

**AMHERST HOUSING AUTHORITY  
AGENDA REGULAR MEETING/ MINUTES  
Monday May 22, 2017  
ANN WHALEN COMMUNITY ROOM, AMHERST, MA**

Members of the Amherst Housing Authority met on **Monday May 22, 2017** in the fifth floor community room of Ann Whalen Apartments, 33 Kellogg Ave., Amherst, MA. Board Chair, C. Kruger called the meeting to order at **4p.m.**

**PRESENT:** Commissioners: P. Jessop, C. Kruger, S. Jefferson, M. Burkhart

**ABSENT:** T. Boutilier

ALSO PRESENT: D. Turgeon, Executive Director, P. Parmakian, Director of Housing Programs

**AGENDA ADOPTION/CHANGES:** Adopt ~~or Change~~

As presented.

**Motion made by:** M. Burkhart

**Second:** S. Jefferson

**Unanimous**

**ACCOUNTS PAYABLE:** April 2017

As presented.

**Motion made by:** P. Jessop

**Second:** M. Burkhart

**Unanimous**

**APPROVAL MINUTES OF APRIL 24, 2017**

As presented.

**Motion made by:** P. Jessop

**Second:** S. Jefferson

**Unanimous**

**TENANT CONCERNS:** None presented

**PROGRAM PARTICIPANT CONCERNS:** None presented

**Tenant Organizations:**

- Ann Whalen - None presented
- Chestnut Court - None presented

D. Turgeon presented that reach out to the tenants had been done. A meeting was scheduled for the Watson Farms tenants. Calls had been made along with flyers and verbal outreach. No one attended. The Board requested staff continue working on encouraging tenant participation.

**NEW BUSINESS:**

1. **APPROVAL OF YEAR END OPERATING STATEMENTS FOR FYE 3/31/2017**

D. Turgeon presented the Year End Operation Statements.

**MOVE: To approve the Operating Statements for Fiscal Year End 3/31/2017, for submittal to DHCD.**

Motion made by: P. Jessop

Second: S. Jefferson

UNANIMOUS

**2. DHCD SCHEDULE OF POSITIONS AND COMPENSATION FORM**

D. Turgeon presented the Compensation report. Discussion regarding the Maintenance Supervisor position being the highest paid position of the year was had. D. Turgeon said it was due to overtime and the timing of the new ED position.

**MOVE: To approve the DHCD Schedule of Positions and Compensation Form for submittal to DHCD.**

Motion made by: P. Jessop

Second: S. Jefferson

UNANIMOUS

**3. SECTION 8 MANAGEMENT ASSESSMENT PROGRAM (SEMAP) CERTIFICATION**

D. Turgeon presented the Certification and further explained the time consuming process involved in SEMAP. She said that the AHA continues to be a High Performer which is the highest rating for the Section 8 program.

**MOVE: To approve Section 8 Management Assessment Program (SEMAP) Certification for the Section 8 Housing Choice Voucher Program.**

Motion made by: P. Jessop

Second: S. Jefferson

UNANIMOUS

**4. APPROVAL OF CHANGE ORDER #5 AW KIT. & BATH PROJECT IN THE AMOUNT OF \$8,967.00 TO INCREASE OF PREVAILING WAGE RATES ON TRADES INVOLVED IN ORIGINAL SCOPE OF WORK, DUE TO 12 MONTH DELAY.**

D. Turgeon explained the Change Order in more detail which included the timing of the project.

**MOVE: To approve Change Order #5 AW Kit. & Bath Project in the amount of \$8,967.00 for an increase of the prevailing wage rates on trades involved in original scope of work.**

Motion made by: P. Jessop

Second: S. Jefferson

UNANIMOUS

**5. APPROVAL OF CHANGE ORDER #6 – AW KIT. & BATH PROJECT IN THE AMOUNT OF \$2,782.00 TO INCREASE FOR COST OF STORAGE UNIT, DUE TO 12 MONTH DELAY.**

D. Turgeon explained the Change Order was due to the project delays which resulted in additional storage time.

**MOVE: To approve Change Order #6 – AW Kit. & Bath Project in the amount of \$2,782.00 to Increase the cost of storage unit for General Contractor materials.**

Motion made by: P. Jessop  
Second: S. Jefferson  
UNANIMOUS

**6. APPROVAL OF CHANGE ORDER #7 - AW KIT. & BATH PROJECT IN THE AMOUNT OF \$6,678 TO INCREASE FOR COMPLETE KITCHEN DRAWER-BOX REPLACEMENTS INSTEAD OF DRAWER FACES ONLY**

D. Turgeon explained in the original scope the drawer boxes were not scheduled to be replaced. After further inspection- it was determined the drawer inserts were in need of replacement.

**MOVE: To approve Change Order #7 - AW Kit. & Bath Project for an amount of \$6,678 to increase the cost for replacements of 240 kitchen drawer boxes.**

Motion made by: P. Jessop  
Second: S. Jefferson  
UNANIMOUS

**REVIEW OF UNIT VACANCIES: SEE ATTACHED**

D. Turgeon presented the Vacancy report

**EXECUTIVE DIRECTOR'S REPORT- SEE ATTACHED**

D. Turgeon presented her Executive Director report

**CHAIR'S REPORT-**

C. Kruger presented her Chair Report. At the next meeting- the Board needs to make an appointment to CPAC. The role has been filled by P. Jessop and he would like a new designee. E.D goals and review were discussed. C. Kruger felt a 6 month review along with an annual review should occur. The Board would like to see the E.D. present goals she has set for herself. The request was these would be presented at the next meeting. An August meeting with the Chair and E.D. as a 6 month review was discussed. Further discussion would be had at the next meeting. C. Kruger inquired about Board members having an opportunity to remote into a meeting if they were not able to be present. C. Kruger also presented the E.D. contract has still not been signed by DHCD.

**OTHER BUSINESS-** Not Anticipated within 48 hour notice- None presented

**ADJOURN:** Meeting was adjourned at **5:35 pm**

Motion made by: C. Kruger  
Second: M. Burkhart  
Passed Unanimous

**NEXT MEETING DATE:**

Schedule for Monday, June 26, 2017 at 4:30pm.

\* Materials Included-

Operating Statements 400-1; 400-9; 689-1; MRVP  
Executive Director Report  
Chair Report  
Review of Vacancies- Unit Vacancy Report

**AMHERST HOUSING AUTHORITY**  
**Executive Director Report- Debbie Turgeon**  
**May 22, 2017**

**Ann Whalen Kitchen and Bath Update**

The Ann Whalen Kitchen and Bath Project is moving along without any issues. We are working with DHCD Relocation Specialist and are awaiting approval of the revised relocation plan so we'll be ready for phase 2.

**Update - 99 Bridge Street Fire**

We have a detailed scope of work and a front end Contract ready to go. However, the building commissioner and an inspector expressed the need for architectural plans due to the damage to the structural column on the outside edge of the overhanging roof (we are working on this). Once the scope/plans are completed, we will need to confirm the final estimate with the insurance company to finalize the claim. We need a building permit and the Town will require architectural plans in order to pull a permit due to the structural column.

We're looking at least a week or two to work with an architect on the plan, then another two weeks to bid the job. In all we are at least a month away from being able to complete the work. We have discussed this with the insurance company, they are aware and understand this timeline; they are on board with this.

**DHCD Performance Management Review Site Visit**

In November, DHCD announced that they will be launching the Performance Management Review (PMR) beginning with 12/31/2016 Fiscal Year End (Public Housing Notice 2016-36). The first year will be a planning year; nothing will be published. In subsequent years, the PMR site visit will be published with any findings. They will be looking at rent rolls, work orders, inspection reports, deferred maintenance plan and preventative maintenance plan. In addition, they will also visit a few of the state units.

**Unit Vacancy Update**

35 Chestnut Court (John C. Nutting) – We've reached out to ServiceNet and they are extremely interested in renting the unit; we should have a decision soon if there is funding in their budget to rent the unit.

Jean Elder Units 2 & 3 - Housing management team is processing two applicants for this unit.

Ann Whalen Units – Housing management team is currently vetting and processing applicants to permanently fill 5 of the units at Ann Whalen after phase 2 is complete.

### **Fee Accountant Services**

A 90-day notice was sent to Chaput & Feeney to terminate the current contract effective July 5<sup>th</sup>; they are currently finishing up year-end financials. A solicitation for quotes was to 4 accounting firms in the state; we received 2 responses. Fenton, Ewald & Associates came in with the lowest quote and the most experience with HAB (AHA housing & financial software). Fenton, Ewald & Associates from Needham MA, will begin on July 5th and will come into AHA offices once a month. They will also attend AHA Board meetings as needed.

### **Solicitation for Quotes**

As an ongoing effort to ensure compliance with procurement of services, a solicitation for quotes was sent out for Information Technology services and Housing Quality Inspection services. Along with pricing for both services we compared other factors related to knowledge, experience and references.

- Technology - Paragus IT from Hadley submitted the lowest quote and met the performance qualifications specified in the solicitation. Paragus has completed the onboarding and worked with our former IT technician to ensure a smooth transition.
- Housing Quality Inspections – May 1<sup>st</sup>, we engaged services with GeoSite Environmental, Inc., to conduct Section 8 Housing Quality Inspections. GeoSite is an independent inspector with extensive knowledge and experience with local building codes, MA State Sanitary Code and Housing Quality Inspection Standards.