

AMHERST HOUSING AUTHORITY
AGENDA REGULAR MEETING/ MINUTES
MONDAY July 23, 2018
JEAN ELDER COMMUNITY ROOM, AMHERST, MA

Members of the Amherst Housing Authority met on MONDAY July 23, 2018 Community Room of Jean Elder Apartments, 9 Chestnut, Amherst, MA. Board Chair, M. Burkart called the meeting to order at 4 p.m.

PRESENT: Commissioners: M. Burkart, D. Williams, N. Schroeder, T. Boutilier

ABSENT: N/A

ALSO, PRESENT: P. Parmakian, Acting Executive Director; K. Momaney, Staff Accountant; C. Maldonado, Housing Manager, M. Dovell public

1. AGENDA ADOPTION/CHANGES: Adopt

Upon motion by M. Burkart, seconded by N. Schroeder, the agenda was presented. M. Burkart presented that D. Williams needed to leave at 5PM and therefore requested an amendment to move Item 16 (business not anticipated within the last 48 hours) to Item 12, as a vote would likely be needed.
As amended- Unanimous

2. APPROVAL OF MINUTES: MAY 30, 2018,

Upon motion by D. Williams, seconded by N. Schroeder, it was voted to approve the minutes as presented.
As presented. Unanimous

3. APPROVAL OF MINUTES: JUNE 25, 2018,

Upon motion by T. Boutilier, seconded by D. Williams, it was voted to approve the minutes as presented.
D. Williams presented corrections to the minutes. The vote was Unanimous with corrections.

4. TENANT CONCERNS

None Presented

5. PROGRAM PARTICIPANT CONCERNS

None Presented

6. ACCOUNTS PAYABLE WARRANT: JUNE 2018

Upon motion by M. Burkart, seconded by T. Boutilier, it was voted to approve the Accounts Payable Warrant as presented.
There was discussion and questions regarding the warrant. K. Momaney agreed to present a "key" describing the various vendors at the next meeting.
As presented. Unanimous

7. FIXED ASSET PURCHASES AND APRIL 2018 P&L:

K. Momaney presented the Profit and Loss report through May 2018 for FY18 and discussed.

8. ANN WHALEN RENOVATION PROJECT FOR KITCHEN AND BATHS.(FISH #008050) – CERTIFICATE FOR PARTIAL RELEASE OF RETAINAGE

P. Parmakian presented this project has been under construction for the better part of two years. Over 95% of the work has been completed, (and much of that completed work was completed over a year ago). DHCD requested that the Contractor submit this Cert. so that they could pay out as much of the Contract funds as possible by the FY 18 year end... The Contractor subsequently submitted this Cert along with, Application for Payment #13, which requests release of retainage on 95% of the work which has been completed. The remaining 5% of the work will be completed by 8/31/18. Cert for Partial Release of Retainage & App 13: \$54,240.34
Upon motion by M. Burkart, seconded by T. Boutilier, it was voted to approve the certificate of partial release of retainage funds in the amount of \$54,240.34 for the Ann Whalen kitchen and baths project. As presented. Unanimous

9. ANN WHALEN CARPET REPLACEMENT, 2ND AND 3RD FLOOR (FISH #008074) – CERTIFICATE OF SUBSTANTIAL COMPLETION

P. Parmakian presented the carpet replacement in the hallways on the 2nd and 3rd in complete. Substantial Completion was achieved on 6/29/18. There are no punch list items.
Upon motion by M. Burkart, seconded by N. Schroeder, it was voted to approve the certificate of substantial completion for the Ann Whalen Carpet project.
As presented. Unanimous

10. ANN WHALEN CARPET REPLACEMENT, 2ND AND 3RD FLOOR (FISH #008074) – CERTIFICATE OF FINAL COMPLETION

P. Parmakian presented the carpet replacement in the hallways on the 2nd and 3rd in complete. Substantial Completion was achieved on 6/29/18. There are no punch list items.
Upon motion by M. Burkart, seconded by N. Schroeder, it was voted to approve the certificate of FINAL completion for the Ann Whalen Carpet project.
As presented. Unanimous

11. APPROVE CHANGE ORDER #2 AT WATSON FARMS UNIT #1 WATSON FARMS UNIT #1 ACCESSIBLE KITCHEN RENOVATION.

P. Parmakian presented the following:

- a. This Change Order will be to renovate the accessible unit (WF #1) kitchen using leftover CDBG funds which have been allocated to AHA to complete said work... AHA will combine \$17,400 of left-over CDBG funds with up to approx. \$18,000 of AHA Federal Capital Funds to completely renovate the kitchen in apartment #1 WF.
- b. Contractor: General Contracting Solutions
- c. Original Contract Sum: \$34,799.00
- d. Change Order #2: \$35,792.50

Upon motion by M. Burkart, seconded by T. Boutilier, it was voted to approve the Change Order for the Unit #1 Watson Farms kitchen project in the amount of \$35,792.50.
As presented. Unanimous

12. AUTHORIZE THE AHA CHAIR TO SIGN THE REVISED DHCD EXECUTIVE DIRECTOR SALARY CALCULATION WORKSHEET

P. Parmakian presented the Board had authorized the Chair to sign a DHCD Executive Director Salary Calculation Worksheet. The form that was submitted to DHCD was a form that has since been revised by DHCD. The calculations are the same along with the final numbers. DHCD has confirmed; when a new ED is in place the older form would not be accepted.

Upon motion by N. Schroeder, seconded by M. Burkart, it was voted to authorize the Chair to sign the revised DHCD Executive Director Salary Calculation Worksheet.

As presented. Unanimous

13. OTHER BUSINESS NOT ANTICIPATED WITHIN 48 HOUR NOTICE

M. Burkart presented he was notified by DHCD regarding the DRAFT for the Executive Director position ad. The ad should include a salary range also. There was discussion regarding the salary.

Upon motion by D. Williams, seconded by N. Schroeder, it was voted that the board approve a salary range for the Executive director position to be between \$84,753 and \$89,214.

As presented.

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0 no

D. Williams departed at 5:03

14. REVIEW OF UNIT VACANCIES- SEE ATTACHED

C. Maldonado presented the vacancy report. 4 Units have been filled since last meeting.

15. INTERIM EXECUTIVE DIRECTOR'S REPORT- SEE ATTACHED

P. Parmakian presented an Executive Director report

16. CHAIR'S REPORT-

M. Burkart updated the Board on the Executive Director. He presented once DHCD approved the ad for the position, the application deadline would adjust accordingly.

17. OTHER BUSINESS NOT ANTICIPATED WITHIN 48 HOUR NOTICE

N. Schroeder presented that Judy Brooks had been a long standing member of the Amherst Housing Authority activist. She recently passed away and a luncheon for her Memorial service was being planned. N. Schroeder suggested a fifty dollar donation be made to the Goodwin Church as they were hosting the service.

Upon motion by N. Schroeder, seconded by M. Burkart, it was voted to contribute \$50 to the Goodwin Church

As presented. Unanimous

18. NEXT MONTHLY BOARD MEETING AUGUST 27, 2018 AT 3PM

Upon motion by M. Burkart, seconded by T. Boutilier, it was voted it was voted to adjourn at 5:35.

As presented. Unanimous

* Materials Included-

Executive Director Report

Chair Report

Review of Vacancies- Unit Vacancy Report

Motions