

AMHERST HOUSING AUTHORITY
AGENDA REGULAR JUNE MEETING
TUESDAY JULY 5, 2016 4:30 P.M.
ANN WHALEN COMMUNITY ROOM, AMHERST, MA

Members of the Amherst Housing Authority met on Tuesday, July 5, 2016 in the fifth floor community room of Ann Whalen Apartments, 33 Kellogg Ave., Amherst, MA. Board Chair, Laura Quinn called the meeting to order at 4:35 p.m.

PRESENT: Commissioners: L. Quinn, P. Jessop, C. Kruger and T. Boutilier (arrived 4:49 pm)

ABSENT: S. Jefferson

ALSO PRESENT: D. Turgeon Interim E.D., C. Howard, Asset Manager, J. Hite, C. Rowan, C. Fuller and A. Root

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

ACCOUNTS PAYABLE WARRANT Upon motion by P. Jessop seconded by C. Kruger, it was voted to approve the accounts payable warrant as presented for May 2016. Unanimous

TENANT CONCERNS: A Root asked when the AHA website will be completed. A. Root addressed his concern to the board regarding changes that are occurring and would like to form a partnership between management and residents.

PROGRAM PARTICIPANT CONCERNS: NONE

TENANT ORGANIZATIONS: NONE

PUBLIC COMMENT: C. Fuller addressed the board with his concerns regarding homeless individuals that come to Amherst only for food. T. Boutilier addressed concern about posting cancelled meetings on doors.

MINUTES APPROVAL

Revised January 25, 2016 – Upon motion by C. Kruger, seconded by P. Jessop, it was voted to approve the revised minutes of the 1/25/2016 monthly meeting. Unanimous

February 22, 2016 - Upon motion by C. Kruger, seconded by P. Jessop, it was voted to approve the minutes of the 2/22/2016 monthly meeting. Unanimous

March 28, 2016 – Upon motion by P. Jessop, seconded by T. C. Kruger, it was voted to approve the minutes of the 3/28/2016 monthly meeting. Unanimous

DISCUSS AND CONSIDER CHANGE ORDER #1 FOR SUNRISE AVE. \$1058.00:

Upon motion by P. Jessop, seconded by C. Kruger, it was voted to approve Change Order #1 for the Sunrise Avenue Bathroom upgrade project, DHCD Project #8059, by increasing the Contract amount by \$1,058.00 dollars, to \$ 25,958.00 dollars, said Change Order for the purposes of installation of additional drywall and “firestop” caulking, with no time extension required, and further to authorize the Interim Executive Director to take all actions necessary and proper to execute said Change Order. Unanimous

DISCUSS & CONSIDER CERTIFICATE OF FINAL COMPLETION FOR CC DRAINAGE PROJECT:

Upon motion by P. Jessop, seconded by T. Boutilier, it was voted to approve the Certificate of Final Completion, dated June 9, 2016, for the Chestnut Court Drainage Project, DHCD Project # 008045, and further to authorize the Interim Executive Director to take all actions necessary and proper to execute said Certificate of Final Completion, and close out, subject to DHCD approval, said Project, including making final payments as authorized by their Contracts to the Contractor, and Designer upon receipt of "As-Built drawings" and Certified Payrolls, and re-program excess project funds to the Authority's Capital Plan. Unanimous

DISCUSS AND AWARD CONTRACT FOR TOP-NOTCH ABATEMENT LLC FOR EMERGENCY WORK – TAMARACK DR.:

Upon motion by C. Kruger, seconded by P. Jessop, it was voted to approve, as authorized by MGL Chapter 30B, Section 8, an Emergency Procurement, so called, for Mold Remediation at 40Tamarack Drive, and authorize the execution of a Contract with Top-Notch Abatement LLC, in the amount of \$17,850.00 dollars, and further authorize and direct the Interim Executive Director to take all actions necessary and proper to execute said Contract and to notify the Secretary of the Commonwealth of this Emergency Procurement. Unanimous

DISCUSS AND CONSIDER CHANGE ORDER #7 FOR J. NUTTING \$6,433.49:

Upon motion by C. Kruger, seconded by P. Jessop, it was voted to approve Change Order #7 for the John Nutting Apartments Interior Improvement project, DHCD Project #008051, by increasing the Contract amount by \$6,433.49 dollars, to \$696,863.81 dollars, said Change Order for the purposes of

- Replacement of cabinet doors and hinges \$5,532.68
- Credit for deletion of prep & painting of exterior steel \$(820.36)
- Provision of cabinet basin unit #34 \$674.20
- Credit for deletion of Arc Fault \$421.87
- Reframe headers in unit #36 \$734.42
- Reframe headers in unit # 32 \$734.42

with no time extension required, and further to authorize the Interim Executive Director to take all actions necessary and proper to execute said Change Order. Unanimous

REVIEW OF UNIT VACANCIES

Director's Report- May 2016 - Chad Howard, Asset Manager, gave an update on the electrical issues at Ann Whalen and the elevator repair project at Ann Whalen.

Chair's Report-. Chair welcomes motion by P. Jessop, seconded by T. Boutilier, to hold a Public Hearing for Watson Farms before the regular meeting of September 26, 2016. Unanimous

Other Business- Not Anticipated within 48 hour notice

Adjourn: Upon a motion by P. Jessop ; seconded by C. Kruger, it was voted to adjourn the meeting until the next regular meeting of the Board on Monday, July 25, 2016 at 4:30 in the community room of Ann Whalen Apts., 33 Kellogg Ave., Amherst, MA. Meeting adjourned at 6:05 p.m. Unanimous

*** Materials Included**

May 2016 AP warrant

Unit vacancy report

Interim E.D. report