooks

689-1 PROGRAM FOR FYE 3/31/2017: Upon a motion by P. Jessop, seconded by L. Quinn it was voted to accept the Operating Budget for State-Aided Chapter 689 Special Needs Housing, of the Amherst Housing Authority, Program Number 689-1 for fiscal year ending 3/31/17 showing Total Revenue of \$38,967.00 and Total Expenses of \$37,757.00 thereby requesting a subsidy of \$0 be submitted to the Department of Housing and Community Development for its review and approval.

Roll Call vote: Ayes: Jessop, Boutilier, Quinn, Brooks

MRVP PROGRAM FOR FYE 3/31/2017: Upon a motion by P. Jessop, seconded by L. Quinn it was voted to accept the Operating Budget for State-Aided Chapter Family Housing, of the Amherst Housing Authority, Program Number MRVP for fiscal year ending 3/31/17 showing Total Revenue of \$17,760.00 and Total Expenses of \$210,364.00 thereby requesting a subsidy of \$193,000.00 be submitted to the Department of Housing and Community Development for its review and approval.

Roll Call vote: Ayes: Jessop, Boutilier, Quinn, Brooks

CAPITAL IMPROVEMENT PLAN FOR 2016: Executive Director D. LeDuc presented the 2016 Capital Improvement Plan for the state-aided properties under DHCD and Formula Funding. Over the three years there is a total of \$3.9 million in projects, with \$1.8 million coming from our DHCD Formula Funding money and the balance of the \$2.1 million was raised by AHA through various funding sources. Upon a motion by P. Jessop, seconded by T. Boutilier, it was voted to authorize the Executive Director to submit the 2016 DHCD Capital Improvement Plans as presented. Unanimous

DISCUSS AND CONSIDER BUSINESS ONLINE AGREEMENT WITH GREENFIELD SAVINGS BANK: D. LeDuc presented information given by Greenfield Savings Bank; GSB is changing their online banking system and needs the AHA Board to authorize a senior Administrative for the Business Online Account. Upon a motion by P. Jessop, seconded by J. Brooks, it was voted to authorize the Executive Director (Denise LeDuc) to be the Senior Admin for the Business Online Account with Greenfield Savings Bank. Unanimous

Tenant Concerns: A Root expressed his dissatisfaction that the information for the Capital Plan was not put at every tenant's door, and it was just posted at the different floors of the Ann Whalen building.

UNIT VACANCY REPORTS: Discussed the unit vacancy report and the several deaths that have occurred in our properties. Discussed that units will be leased up once the units are renovated.

MINUTES APPROVAL: Upon a motion by L. Quinn, seconded by P. Jessop move minutes from January 25, 2016, February 22, 2016 to April meeting. Unanimous

PUBLIC COMMENT: J. Goldman advised board that elevator certificate expires (was approved on 3/17, waiting for certificate) wants AHA staff to wear badges; put a lawn sign out that the board meeting is happening. Also wants AHA to process applications same day and give people their control number. This is not something that we can do as applications must be processed in the order in which they are received. J. Goldman wants the AHA to delete local preferences from the AHA Section 8 wait list. J. Goldman insisted that she drop off her application on the board table and expected the AHA

ADJOURN: Upon a motion by P. Jessop ; seconded by L. Quinn it was voted to adjourn the meeting until the next regular meeting of the Board on Monday, April 25, 2016 at 4:30 in the community room of Ann Whalen Apts., 33 Kellogg Ave., Amherst, MA. Meeting adjourned at 6:46 p.m. Unanimous

Materials Distributed

Agenda for 3/28/16

February 2016 AP Warrant

Executive Director's Report, January, February & March 2016

Capital Improvement Plan 2016 & tenant meeting information for the Capital Improvement Plan

AHA FY'17 Overall Budget

DHCD 4001 budget, 4009 budget, 6891 budget, MRVP budget

Unit Vacancy report Feb 2016

HUD CY 2016 HCV funding

Website design screen shots