

**AMHERST HOUSING AUTHORITY  
REGULAR MEETING AGENDA  
MONDAY April 23, 2018 – 4:00 PM  
JEAN ELDER COMMUNITY ROOM  
9 CHESTNUT STREET, AMHERST, MA**

1. Agenda Adoption/Changes (v)
2. Review and Approve the Budget FY 2019- Resolutions 2018-02 to 2018-07
  - a. Resolution 2018-02 - Capital Improvement Workplan 500-1 (v)
  - b. Resolution 2018-03 –State 400-1 Program Budget for FYE 3/31/2019 (v)
  - c. Resolution 2018-04 –State 400-9 Program Budget for FYE 3/31/2019 (v)
  - d. Resolution 2018-05 -State 689-1 Program Budget for FYE 3/31/2019 (v)
  - e. Resolution 2018-06 -State MRVP Program Budget FYE 3/31/2019 (v)
  - f. Resolution 2018- 07 – FY-19 Federal Public Housing Budget (v)
3. Additional votes and discussion regarding Refinancing of 99 Bridge St. & Tamarack Dr.
  - a. Ratify and Confirm Resolution #2018-01 regarding refinancing of 99 Bridge Street, 40-42 Tamarack Drive and 36-38 Tamarack Drive (v)
  - b. Authorize the Acting Executive Director of the agency to sign and deliver all required documentation (v)
  - c. That the actions, whether taken prior or subsequent are ratified and confirmed (v)
4. Approval of Minutes: March 26, 2018 & April 2, 2018 (v)
5. Accounts Payable Warrant: March 2018 (v)
6. Tenant Concerns
7. Program Participant Concerns
8. Approve change order at Watson Farms to add cabinet replacement for the Accessible Kitchens Modernization in the amount of \$3,018. (v)
9. Approve Annual Lead Certification (v)
10. Review of Unit Vacancies

11. Acting Executive Director's Report
12. Chair's Report
13. Other Business Not Anticipated within 48 Hour Notice
14. Adjourn to next regular monthly meeting

(v)

(v) Vote needed

G/L Code	DESCRIPTION	HAFIS BUDGET FY18	FY 19 Budget	FY19 Increase/ Decrease %
	<b>REVENUE</b>			
000000.3110.000	Shelter Rent - Tenant	468,380	468,176	0%
000000.3610.000	Interest on Investments Unrestricted	200	275	38%
000000.3690.000	Other Revenue Subsidy Related	5,000	5,530	11%
000000.3801.000	Subsidy HUD- DHCD	236,110	274,260	16%
	<b>TOTAL REVENUE</b>	<b>720,006</b>	<b>748,821</b>	<b>4%</b>
	<b>EXPENSES</b>			
000000.4110.000	Administrative Salaries	111,760	138,987	24%
000000.4130.000	Legal	3,000	3,000	0%
000000.4150.000	Travel	2,500	2,500	0%
000000.4170.000	Audit	3,600	5,195	44%
000000.4171.000	Accounting Services	4,600	5,820	27%
000000.4190.020	Dues & Memberships	900	1,284	43%
000000.4190.030	Telephone	6,600	8,652	31%
000000.4190.050	Postage/Printing	5,000	1,947	-61%
000000.4190.060	Advertising	700	733	5%
000000.4190.080	Office Supplies	2,800	2,912	4%
000000.4190.090	Meetings/Seminars	3,100	87	-97%
000000.4190.095	Information Technology	6,000	3,729	-38%
000000.4190.100	Administrative Contracts	500	831	66%
000000.4190.200	Lease Costs	800	831	4%
000000.4190.901	Consultant - John Hite		550	
000000.4220.000	Fees & Permits	3,000	825	-73%
000000.4230.000	Tenant Association	453	27	-94%
	<b>TOTAL ADMINISTRATION</b>	<b>155,313</b>	<b>177,910</b>	<b>15%</b>
000000.4310.000	Water & Sewer	52,303	43,677	-16%
000000.4320.000	Electricity	82,000	84,850	3%
000000.4330.000	Gas	35,000	39,722	13%
000000.4340.000	Fuel Oil	6,000	8,907	48%
000000.4350.000	Propane	401	1,529	281%
	<b>TOTAL UTILITIES</b>	<b>175,704</b>	<b>178,685</b>	<b>2%</b>
000000.4410.000	Maintenance Salaries	137,365	121,355	-12%
000000.4420.000	Maintenance Materials & Supplies	39,206	38,866	-1%
000000.4430.010	Snow/Lawn	450	-	-100%
000000.4430.020	Rubbish	10,000	14,284	43%
000000.4430.030	Alarm System	300	564	88%
000000.4430.040	Elevator	11,812	18,587	57%
000000.4430.050	Furnace		1,228	
000000.4430.100	Other Contracts	46,876	31,372	-33%
	<b>TOTAL MAINTENANCE</b>	<b>246,009</b>	<b>226,256</b>	<b>-8%</b>

G/L Code	DESCRIPTION	HAFIS BUDGET FY18	FY 19 Budget	FY19 Increase/ Decrease %
000000.4510.000	Insurance	19,200	18,662	-3%
000000.4510.100	Workers Compensation	7,800	7,349	-6%
000000.4520.000	PILOT	6,800	6,747	-1%
000000.4540.010	Retirement	54,112	63,134	17%
000000.4540.020	Unemployment	1,400	2,083	49%
000000.4540.030	Health Insurance	47,149	61,185	30%
000000.4540.040	Medicare	3,100	377	-88%
000000.4540.050	Dental	3,400	3,192	-6%
000000.4540.060	Vision	20	209	944%
	<b>TOTAL GENERAL EXPENSES</b>	<b>142,980</b>	<b>162,938</b>	<b>14%</b>
000000.4611.000	Equipment Purchases - Non Capitalized	11,000		-100%
	<b>TOTAL OTHER EXPENSES</b>	<b>11,000</b>	<b>-</b>	<b>-100%</b>
	<b>TOTAL EXPENSES</b>	<b>731,006</b>	<b>745,790</b>	<b>2%</b>
	<b>NET INCOME (DEFICIT)</b>	<b>(11,000)</b>	<b>3,031</b>	<b>128%</b>
000000.7520.000	Replacement Equipment - Capitalized	-		
	<b>TOTAL NONOPERATING EXPENDITURES</b>	<b>-</b>	<b>-</b>	
	<b>EXCESS REVENUE OVER EXPENSES</b>	<b>(11,000)</b>	<b>3,031</b>	<b>128%</b>

## JOHN NUTTING 4009

G/L Code	DESCRIPTION	HAFIS BUDGET FY18	FY 19 Budget	FY19 Increase/ Decrease %
	<b>REVENUE</b>			
000000.3110.000	Shelter Rent - Tenant	146,733	148,825	1%
000000.3610.000	Interest on Investments Unrestricted	1,900	1,945	2%
	<b>TOTAL REVENUE</b>	<b>148,633</b>	<b>150,770</b>	<b>1%</b>
	<b>EXPENSES</b>			
000000.4110.000	Administrative Salaries	52,554	29,845	-43%
000000.4120.000	Compensated Absences			
000000.4130.000	Legal	400	450	13%
000000.4150.000	Travel	100	100	0%
000000.4170.000	Audit	1,750	277	-84%
000000.4171.000	Accounting Services	4,375	1,249	-71%
000000.4190.010	Publications & Subscriptions			
000000.4190.020	Dues & Memberships	175	100	-43%
000000.4190.030	Telephone	900	350	-61%
000000.4190.040	Rent/Utilities			
000000.4190.050	Postage/Printing	375	375	0%
000000.4190.060	Advertising	200	200	0%
000000.4190.070	Section 8 Inspections			
000000.4190.080	Office Supplies	660	660	0%
000000.4190.090	Meetings/Seminars	550	500	-9%
000000.4190.095	Information Technology	700	450	-36%
000000.4190.100	Administrative Contracts	1,650	700	-58%
000000.4190.200	Lease Costs	225	225	0%
	<b>TOTAL ADMINISTRATION</b>	<b>64,614</b>	<b>35,482</b>	<b>-45%</b>
000000.4310.000	Water & Sewer	1,583	1,198	-24%
000000.4320.000	Electricity	9,202	16,546	80%
000000.4330.000	Gas	295	-	-100%
	<b>TOTAL UTILITIES</b>	<b>11,080</b>	<b>17,745</b>	<b>60%</b>
000000.4410.000	Maintenance Salaries	43,799	21,105	-52%
000000.4420.000	Maintenance Materials & Supplies	6,950	2,700	-61%
000000.4430.020	Rubbish	280	200	-29%
000000.4430.100	Other Contracts	4,147	2,200	-47%
	<b>TOTAL MAINTENANCE</b>	<b>55,176</b>	<b>26,205</b>	<b>-53%</b>

## JOHN NUTTING 4009

G/L Code	DESCRIPTION	HAFIS BUDGET FY18	FY 19 Budget	FY19 Increase/ Decrease %
000000.4510.000	Insurance	6,682	3,955	-41%
000000.4510.100	Workers Compensation	2,340	1,438	-39%
000000.4520.000	PILOT	2,010	-	-100%
000000.4540.010	Retirement	28,294	12,356	-56%
000000.4540.020	Unemployment	450	408	-9%
000000.4540.030	Health Insurance	16,276	11,974	-26%
000000.4540.040	Medicare	940	74	-92%
000000.4540.050	Dental	550	625	14%
000000.4540.060	Vision	100	41	-59%
	<b>TOTAL GENERAL EXPENSES</b>	<b>57,641</b>	<b>30,870</b>	<b>-46%</b>
000000.4611.000	Equipment Purchases - Non Capitalized	2,399	-	-100%
	<b>TOTAL OTHER EXPENSES</b>	<b>2,399</b>	<b>-</b>	<b>-100%</b>
	<b>TOTAL EXPENSES</b>	<b>190,910</b>	<b>110,302</b>	<b>-42%</b>
	<b>NET INCOME (DEFICIT)</b>	<b>(42,277)</b>	<b>40,468</b>	<b>196%</b>
000000.7520.000	Replacement Equipment - Capitalized	-	-	
	<b>TOTAL NONOPERATING EXPENDITURES</b>	<b>-</b>	<b>-</b>	
	<b>EXCESS REVENUE OVER EXPENSES</b>	<b>(42,277)</b>	<b>40,468</b>	<b>196%</b>

G/L Code	DESCRIPTION	HAFIS BUDGET FY18	FY 19 Budget	FY19 Increase/ Decrease %
	<b>REVENUE</b>			
000000.3110.000	Shelter Rent - Tenant	39,281	39,399	0%
000000.3610.000	Interest on Investments Unrestricted	75	75	0%
	<b>TOTAL REVENUE</b>	<b>39,356</b>	<b>39,474</b>	<b>0%</b>
	<b>EXPENSES</b>			
000000.4110.000	Administrative Salaries	8,105	9,238	14%
000000.4130.000	Legal	130	170	31%
000000.4150.000	Travel	300	100	-67%
000000.4170.000	Audit	200	92	-54%
000000.4171.000	Accounting Services	1,817	225	-88%
000000.4190.020	Dues & Memberships	90	155	72%
000000.4190.030	Telephone	342	135	-61%
000000.4190.050	Postage/Printing	28	38	39%
000000.4190.060	Advertising	39	44	14%
000000.4190.080	Office Supplies	280	152	-46%
000000.4190.090	Meetings/Seminars	100	100	0%
000000.4190.095	Information Technology	350	222	-36%
000000.4190.100	Administrative Contracts	400	596	49%
000000.4190.200	Lease Costs		26	
	<b>TOTAL ADMINISTRATION</b>	<b>12,180</b>	<b>11,293</b>	<b>-7%</b>
000000.4410.000	Maintenance Salaries	8,735	6,302	-28%
000000.4420.000	Maintenance Materials & Supplies	1,535	1,463	-5%
000000.4430.020	Rubbish		50	
000000.4430.100	Other Contracts	4,798	2,161	-55%
	<b>TOTAL MAINTENANCE</b>	<b>15,068</b>	<b>9,975</b>	<b>-34%</b>
000000.4510.000	Insurance	312	989	217%
000000.4510.100	Workers Compensation	509	439	-14%
000000.4540.010	Retirement	3,699	3,768	2%
000000.4540.020	Unemployment	92	124	35%
000000.4540.030	Health Insurance	3,245	3,652	13%
000000.4540.040	Medicare	202	23	-89%
000000.4540.050	Dental	123	191	55%
000000.4540.060	Vision	18	12	-31%
	<b>TOTAL GENERAL EXPENSES</b>	<b>8,200</b>	<b>9,198</b>	<b>12%</b>
000000.4611.000	Equipment Purchases - Non Capitalized	782	709	-9%
	<b>TOTAL OTHER EXPENSES</b>	<b>782</b>	<b>709</b>	<b>-9%</b>
	<b>TOTAL EXPENSES</b>	<b>36,230</b>	<b>31,175</b>	<b>-14%</b>
	<b>NET INCOME (DEFICIT)</b>	<b>3,126</b>	<b>8,299</b>	<b>165%</b>
000000.7520.000	Replacement Equipment - Capitalized	-		
	<b>TOTAL NONOPERATING EXPENDITURES</b>	<b>-</b>	<b>-</b>	
	<b>EXCESS REVENUE OVER EXPENSES</b>	<b>3,126</b>	<b>8,299</b>	<b>165%</b>

G/L Code	DESCRIPTION	HAFIS BUDGET FY18	FY 19 Budget	FY19 Increase/ Decrease %
	<b>REVENUE</b>			
000000.3400.000	MRVP Admin Income	20,160	20,160	0%
000000.3610.000	Interest on Investments Unrestricted		80	
	<b>TOTAL REVENUE</b>	<b>23,160</b>	<b>20,240</b>	<b>-13%</b>
	<b>EXPENSES</b>			
000000.4110.000	Administrative Salaries	9,914	10,082	2%
000000.4150.000	Travel	20	25	25%
000000.4170.000	Audit	50	497	894%
000000.4171.000	Accounting Services	198	2,100	961%
000000.4190.020	Dues & Memberships	110	110	0%
000000.4190.030	Telephone	120	500	317%
000000.4190.050	Postage/Printing	490	324	-34%
000000.4190.060	Advertising	75	75	0%
000000.4190.080	Office Supplies	580	580	0%
000000.4190.090	Meetings/Seminars	200	-	-100%
000000.4190.095	Information Technology	750	1,007	34%
000000.4190.100	Administrative Contracts	200	200	0%
000000.4190.200	Lease Costs	285	300	5%
	<b>TOTAL ADMINISTRATION</b>	<b>12,992</b>	<b>15,799</b>	<b>22%</b>
000000.4510.000	Insurance	440	-	-100%
000000.4510.100	Workers Compensation	290	285	-2%
000000.4520.000	PILOT			
000000.4540.010	Retirement	2,056	2,445	19%
000000.4540.020	Unemployment	57	81	41%
000000.4540.030	Health Insurance	1,775	2,369	33%
000000.4540.040	Medicare	124	15	-88%
000000.4540.050	Dental	55	124	125%
000000.4540.060	Vision	10	8	-19%
	<b>TOTAL GENERAL EXPENSES</b>	<b>4,807</b>	<b>5,326</b>	<b>11%</b>
	<b>TOTAL EXPENSES</b>	<b>17,799</b>	<b>21,125</b>	<b>19%</b>
	<b>NET INCOME (DEFICIT)</b>	<b>5,361</b>	<b>(885)</b>	<b>-117%</b>
000000.7520.000	Replacement Equipment - Capitalized			
	<b>TOTAL NONOPERATING EXPENDITURES</b>	<b>-</b>	<b>-</b>	
	<b>EXCESS REVENUE OVER EXPENSES</b>	<b>5,361</b>	<b>(885)</b>	<b>-117%</b>



## Certificate

The undersigned hereby certifies that she is the Acting Secretary of the Amherst Housing Authority (the "Agency"), and hereby further certifies as follows:

- (a) Attached hereto as Exhibit A is a true and accurate copy of the Certificate of Organization of the Agency;
- (b) Attached hereto as Exhibit B is a true and accurate copy of the Bylaws of the Agency;
- (c) Attached hereto as Exhibit C is a true and correct copy of the resolutions adopted by the Board of Commissioners on March 26, 2018, and April \_\_\_\_, 2018, that such resolutions are in full force and effect on the date hereof.

IN WITNESS WHEREOF, the undersigned has executed this Certificate as of \_\_\_\_\_, 2018.

Amherst Housing Authority

By: \_\_\_\_\_  
Its Acting Secretary

AMHERST HOUSING AUTHORITY  
AGENDA REGULAR MEETING/ MINUTES  
MONDAY MARCH 26, 2018  
JEAN ELDER COMMUNITY ROOM, AMHERST, MA

Members of the Amherst Housing Authority met on MONDAY March 26, 2018 Community Room of JEAN ELDER Apartments, 9 CHESTNUT STREET, Amherst, MA. Board Chair, M. Burkart called the meeting to order at **4:07** p.m.

**PRESENT:** Commissioners: M. Burkart, D. Williams, T. Boutilier

**ABSENT:** None

**ALSO, PRESENT:** P. Parmakian, Director of Programs; K Momaney, Staff Accountant; C. Howard, Modernization Coordinator

**1. AGENDA ADOPTION/CHANGES:** Adopt

Upon motion by D. Williams, seconded by T. Boutilier, the agenda was presented. Changes were presented.

M. Burkart requested to wait until next month for item 12 due to time.

It was voted to adopt the agenda as amended.

Unanimous

**2. APPROVAL OF MINUTES: FEBRUARY 26, 2018, 2018**

Upon motion by T. Boutilier, seconded by D. Williams, it was voted to approve the minutes as presented.

As presented. Unanimous

**APPROVAL OF MINUTES: MARCH 6, 2018, 2018**

Upon motion by D. Williams, seconded by T. Boutilier, it was voted to approve the minutes as presented.

M. Burkart pointed out to misspellings of his name.

As amended. Unanimous

**3. ACCOUNTS PAYABLE WARRANT: FEBRUARY 2018**

Upon motion by T. Boutilier, seconded by M. Burkart, it was voted to approve the Accounts Payable Warrant as presented.

There was discussion and questions regarding the warrant.

As presented. Unanimous

**4. TENANT CONCERNS**

None presented

**5. PROGRAM PARTICIPANT CONCERNS**

None presented

**6. APPROVE RESOLUTION 2018-01 - REFINANCING OF 99 BRIDGE ST. & TAMARACK DR. AUTHORIZE THE EXECUTIVE DIRECTOR AND BOARD CHAIR TO SIGN ALL REFINANCE CLOSING DOCUMENTS APPROVAL OF CHESTNUT COURT BOILER FINAL COMPLETION**

- i. Upon motion by D. Williams, seconded by M. Burkart, That the Agency enter into a financing with Greenfield Savings Bank (the "Bank") for up to \$475,000.00 to refinance existing debt encumbering the properties at 99 Bridge Street, 40-42 Tamarack Drive and 36-38 Tamarack Drive as further described in a Commitment Letter dated March 13, 2018;  
As presented. Unanimous
- ii. Upon motion by D. Williams, seconded by M. Burkart, That the Executive Director of the Agency, is hereby authorized, on behalf of the Agency and in its name: To sign and deliver any and all documents required by the Bank, or any title insurance company to effectuate the abovementioned financings and to execute and deliver all such instruments, including but not limited to a promissory note, mortgage, loan agreement, financing statement, hazardous waste certification, subordination or intercreditor agreement, as required by the Bank, and all other affidavits, certifications, instruments and documents required or appropriate in connection with the foregoing;  
As presented. Unanimous
- iii. Upon motion by D. Williams, seconded by M. Burkart, That the actions of any officer, commissioner or employee of the Agency in furtherance of the transactions set forth above, whether taken prior or subsequent hereto, are hereby ratified and confirmed.  
As presented. Unanimous

**7. APPROVE CONTRACT WITH DIMAURO CARPET & FLOORING FOR ANN WHALEN  
2ND & 3RD FLOOR COMMON HALLWAY CARPET REPLACEMENT –  
LOW BID INCLUDING ALTERNATE - \$27,976**

Upon motion by M. Burkart, seconded by T. Boutilier, it was voted to approve the To approve contract with Dimauro Carpet & Flooring for Ann Whalen 2nd & 3rd floor common hallway with a bid of \$27,976 including alternate.

As presented. Unanimous

**8. APPROVE CERTIFICATE OF SUBSTANTIAL COMPLETION – 99 BRIDGE ST. FIRE REPAIR**

Upon motion by T. Boutilier, seconded by D. Williams, it was voted to approve the certification of substantial completion for the repairs at 99 Bridge Street due to fire.

As presented. Unanimous

**9. APPROVE OF 2018 CAPITAL IMPROVEMENT PLAN (SEE ATTACHED)**

Upon motion by T. Boutilier, seconded by D. Williams, it was voted to approve the plan as presented.

As presented. Unanimous

**10. REVIEW/APPROVE DRAFT OF PURCHASE ORDER & PROCEDURES POLICY (SEE ATTACHED)**

The policy was presented as a very preliminary draft only.

**11. REVIEW FINANCE REPORT –**

Profit & Loss and Fixed Asset Purchases were presented by the K. Momaney the Staff Accountant

**12. FINALIZE PROCESS FOR EXECUTIVE DIRECTOR EVALUATION**

Item removed until a later time

**13. REVIEW OF UNIT VACANCIES- SEE ATTACHED**

**14. EXECUTIVE DIRECTOR'S REPORT- SEE ATTACHED**

P. Parmakian presented an Executive Director report

**15. CHAIR'S REPORT- SEE ATTACHED**

**16. OTHER BUSINESS NOT ANTICIPATED WITHIN 48 HOUR NOTICE**

None presented

Unanimous

**17. NEXT MEETING DATE: APRIL 23, 2018 AT 4PM**

Upon motion by T. Boutilier, seconded by M. Burkart, it was voted to adjourn at 6:53.

As presented. Unanimous

\* Materials Included-

Executive Director Report

Chair Report

Review of Vacancies- Unit Vacancy Report

Motions

AMHERST HOUSING AUTHORITY  
AGENDA REGULAR MEETING/ MINUTES  
April 2, 2018 – 6:45 PM  
Town Room, Town Hall, 4 Boltwood Ave AMHERST, MA

Members of the Amherst Housing Authority met on MONDAY April 2, 2018 Town Room at Town Hall, 4 Boltwood Ave, Amherst, MA. Board Chair, M. Burkart called the meeting to order at 7:28 p.m.

**PRESENT:** Commissioners: M. Burkart, D. Williams, T. Boutilier

**ABSENT:** None

**ALSO, PRESENT:** Members of the Amherst Ma Board of Selectmen and others

**AGENDA ADOPTION/CHANGES:** Adopt

Upon motion by T. Boutilier, seconded by D. Williams, the agenda was presented.

It was voted to adopt the agenda as presented.

Unanimous

**JOINT ELECTION WITH THE BOARD OF SELECTMEN TO FILL AMHERST HOUSING AUTHORITY VACANCY MGL C41 §11**

The Board of Selectmen (BOS) and the Amherst Housing Authority were presented two applicants interested in filling the recently vacated seat as a Commissioner of The Amherst Housing Authority.

The Process was reviewed:

At election meeting, each candidate makes a 2-minute opening statement.

- Each Select Board member and member of the other Board has opportunity to ask the panel of candidates one question (same question to all candidates) alternating between members of both Boards to the degree possible; no one is required to ask a question.
- The order for answering questions rotates among the candidates, so the same person is not always “first” or “last.”
- Candidates have two minutes to answer each question.
- Candidates have one minute each for closing statements.
- Voting will be by roll call vote. The Select Board Chair alternates between members of both Boards, asking each their first choice.
- The winning candidate requires a majority of votes of the remaining filled seats on both Boards; absences do not affect this requirement.

Two applicants were introduced- Nancy Schroeder and Shoshona King

Opening Statements:

S. King opened with her introduction followed by N. Schroeder:

Rotating from each of the Boards- each member asked a question that was responded by each applicant.

J. Wald- What is the greatest need you see and how would you address it?

N. Schroeder- new programs, possible land use and search other ideas

S. King- biggest concern is under-housed households

D. Williams- Please share your perception of the roles of a commissioner.  
S. King – Managing the funds – making sure paperwork is correct.  
N. Schroeder- Setting policies for the organization and the supervising the policy of the staff

A Brewer – Based off what you know about the board, what do they do well?  
S. King – Has good consciences members  
N. Schroeder – Board does an excellent job making it feel like a community.

T. Lee – As a commissioner, what role do you see relating to the public?  
S. King – Would be open and honest  
N. Schroeder – Commissioners do have a role providing more public access, Nancy is familiar with a lot of the tenants and has helped many of them so she is easily accessible.

D. Slaughter – Passed on questioning

C. Kruger – How would you handle a call from a tenant or participant?  
N. Schroeder – Tell tenant to call the Executive Director  
S. King – Bring it to the committee, wait for a meeting.

M. Burkart – Priorities going to loan financial times  
S. King – Try to have participants stay houses  
N. Schroeder – In the past when funding was in jeopardy, would make a group decision.

A. Steinburg – If you received a similar call from a community member that there is mismanagement in funds, what would you do?  
N. Schroeder – Would go to chair first, and then there would be an opportunity to have to act.  
S. King – Would not discuss with community member, would bring it up at next meeting.

#### Closing Statements:

N. Schroeder – Has been a member of other committees and would count on board members to help out, and is very familiar with the Amherst Housing Authority.

S. King – Is eager to learn

#### The Vote:

##### **AHA**

M. Burkart	Nancy Schroeder
T. Boutilier	Nancy Schroeder
D. Williams	Nancy Schroeder

##### **BOS**

D. Slaughter	Abstain
A. Steinberg	Nancy Schroeder
A. Brewer	Nancy Schroeder
C. Kruger	Nancy Schroeder
J. Wald	Nancy Schroeder

Motion: “Move by majority (five) roll call vote to select Nancy Schroeder, a registered voter of the Town of Amherst to perform the duties of a member of the Amherst Housing Authority until December 3, 2018 (or February 4, 2018 under Section 10.9) per Amherst Home Rule Charter dated September 25, 2017, approved by ballot March 27, 2018.”

**AJOURMENT**

Upon motion by T. Boutilier, seconded by M. Burkart, it was voted to adjourn at 6:53.

As presented. Unanimous

\* Materials Included-

Copy of Notice of Vacancy and Process Posting

Letters of Interest- Nancy Schroeder and Shoshona King

**Certification of Compliance with Notification Procedures for  
Federal and State Lead Paint Laws**

\_\_\_\_\_ Meeting  
(regular/special)

\_\_\_\_\_ Housing Authority

Date: \_\_\_\_\_ Time: \_\_\_\_\_ Fiscal Year: FY18

Members Present:

Members Absent:

Others Present:

We, the undersigned members of the \_\_\_\_\_ Housing  
Authority, do hereby certify that the \_\_\_\_\_ Housing  
Authority is in compliance with the following:

1. Environmental Protection Agency (EPA) regulations at 40 CFR 745 Subpart F  
“*Disclosure of Known Lead-Based Paint and/or Lead-Based Paint Hazards Upon  
Sale or Lease of Residential Property,*”
2. Massachusetts Department of Public Health *Lead Poisoning Prevention and  
Control* regulations at 105 CMR 460.725,
3. EPA regulations at 40 CFR 745 Subpart E “*Residential Property Renovation,*”  
and
4. Massachusetts Division of Occupational Safety *Deleading and Lead-Safe  
Renovation Regulations* at 454 CMR 22.00.

and that the \_\_\_\_\_ Housing Authority is maintaining proper  
record-keeping related to such requirements.

\_\_\_\_\_  
Secretary, Ex Officio

\_\_\_\_\_  
Chairperson

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signed this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_



## UNIT VACANCY REPORT

April 2018

Address	Last Move Out	Leased Date	Bdrms	Program	Project
33 Kellogg Avenue, #24, Amherst, MA 01002	9/20/2014	Being held for Renovation	1		Ann Whalen
33 Kellogg Avenue, #29, Amherst, MA 01002	10/31/2014	Being held for Renovation	1		Ann Whalen
33 Kellogg Avenue, #53, Amherst, MA 01002	1/31/2015	Being held for Renovation	1		Ann Whalen
33 Kellogg Avenue, #61, Amherst, MA 01002	1/31/2015	Being held for Renovation	1		Ann Whalen
33 Kellogg Avenue, #34, Amherst, MA 01002	1/31/2015	Being held for Renovation	1		Ann Whalen
33 Kellogg Avenue, #50, Amherst, MA 01002	6/30/2015	Being held for Renovation	1		Ann Whalen
33 Kellogg Avenue, #45, Amherst, MA 01002	7/25/2015	Being held for Renovation	1		Ann Whalen
33 Kellogg Avenue, #58, Amherst, MA 01002	10/14/2015	Being held for Renovation	1		Ann Whalen
33 Kellogg Avenue, #8, Amherst, MA 01002	4/19/2016	Being held for Renovation	1		Ann Whalen
33 Kellogg Avenue, #77, Amherst, MA 01002	3/1/2016	Being held for Renovation	1		Ann Whalen
33 Kellogg Avenue, #44, Amherst, MA 01002	10/10/2016	Being held for Renovation	1		Ann Whalen
33 Kellogg Avenue, #16, Amherst, MA 01002	8/31/2017	Temporary relocation unit, is now being turned over	1		Ann Whalen
33 Kellogg Avenue, #31, Amherst, MA 01002	1/24/2018	Being held for Renovation, is now being turned over	1		Ann Whalen
33 Kellogg Avenue, #59, Amherst, MA 01002	4/6/2018		1		Ann Whalen
33 Kellogg Avenue, #43 Amherst, MA 01002	11/30/2017	Being held as a relocation unit	1		Ann Whalen
33 Kellogg Avenue, #47 Amherst, MA 01002	4/13/2018		1		Ann Whalen
14 Chestnut Court	1/4/2018	Applicant refused apartment, processing next applicant	1		Chestnut Court
14 Market Hill Road	1/2/2018	Processing applicants	3		705

NOTE: 2 Tenants moved in at the beginning of April.
