

AMHERST HOUSING AUTHORITY  
AGENDA REGULAR MEETING/ MINUTES  
Tuesday January 23, 2018  
ANN WHALEN COMMUNITY ROOM, AMHERST, MA

Members of the Amherst Housing Authority met on Tuesday January 23, 2018, in the 5TH floor Community Room of Ann Whalen Apartments, 33 Kellogg Ave., Amherst, MA. Board Chair, C. Kruger called the meeting to order at **3:02** p.m.

**PRESENT:** Commissioners: C. Kruger, S. Jefferson, M. Burkart, D. Williams

**ABSENT:** T.Boutilier

**ALSO, PRESENT:** D. Turgeon, Executive Director; P. Parmakian, Director of Programs; others

**1. AGENDA ADOPTION/CHANGES:** Adopt

Upon motion by S. Jefferson, seconded by D. Williams, the agenda was presented.

It was voted to adopt the agenda as presented.

Unanimous

**2. APPROVAL OF FY2018 BUDGET REVISIONS**

- a. Motion: M. Burkart moved that the proposed Operating Budget for the State-Aided Housing of the Amherst Housing Authority, Program Number 400-1 for fiscal year ending 3/31/2018 showing total revenue of \$720,006.00 and total expenses of \$731,006.00 thereby requesting a subsidy of \$236,110.00 be submitted to the Department of Housing and Community Development for its review and approval. D. Williams seconded the motion which, upon roll-call, was passed by a vote of 4 to 0.

Connie Kruger AYE

Michael Burkart AYE

Stephen Jefferson AYE

David Williams AYE

TracyLee Boutilier (absent)

- b. Motion: S. Jefferson moved that the proposed Operating Budget for the State-Aided Housing of the Amherst Housing Authority, Program Number 400-9 for fiscal year ending 3/31/2018 showing total revenue of \$148,633.00 and total expenses of \$190,911.00 thereby requesting a subsidy of \$0.00 be submitted to the Department of Housing and Community Development for its review and approval. D. Williams seconded the motion which, upon roll-call, was passed by a vote of 4 to 0.

Connie Kruger AYE

Michael Burkart AYE

Stephen Jefferson AYE

David Williams AYE

TracyLee Boutilier (absent)

- c. Motion D. Williams moved that the proposed Operating Budget for the State-Aided Housing of the Amherst Housing Authority, Program Number 689-1 for fiscal year ending 3/31/2018 showing total revenue of \$39,356.00 and total expenses of \$36,231.00 thereby requesting a subsidy of \$0.00 be submitted to the Department of Housing and Community Development for its review and approval. S. Jefferson seconded the motion which, upon roll-call, was passed by a vote of 4 to 0.

Connie Kruger AYE  
Michael Burkart AYE  
Stephen Jefferson AYE  
David Williams AYE  
TracyLee Boutilier (absent)

**3. APPROVAL OF CHANGE ORDER #1 FOR CHESTNUT COURT BOILER IN THE AMOUNT OF \$1,400.00**

C. Howard presented the change was due to additional work required.

To approve Change Order No. 1 – Chestnut Court Boiler Replacement Project in the amount of \$1,400.00 to provide circulator pump relays to prevent blown fuses on the boiler control board.

Upon motion by M. Burkart, seconded by S. Jefferson, it was voted to approve the change order

As presented. Unanimous

**4. APPROVAL OF CHESTNUT COURT BOILER FINAL COMPLETION**

C. Howard presented the project is complete including punch list.

To approve Certificate of Final Completion – Chestnut Court Boiler Replacement Project Acceptance of this Certificate will initiate the release of funds pertaining to Change Order 1 (above) and the withheld retainage.

Change Order 1: \$1,400 / Retainage: \$5,905.00

Upon motion by D. Williams, seconded by M. Burkart, it was voted to approve the final completion.

As presented. Unanimous

**5. APPROVAL TO AUTHORIZE EXECUTION OF CDBG CONTRACT FOR WF PAVING PROJECT (\$137,591)**

To approve the Certificate of Authority to execute the 2017 CDBG Contract in the amount of \$137,591.00 with the Town of Amherst for the Watson Farms Paving Project and authorize the Executive Director to execute all contract documents related to this grant.

Upon motion by M. Burkart, seconded by S. Jefferson, it was voted to approve the contract.

As presented. Unanimous

**6. SOLAR SAVINGS LODESTAR PRESENTATION**

Sam Malin from Lodestar did a presentation regarding the solar credits program. (see attached)

To authorize the Executive Director to sign the DHCD approved Contract with Lodestar to start receiving savings and credits with the Solar Savings program.

Upon motion by M. Burkart, seconded by S. Jefferson, it was voted to approve the contract.

As presented. Unanimous

**7. COMMUNITY PRESERVATION ACT (CPA) SUPPORT PRESENTATIONS**

- a. Amherst Community Land Trust (see attached) presentation by Janet Keller and Marianne Adams
- b. Amherst Municipal Affordable Housing Trust (see attached)
- c. Amherst Community Connections (see attached)

Next action was decided to have CPC make the decision. All presentations seemed worthy and important to support. It was decided that since the AHA supports all these programs it would be difficult to decide support over one than the other and therefore a letter describing the mission would be drafted.

**8. ADOPTION OF ANN WHALEN PET POLICY**

D. Turgeon presented the policy. Discussion regarding changes to the DRAFT form. D. Turgeon made the changes in the DRAFT.

To adopt the Pet Policy for 667 Elderly/Handicapped State-Aided Housing – Ann Whalen Apartments as amended.

Upon motion by M. Burkart, seconded by S. Jefferson, it was voted to approve the pet policy as presented.

As presented. Unanimous

**9. TENANT CONCERNS**

None presented

**10. PROGRAM PARTICIPANT CONCERNS:**

None presented

**11. APPROVAL OF MINUTES: DECEMBER 28, 2017**

Upon motion by D. Williams, seconded by S. Jefferson, it was voted to approve the minutes as presented.

As presented. Unanimous

**12. ACCOUNTS PAYABLE WARRANT: DECEMBER 2017**

Upon motion by S. Jefferson, seconded by M. Burkart, it was voted to approve the Accounts Payable Warrant as presented.

As presented. Unanimous

**13. REVIEW OF UNIT VACANCIES- SEE ATTACHED:**

D. Turgeon presented the Vacancy report

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

D. Turgeon presented her Executive Director report

**15. ELECTION OF CHAIR**

C. Kruger again this is her last meeting. C. Kruger nominated M. Burkart

Upon motion by C. Kruger, seconded by S. Jefferson, it was voted to approve M. Burkart as the Chair of the Housing Authority Board to be in effect at the close of this meeting.

Unanimous

**16. OTHER BUSINESS NOT ANTICIPATED WITHIN 48 HOUR NOTICE**

None presented

**17. NEXT MEETING DATE: FEBRUARY 26, 2018 AT 3 PM**

Upon motion by M. Burkart, seconded by S. Jefferson, it was voted to adjourn at 5:26.

As presented. Unanimous

\* Materials Included-

Executive Director Report

Review of Vacancies- Unit Vacancy Report

Motions



**AMHERST HOUSING AUTHORITY**  
**Executive Director Report- Debbie Turgeon**  
**January 23, 2018**

**Presidential Apartment Update**

Following a conference call on January 11<sup>th</sup> with the Attorney for Presidential, DHCD, AHA Attorney and the Town of Amherst, an agreement between DHCD, Presidential and the Town was very close. As part of that meeting, DHCD is requiring that AHA submit a Supplemental Marketing Plan that must be approved by DHCD.

On January 16<sup>th</sup>, AHA met with Presidential owner and Kamins Real Estate (managing agent) to discuss the Supplemental Marketing Plan and a plan for filling the vacant units. At this meeting, Presidential presented the final payment in the amount of \$6250.00; this was the outstanding payment owed to AHA for holding the lottery in August 2017.

The Supplemental Marketing Plan was submitted to DHCD on January 18<sup>th</sup>. AHA is awaiting approval from DHCD for of the Supplemental Marketing Plan. AHA will begin marketing the units as described in the Supplemental Plan.

**Winter**

Frigid temperatures for this winter season arrived with a blast over the last few weeks, bringing single digits and sub-zero and temperatures, snow and ice. AHA maintenance has been extremely busy handling no heat calls during regular business hours, after hours, weekends and holidays. In addition, we've had some minor freezing of pipes (luckily no broken pipes). Overall staff have been very busy responding to every no heat call that has been reported to the office.

**Rental Assistance Demonstration (RAD)**

I received information from a consultant that has worked on several RAD conversions. Unfortunately, RAD conversion will not be a viable option for Amherst Housing for a few reasons:

1. Rents for the RAD program in Amherst are very low
2. AHA could project base units if we did a "Demo Dispo" – for units to qualify they would need to be in disrepair, demolished and rebuilt
3. Watson Farms only has 15 units; most RAD conversion projects are mid-sized to large

**Audit Report**

I didn't put the audit report on the agenda for discussion because there were no findings, questionable costs or other conditions. If anyone has questions relating to something in the audit report, please let me know.