

AMHERST HOUSING AUTHORITY
BOARD OF COMMISSIONERS
REGULAR MEETING
WEDNESDAY MAY 29, 2013
ANN WHALEN COMMUNITY ROOM
33 KELLOGG AVE., AMHERST, MA

Members of the Amherst Housing Authority met in regular session on Wednesday May 29, 2013 in the fifth floor conference room of Ann Whalen Apartments, 33 Kellogg Ave. Amherst, MA. The chair, Constance Kruger, called the meeting to order at 4:38 p.m.

PRESENT: Constance Kruger, Laura Quinn, Peter Jessop
Judy Brooks, arrived at 5:25

ABSENT: Paul Bobrowski

ALSO PRESENT: Denise LeDuc, Debbie Turgeon, Elyse Link, Anne Burton

AGENDA ADOPTION/CHANGES: Upon motion of P. Jessop, seconded by L. Quinn, it was voted to adopt the agenda with changes. Change is to add Town of Amherst Jean Elder Windows contract extension originally under other business not anticipated within 48 hours' notice to before the Section 8 Administrative Plan (Unanimous)

MINUTES APPROVAL: Upon motion of P. Jessop, seconded by L. Quinn, it was voted to accept the minutes of the April 29, 2013 meeting with changes. Change is to correct last name of visitor from O'Donnell to O'Connor (Unanimous)

ACCOUNTS PAYABLE WARRANT: Upon motion of P. Jessop, seconded by L. Quinn, it was voted to accept the Accounts Payable Warrant as presented for April 2013 (Unanimous)

TENANT CONCERNS: There were no AHA tenant concerns. D. LeDuc notified the board of a power outage to the Ann Whalen building on June 4th relating to the installation of the new Emergency Generator, and stated that the staff will be doing a barbeque for the residents that day to ensure the residents have a lunch. Board asked that an email be sent out to all members of the board advising them of this and invite them to the event.

AHA CORI POLICY: The board had several questions regarding the document and asked that when developed that the board receive a copy of the procedure for this policy. Upon motion of P. Jessop, seconded by L. Quinn, it was voted to accept the AHA CORI policy as presented. (2 yes, 1 no)

HVAC Engineer Contract - Upon motion of P. Jessop, seconded by L. Quinn, it was voted to authorize the Executive Director to sign the HVAC Engineer Contract for the boiler replacement at Ann Whalen Apartments. (Unanimous)

UNIT VACANCIES: The board was provided with a print out of the vacant units at the AHA for the boards review. There were no units vacant other than the three units with waivers.

CERTIFICATION OF LEAD NOTIFICATION: Upon motion of P. Jessop, seconded by L. Quinn, it was voted to sign the Certification of Compliance with notification procedures for Federal and State Lead Paint Laws and to submit same to DHCD. (Unanimous)

SCHEDULE OF POSITIONS FORM: Upon motion of P. Jessop, seconded by L. Quinn, it was voted to accept and sign the annual Schedule of Positions and Compensation Form as required by DHCD. (Unanimous)

JEAN ELDER CONTRACT EXTENSION: Although the project is complete, not all of the invoices have been received on this project. The Town of Amherst requested a contract extension form. Upon motion of P. Jessop, seconded by L. Quinn, it was voted to authorize the Executive Director to sign the Town of Amherst Contract Extension Form for the Jean Elder Window Project. (Unanimous)

J. Brooks arrives at meeting, 5:25 p.m., P. Jessop leaves meeting 5:25 p.m.

SECTION 8 ADMINISTRATIVE PLAN: The board was presented with some minor technical changes in the proposed Administrative Plan, some of which were recommendations based on the comments received by mail and during informational sessions. Questions were raised on 15-1, Special Housing types and 7-13 Adult family members, and the Glossary which will be adjusted slightly based on the recommendations of the board.

Upon motion of J. Brooks, seconded by L. Quinn, it was voted to accept the Section 8 Administrative plan with the recommended changes. (Unanimous)

DIRECTOR'S REPORT: No discussion on the report that was sent to Board Members.

CHAIR'S REPORT:

C. Kruger reported that the Emergency Renter's Fund was approved at Town meeting.

OTHER BUSINESS NOT ANTICIPATED WITHIN 48-HOUR NOTICE:

DHCD HILAPP: Information was received from DHCD that two of the AHA developments qualify to apply for additional funds under the HILAPP program. Upon a motion by J. Brooks, seconded by L. Quinn it was voted to authorize the Executive Director to seek funds under this program. (Unanimous)

ADJOURN: Upon the motion of J. Brooks, seconded by C. Kruger, it was voted to adjourn until the next regular meeting on Monday, June 24, 2013 at 4:30 p.m. in the community room at Ann Whalen Apartments, 33 Kellogg Ave., Amherst, MA. Meeting adjourned at 5:40 p.m. (Unanimous)