

**AMHERST HOUSING AUTHORITY
AGENDA REGULAR MEETING/ MINUTES
Monday April 24, 2017
ANN WHALEN COMMUNITY ROOM, AMHERST, MA**

Following the Annual Meeting; Members of the Amherst Housing Authority met on **Monday April 24, 2017** in the fifth floor community room of Ann Whalen Apartments, 33 Kellogg Ave., Amherst, MA. **NEWLY ELECTED** Board Chair, C. Kruger called the meeting to order at 4:46 p.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, K. Momaney, Staff Accountant, J. Loischild, N. Schroeder, others did not sign in

AGENDA ADOPTION/CHANGES: Adopt or Change

As presented.

Motion made by: C. Kruger

Second: M. Burkhart

Unanimous

ACCOUNTS PAYABLE: March 2017

As presented. It was further agreed the report would continue reflecting additional details in the new financial format

Motion made by: P. Jessop

Second: S. Jefferson

Unanimous

APPROVAL MINUTES OF MARCH 21, 2017

As presented.

Motion made by: S. Jefferson

Second: P. Jessop

3 Yays- 1 abstain (M. Burkhart was not a Board member on March 21, 2017)

APPROVAL MINUTES OF MARCH 29, 2017

As presented.

Motion made by: P. Jessop

Second: S. Jefferson

3 Yays- 1 abstain (M. Burkhart was not a Board member on March 21, 2017)

TENANT CONCERNS: J. Loischild presented that she has issue with her oven temperature. She said the original stove/ oven that came with her apartment 3 years ago had the same issues. She reported the issue to Property Management and they replaced the unit. She is now having the same issue with the new stove/ oven. Ms. Loischild requested that she be allowed to purchase an upgraded stove/ oven at her own expense which would be her personal property. The Board requested the E.D. look further into the matter.

PROGRAM PARTICIPANT CONCERNS: None presented

Tenant Organizations:

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

NEW BUSINESS:

RESOLUTION # 2017-13
Personnel Policy Revision - Payroll Section
AMENDING AHA PERSONNEL POLICY

MOVE: to amend **Chapter IX EMPLOYMENT TERMS AND CONDITIONS**, Section J, Payroll by substitution, in its entirety, of the following text:

J. PAYROLL AND TIME RECORDING

Amherst Housing Authority (AHA) employees are paid on a biweekly basis (i.e., every two weeks). All employees are required to maintain accurate records of hours worked each week. Time recording systems are necessary for the AHA to comply with Federal and State laws relative to attendance and payroll records. Time sheets shall be submitted to supervisors, who must approve and forward them to the Fiscal Department according to the Fiscal Department's schedule. Written authorization for overtime hours must be attached to time sheets for non-exempt employees.

Failure to submit a time sheet by the regular deadline established by the Fiscal Department will result in the employee receiving a paycheck based on estimated hours. Repeated failure to submit timesheets on a timely basis results in inconvenience and waste of time for the Fiscal Department and may result in disciplinary action.

The employee's signature on the time sheet is certification of actual hours worked. Declaring more hours on a time sheet than were actually worked may be grounds for immediate dismissal.

If you feel you have made a time reporting error, notify your supervisor immediately so a correction can be made.

WHEREAS: the Authority wishes to amend and approve this section of the Personnel Policy to comply with M.G.L Chapter 149, Section 148; 454 C.M.R 27.02; Payment of Wages.

THEREFORE BE IT RESOLVED: that the Board of Commissioners of the Amherst Housing Authority does hereby amend its Personnel Policy, Chapter IX **EMPLOYMENT TERMS AND CONDITIONS**, Section J, and Payroll, which shall be attached to the official Minutes of this Meeting; and

FURTHER, that this Resolution shall take effect immediately.

Motion made by: P. Jessop

Second: M. Burkhardt

UNANIMOUS

1. Approval of the Certificate of Final Completion Tamarack – Final payment to Cornerstone Builders in the amount of amount of \$5,400.26

MOVE: To approve the Certificate of Final Completion for the Tamarack Bathroom Project thereby closing out the project and making final payment to the General Contractor (Cornerstone Building Services) in the amount of \$5,400.26

Motion made by: P. Jessop

Second: S. Jefferson

UNANIMOUS

2. Approval of Change Order #2 - Ann Whalen Kitchens & Baths Modernization Project, crediting the amount of \$(11,310)

MOVE: To approve Change Order #2 for the Ann Whalen Kitchen and Bathroom Renovation; this Change Order is a credit to the HA in the amount of (\$11,310) to delete the repainting of the bathrooms at Ann Whalen.

Motion made by: P. Jessop

Second: S. Jefferson

UNANIMOUS

3. Approval of Change Order #2 - Jean Elder Renovation Project to increase scope of work in the amount of \$13,968.30

MOVE: To approve Change Order #2 for the Jean Elder Renovation Project. This Change Order increases in the scope of painting and minor electrical changes (adding exhaust fans & kitchen lighting), in the amount of \$13,968.30.

Discussion regarding future additional documentation was agreed upon.

Motion made by: P. Jessop

Second: S. Jefferson

UNANIMOUS

DISCUSSION OF PUBLIC HOUSING NOTICE 2017-05 – MANDATORY BOARD TRAINING

D. Turgeon presented information regarding DHCD's new requirement that Board members take the webinar for Board training. M. Burkhart shared he had completed one of the 5 modules and that it lasted about 40 minutes.

DISCUSSION OF PUBLIC HOUSING NOTICE 2017-08 – CLARIFICATION ON BOARD MEMBER ELECTION

D. Turgeon presented information regarding DHCD's PHN Notice 2017-08 which regards each LHA Board includes a program participate. The DHCD's PHN Notice actually "pauses" previous PHN Notice 2017-08 while DHCD determines how this policy affects election policies and Federal HUD policies.

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- None presented

OTHER BUSINESS- Not Anticipated within 48 hour notice

4. Ann Whalen Kitchen Upgrades Project – Change Order (CO) #3: \$6,499

This CO describes additional costs to provide a white “picture frame” style trim around the bathroom heaters. This is necessary because the rough opening for the new heaters is larger than the actual new heaters that are being installed- the picture frame trim will cover the rough opening for a nice clean finished look.

MOVE: To approve Change Order #3 for the Ann Whalen Kitchen and Bathroom Renovation in the amount of \$6,499. This Change Order is for additional costs to provide a white “picture frame” style trim around the bathroom heaters.

Motion made by: P. Jessop

Second: S. Jefferson

UNANIMOUS

5. Ann Whalen Kitchen Upgrades Project – Change Order (CO) #4 - \$479,251

This is the CO for the “BIG” electrical CO. This CO was previously approved by the Board for roughly \$506,000, but the cost has been reduced to \$479,251.

MOVE: To approve Change Order #4 for the Ann Whalen Kitchen and Bathroom Renovation in the amount of \$479,251. This Change Order which rescinds the Change Order previously approved by the Board for roughly \$506,000 reduces the cost to \$479,251.

Motion made by: P. Jessop

Second: S. Jefferson

UNANIMOUS

ADJOURN: Meeting was adjourned at **6:02 pm**

Motion made by: C. Kruger

Second: M. Burkhart

Passed Unanimous

NEXT MEETING DATE:

Schedule for Monday, May 22, 2017 at 4 pm.

* Materials Included-

Personnel Policy Revision - Payroll Section

Executive Director Report

Chair Report

Review of Vacancies

Motions