

AMHERST HOUSING AUTHORITY
AGENDA REGULAR MEETING/ MINUTES
MONDAY NOVEMBER 27, 2017
ANN WHALEN COMMUNITY ROOM, AMHERST, MA

Members of the Amherst Housing Authority met on Monday November 27, 2017 in the 5TH floor Community Room of Ann Whalen Apartments, 33 Kellogg Ave., Amherst, MA. Board Chair, C. Kruger called the meeting to order at 4:40 p.m.

PRESENT: Commissioners: C. Kruger, S. Jefferson, M. Burkart, new member D. Williams

ABSENT: T. Boutilier

ALSO, PRESENT: D. Turgeon, Executive Director; P. Parmakian, Director of Programs;

AGENDA ADOPTION/CHANGES: Adopt

Upon motion by M. Burkart, seconded by S. Jefferson, the agenda was presented.

It was voted to adopt the agenda as PRESENTED.

Unanimous

PUBLIC HEARING: (NOTICE ATTACHED) Capital Fund Five-Year Action Plan Change Move from a 5-Year Fixed to a 5-Year Rolling Plan, Adding Year 2021.

Board Chair, C. Kruger opened the public hearing at 4:42 p.m.

D. Turgeon presented details of the capital fund (see attached).

RESOLUTION # 2017-17: AMENDMENT TO FEDERAL CAPITAL FUND 5-YEAR ACTION PLAN

WHEREAS: the Authority wishes to amend the Federal Capital Fund 5-Year Fixed Action Plan to adopt a 5-Year Rolling Action Plan.

THEREFORE, BE IT RESOLVED: that the Board of Commissioners of the Amherst Housing Authority does hereby adopt the 5-Year Rolling Action Plan, thereby allocating the 2017 Capital Fund Grant in the amount of \$23,309 for capital improvement activities as outlined in the Action Plan, and further that it does hereby authorize the Executive Director to take all actions necessary and proper for execution of said amendment, and

FURTHER, that the Authority, and the Executive Director in its name, shall be authorized on and after the execution of said amendment to do and perform on behalf of the Authority all acts, and the things required of the Authority to perform fully all obligations of the amendment, and

FURTHER, that this Resolution shall take effect immediately.

Upon motion by C. Kruger, seconded by M. Burkart,

Unanimous

DISCUSSION OF EXECUTIVE DIRECTOR ANNUAL GOALS: (SEE ATTACHED)

C. Kruger presented as a 1st year Director a 6 month review was conducted. Various Board members and the ED worked on future goals. Based on these C. Kruger had drafted some goals. It was agreed the goals would be revised and continued at the next meeting.

APPROVAL MINUTES OF OCTOBER 30, 2017

Upon motion by M. Burkart, seconded by C. Kruger was made to approve the minutes as presented.

3 in favor; one abstain (D. Williams)

ACCOUNTS PAYABLE OCTOBER 2017

Upon motion by S. Jefferson, seconded by M. Burkart, it was voted to approve the accounts payable warrant for October 2017.

As presented. Unanimous

TENANT CONCERNS

None presented

PROGRAM PARTICIPANT CONCERNS:

None presented.

TENANT ORGANIZATIONS UPDATE:

D. Turgeon presented although attempts were made to schedule a meeting to plan a Holiday party- no one showed up for the meeting.

CHESTNUT COURT BOILER REPLACEMENT PROJECT - APPROVAL OF SUBSTANTIAL COMPLETION

Upon motion by M. Burkart, seconded by S. Jefferson, it was voted to approve the punch list.

Unanimous

JEAN ELDER RENOVATION PROJECT CHANGE ORDER #4 – RAISE HEIGHT OF RANGE HOOD:

This CO is due to extra work the Contractor performed to raise the Range hood in the kitchen of unit #5 to a height acceptable under current building code. This was a work item that was brought about by the Amherst Building Inspector at the time of the Final Inspection. Kurtz, Inc. (The General Contractor) performed the work immediately and has submitted this Change Order #4 as compensation for the additional work. This Change Order has been approved by the Project Architect and our DHCD Construction Advisor.

Upon motion by M. Burkart, seconded by S. Jefferson, it was voted to approve the punch list.

Unanimous

AWARD GENERAL CONTRACT FOR CONSTRUCTION – WATSON FARMS UNIT #10 ACCESSIBLE KITCHEN RENOVATION PROJECT

AHA is receiving bids from qualified General Contractors for the Renovation of the Accessible Kitchen at apartment unit #10, at the Watson Farms Apartments, until 11/22/17 at 2:00 p.m. AHA will thoroughly review all received bids and make a recommendation to the AHA Board to approve going into a Contract with the Contractor whom is deemed to be the low-bidder. This Contract is estimated to cost between \$30K-\$40K. This project is funded by 2016 CDBG.

Upon motion by S. Jefferson, seconded by M. Burkart, it was voted to approve the change order as presented. Unanimous

CHANGE TO HUD ADMINISTRATIVE PLAN - SEPARATE PROJECT BASED WAITING FOR EACH PROJECT

Upon motion by M. Burkart, seconded by S. Jefferson, it was voted to separate the PBV waitlists for Bridge and Tamarack. Unanimous

REVIEW OF UNIT VACANCIES- SEE ATTACHED:

D. Turgeon presented the Vacancy report

EXECUTIVE DIRECTOR'S REPORT- SEE ATTACHED

D. Turgeon presented her Executive Director report

CHAIR'S REPORT:

None presented

OTHER BUSINESS-

Not anticipated within 48-hour notice-

The board would like for a board member to look further into the position of the Town and the State regarding Presidential Apartments. M. Burkart agreed to follow up with this tasks.

NEXT MEETING DATE: DECEMBER 18, 2017 AT 4:30

* Materials Included-

Executive Director Report

Review of Vacancies- Unit Vacancy Report

Motions