

**AMHERST HOUSING AUTHORITY**  
**AGENDA SPECIAL MEETING**  
**TUESDAY SEPTEMBER 6, 2016 12:00 P.M.**  
**ANN WHALEN COMMUNITY ROOM, AMHERST, MA**

Members of the Amherst Housing Authority met in a special meeting on Tuesday September 6, 2016 in the fifth floor community room of Ann Whalen Apartments, 33 Kellogg Ave., Amherst, MA. Board Chair, Laura Quinn called the meeting to order at 12:21 p.m.

**PRESENT:** Commissioners: L. Quinn, P. Jessop, S. Jefferson and T. Boutilier

**ABSENT:** C. Kruger

**ALSO PRESENT:** D. Turgeon & C. Howard

**Agenda Adoption/Changes:** Upon motion by T. Boutilier, seconded by S. Jefferson, it was voted to adopt the agenda as with amendments. Unanimous

**Review Proposals and Select Engineering Firm to Develop Plans for Road & Sidewalk**

**Improvements at Watson Farms Apts:** Upon motion by P. Jessop, seconded by S. Jefferson, it was voted to authorize the Interim Executive Director to negotiate contract with Berkshire Design Group in an amount not to exceed \$18,000. Unanimous

**Review and Approve Change Order #2 for Ann Whalen Apartments Elevator Repair:** Upon motion by P. Jessop, seconded by S. Jefferson, it was voted to authorize the Interim Executive Director to sign change order #2 for the elevator repair. Unanimous

**Other Business not anticipated during 48 hours: Adjustments to engagement letter to Robert Half:**

Robert Half Executive Search will conduct the Executive Director search in accordance with the applicable guidelines set forth by the Commonwealth of Massachusetts Department of Housing & Community Development (DHCD), including costs that may be incurred to fulfill applicable DHCD guidelines and requirements;

Adjourn

Next regular monthly meeting- Upon motion by P. Jessop, seconded by S. Jefferson, it was voted to adjourn the meeting at 12:51 p.m. until the next monthly meeting on September 26, 2016. Unanimous