

**AMHERST HOUSING AUTHORITY BOARD OF COMMISSIONERS  
REGULAR MEETING**

MONDAY NOVEMBER 17, 2014 4:30 P.M.  
ANN WHALEN BUILDING 5<sup>TH</sup> FLOOR COMMUNITY ROOM  
33 KELLOGG AVE., AMHERST, MA

Members of the Amherst Housing Authority met in regular session on Monday November 17, 2014 in the fifth floor community room of Ann Whalen Apartments, 33 Kellogg Ave., Amherst, MA. Vice Chair, Judy Brooks called the meeting to order at 4:32 p.m, with Chair Bobrowski arriving at 4:35 p.m.

**PRESENT:** Commissioners: Paul Bobrowski, Judy Brooks, Peter Jessop, Constance Kruger & Laura Quinn

**ABSENT:** None

**ALSO PRESENT:** Denise LeDuc Executive Director, Debbie Turgeon Director of Housing Programs, Alan Root, Paul Vasconcellos, MaryAnn Hebert

**AGENDA ADOPTION/CHANGES:** Upon motion by P. Jessop by seconded by L. Quinn, it was voted to adopt the agenda. (Unanimous)

**MINUTES APPROVAL:** Upon motion C. Kruger by seconded by L. Quinn, it was voted to adopt the agenda. In favor, Bobrowski, Kruger and Quinn; 2 abstentions, Jessop & Brooks

**ACCOUNTS PAYABLE WARRANT:** Upon motion by L. Quinn, seconded by J. Brooks, it was voted to accept the Accounts Payable Warrant as presented for October 2014. (Unanimous)

**TENANT CONCERNS:** A. Root - the number of changes that were made by the staff have been very thoughtful and staff should be appropriately credited. The changes in office arrangements are well received and this allows for greater access to staff. Mr. Root mentioned that tenant selection is improving.

P. Vasconcellos – the tenant organization is working on a benefit concert for the spring to help raise funds for picnics and social activities that are vital to the Ann Whalen community. The Organization is working with Amherst College and a group of professionals.

**PUBLIC COMMENT:** None

**CERTIFICATE OF SUBSTANTIAL COMPLETION - HVAC:** Upon motion P. Jessop by seconded by J. Brooks, it was voted to authorize Executive Director to sign Certificate of Substantial Completion. (Unanimous)

**TIME-OFF PAY-OUT POLICY:** Discussion regarding excessive time on the AHA books from unused vacation and accrued compensatory. Denise LeDuc is requesting authorization from the AHA Board of Commissioners to approve a policy whereby staff having excessive time could request to take up to (2 weeks) 10 days of the time in pay in lieu of time off for personal emergency purposes such as; excessive out of pocket medical expenses, major automotive repairs; down-payment on a motor vehicle; mortgage or rental arrearages. There currently is a request to Ms. LeDuc for this.

After much discussion, the Board had would like to see crisper, more defined language before approving. Board would like a re-write for a future meeting. Ms. LeDuc stated that there is a minor

budget issue for the AHA as this is recorded annually as a liability on the books. The value of time on the books increases over time as employees pay increases.

Upon motion by P. Jessop by seconded by C. Kruger, it was voted authorize the Executive Director to pay out vacation or compensatory time on the basis of this policy for the individual criteria for no more than 10 days for the particular case before her and to inform employee that this may be a onetime process. In favor; Jessop, Brooks & Kruger, opposed – Quinn. Board will attempt to draft a more permanent policy.

**CONTRACT FOR OIL DELIVERY AND SERVICE:** Upon motion by P. Jessop by seconded by C. Kruger it was voted to enter into a Contract with Whiting to purchase up to 6000 gallons of fuel oil between November 23, 2014 – April 30, 2015 for \$2.99 per gallon and \$79.00 per hour on labor. (Unanimous)

**AHA/PRESIDENTIAL APARTMENTS AGREEMENT: :** Upon motion C. Kruger by seconded by P. Jessop, it was voted to approve the substance of Agreement between AHA and Presidential Apartments pending review and some changes by AHA attorney to add protections as discussed. (Unanimous)

**AHA/DHCD LEASE: :** Upon motion by J. Brooks by seconded by P. Jessop, it was voted to approve the lease with the following language changes to Page 5, Section F:

The Leased premises are to be considered of appropriate size using the following considerations: The Tenant and other opposite sex household members age eight (8) or over, and any full-time, live-in personal care attendant, do not have to share a bedroom. Notwithstanding the above considerations, Couples (or those living as Couples) must share a bedroom as must same sex household members. In any situation, no more than (2) persons are required to share any bedroom.

Notwithstanding the above considerations, persons of the opposite sex, age eight (8) or over, may share a bedroom at the Tenant's irrevocable election, and if such an election is made the leased premises will be deemed to be of appropriate unit size even if a bedroom is so shared. (Unanimous)

**AHA 5 YEAR PLAN – DISCUSSION & SCHEDULE FOR PUBLIC HEARING:** Upon motion by C. Kruger by seconded by J. Brooks, it was voted to approve the draft with changes as discussed and submitted to Executive Director for the agency 5 year plan that will be advertised for public hearing to be held on January 7, 2015. (Unanimous)

**PUBLIC COMMENT (10 MINUTES):** A. Root commented on the time-off policy with regards to employees who expressed their opinions. It's better to inform entire staff and hear their comments. Additional comments were in regards to the DHCD lease.

**REVIEW OF UNIT VACANCIES:** There was discussion regarding all the vacancies and the staff plans to fill these vacancies.

**DIRECTORS REPORT:** The Executive Director provided report in the board packet

**CHAIR'S REPORT** Denise LeDuc's contract is up for renewal and has requested a desire to continue on as Executive Director. The Board is looking for process to renew, the contract expires January 3, 2015.

**OTHER BUSINESS- NOT ANTICIPATED WITHIN 48 HOUR NOTICE:** None

**ADJOURN:** Upon motion by P. Jessop, seconded by L. Quinn it was voted to adjourn this meeting until the next regular meeting of the Board on Monday, December 15, 2014 at 4:30 in the community room of Ann Whalen Apts., 33 Kellogg Ave., Amherst, MA. Meeting adjourned at 6:22 p.m.