

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

MONDAY DECEMBER 15, 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 December 15, 2014 in the fifth floor community room of Ann Whalen Apartments, 33 Kellogg Ave., Amherst, MA. Chair, Paul Bobrowski called the meeting to order at 4:30 p.m.

**PRESENT:** Commissioners: Paul Bobrowski, Judy Brooks, Peter Jessop, and Constance Kruger

**ABSENT:** Laura Quinn

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

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

**MINUTES APPROVAL:** Upon motion by J. Brooks, seconded by C. Kruger, it was voted to approve the minutes of the November 17, 2014 meeting with corrections. It was noted the P. Bobrowski was also a no vote on the Time-off Pay-out Policy vote. (Unanimous)

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

**TENANT CONCERNS:** A. Root – Identified problems with hot water. D. LeDuc stated that AHA maintenance staff working with AllState to rectify issues is a work in progress and will be resolved before final payment is provided.

**PUBLIC COMMENT:** None

**CONTRACT AWARD TO DIETZ & CO- JOHN NUTTING:** Upon motion P. Jessop by seconded by C. Kruger, it was voted to authorize Executive Director to sign the contract award in the amount of \$42,700 for Dietz & Co. for design work at John Nutting. (Unanimous)

**PROPRIETARY EQUIPMENT FOR JOHN C. NUTTING:** D. LeDuc advised the board that DHCD and DOER were requesting that the AHA use a Massachusetts manufacturer for solar panels at the John Nutting Property. A motion was made by P. Jessop and seconded by C. Kruger to for the following: The Amherst Housing Authority deems that it is in the best interest of the Housing Authority and the John Nutting project, due to rapidly advancing technology that fewer than three brands or manufacturers of the SunMate Solar Panels are available in the commercial marketplace that meet the specifications of the Massachusetts Department of Energy Resources (funding agent) and the Massachusetts Department of Housing and Community Development. (Unanimous)

**LEGAL RETAINER RENEWAL (LAFORE):** D. LeDuc explained that Atty. LaFore is predominately utilized for tenant/landlord issues. Upon motion by J. Brooks by seconded by P. Jessop it was voted to renew a

one-year retainer contract in the amount of \$5,000 with Attorney Patricia LaFore for legal services.  
(Unanimous)

**REVISED DHCD BUDGET 400-1:** Upon a motion of C. Kruger a roll call vote was taken for the following:  
The AHA proposes to revise the **400-1 PROGRAM FOR FYE 3/31/2015** with the Operating Budget for State-Aided Chapter 667,705 Housing, of the Amherst Housing Authority, Program Number 400-1 for fiscal year ending 3/31/15 showing Total Revenue of \$485,950.00 and Total Expenses of \$720,017.00 thereby requesting a subsidy of \$234,797.00 be submitted to the Department of Housing and Community Development for its review and approval.

Bobrowski- aye

Brooks- Aye

Jessop- Aye

Kruger- Aye

Quinn- Absent

**AHA FY'14 AUDIT:** : Upon motion by P. Jessop, seconded by J. Brooks, it was voted to approve the AHA FY'14 audit as presented. (Unanimous)

**PUBLIC COMMENT (10 MINUTES):** NONE

**REVIEW OF UNIT VACANCIES:** There was discussion regarding all the vacancies and the dates that staff expect that the vacancies to be filled. 4 Units at Ann Whalen are being held for renovation.

**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. P. Bobrowski stated he will provide D. Turgeon an evaluation form that she should send to staff for input and that staff should put in sealed envelopes and put in envelope in P. Bobrowski's box by January 12<sup>th</sup>. Upon a motion by P. Jessop and seconded by J. Brooks, it was voted to extend the Executive Director's Contract until the January 26<sup>th</sup> board meeting.

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

**ADJOURN:** Upon motion by P. Jessop, seconded by J. Brooks, it was voted to adjourn this meeting until the Public Hearing on Wednesday, January 7, 2015 at 4:30 pm in the Community Room at Ann Whalen Apartments, and the next regular meeting of the Board of Commissioners on Monday, January 26, 2015 at 4:30 in the community room of the Ann Whalen Apts., 33 Kellogg Ave., Amherst, MA. Meeting adjourned at 5:42 p.m.

**Materials Available:**

Minutes of November 17, 2014 meeting

Accounts Payable Warrant for November 2014

AHA FY'14 Annual Audit

Executive Director Report- December 2014

Unit Vacancy Report