

AMHERST HOUSING AUTHORITY  
AGENDA REGULAR MEETING/ MINUTES  
MONDAY MARCH 26, 2018  
JEAN ELDER COMMUNITY ROOM, AMHERST, MA

Members of the Amherst Housing Authority met on MONDAY March 26, 2018 Community Room of JEAN ELDER Apartments, 9 CHESTNUT STREET, Amherst, MA. Board Chair, M. Burkart called the meeting to order at 4:07 p.m.

**PRESENT:** Commissioners: M. Burkart, D. Williams, T. Boutilier

**ABSENT:** None

**ALSO, PRESENT:** P. Parmakian, Director of Programs; K Momaney, Staff Accountant; C. Howard, Modernization Coordinator

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

Upon motion by D. Williams, seconded by T. Boutilier, the agenda was presented. Changes were presented.

M. Burkart requested to wait until next month for item 12 due to time.

It was voted to adopt the agenda as amended.

Unanimous

**2. APPROVAL OF MINUTES: FEBRUARY 26, 2018, 2018**

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

As presented. Unanimous

**APPROVAL OF MINUTES: MARCH 6, 2018, 2018**

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

M. Burkart pointed out to misspellings of his name.

As amended. Unanimous

**3. ACCOUNTS PAYABLE WARRANT: FEBRUARY 2018**

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

There was discussion and questions regarding the warrant.

As presented. Unanimous

**4. TENANT CONCERNS**

None presented

**5. PROGRAM PARTICIPANT CONCERNS**

None presented

**6. APPROVE RESOLUTION 2018-01 - REFINANCING OF 99 BRIDGE ST. & TAMARACK DR. AUTHORIZE THE EXECUTIVE DIRECTOR AND BOARD CHAIR TO SIGN ALL REFINANCE CLOSING DOCUMENTS APPROVAL OF CHESTNUT COURT BOILER FINAL COMPLETION**

- i. Upon motion by D. Williams, seconded by M. Burkart, That the Agency enter into a financing with Greenfield Savings Bank (the "Bank") for up to \$475,000.00 to refinance existing debt encumbering the properties at 99 Bridge Street, 40-42 Tamarack Drive and 36-38 Tamarack Drive as further described in a Commitment Letter dated March 13, 2018;  
As presented. Unanimous
- ii. Upon motion by D. Williams, seconded by M. Burkart, That the Executive Director of the Agency, is hereby authorized, on behalf of the Agency and in its name: To sign and deliver any and all documents required by the Bank, or any title insurance company to effectuate the abovementioned financings and to execute and deliver all such instruments, including but not limited to a promissory note, mortgage, loan agreement, financing statement, hazardous waste certification, subordination or intercreditor agreement, as required by the Bank, and all other affidavits, certifications, instruments and documents required or appropriate in connection with the foregoing;  
As presented. Unanimous
- iii. Upon motion by D. Williams, seconded by M. Burkart, That the actions of any officer, commissioner or employee of the Agency in furtherance of the transactions set forth above, whether taken prior or subsequent hereto, are hereby ratified and confirmed.  
As presented. Unanimous

**7. APPROVE CONTRACT WITH DIMAURO CARPET & FLOORING FOR ANN WHALEN  
2ND & 3RD FLOOR COMMON HALLWAY CARPET REPLACEMENT –  
LOW BID INCLUDING ALTERNATE - \$27,976**

Upon motion by M. Burkart, seconded by T. Boutilier, it was voted to approve the To approve contract with Dimauro Carpet & Flooring for Ann Whalen 2nd & 3rd floor common hallway with a bid of \$27,976 including alternate.

As presented. Unanimous

**8. APPROVE CERTIFICATE OF SUBSTANTIAL COMPLETION – 99 BRIDGE ST. FIRE REPAIR**

Upon motion by T. Boutilier, seconded by D. Williams, it was voted to approve the certification of substantial completion for the repairs at 99 Bridge Street due to fire.

As presented. Unanimous

**9. APPROVE OF 2018 CAPITAL IMPROVEMENT PLAN (SEE ATTACHED)**

Upon motion by T. Boutilier, seconded by D. Williams, it was voted to approve the plan as presented.

As presented. Unanimous

**10. REVIEW/APPROVE DRAFT OF PURCHASE ORDER & PROCEDURES POLICY (SEE ATTACHED)**

The policy was presented as a very preliminary draft only.

**11. REVIEW FINANCE REPORT –**

Profit & Loss and Fixed Asset Purchases were presented by the K. Momaney the Staff Accountant

**12. FINALIZE PROCESS FOR EXECUTIVE DIRECTOR EVALUATION**

Item removed until a later time

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

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

P. Parmakian presented an Executive Director report

**15. CHAIR'S REPORT-** SEE ATTACHED

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

None presented

Unanimous

**17. NEXT MEETING DATE:** APRIL 23, 2018 AT 4PM

Upon motion by T. Boutilier, seconded by M. Burkart, it was voted to adjourn at 6:53.

As presented. Unanimous

\* Materials Included-

Executive Director Report

Chair Report

Review of Vacancies- Unit Vacancy Report

Motions