

AMHERST HOUSING AUTHORITY  
AGENDA REGULAR MEETING/ MINUTES  
MONDAY APRIL 23, 2018  
JEAN ELDER COMMUNITY ROOM, AMHERST, MA

Members of the Amherst Housing Authority met on MONDAY APRIL 23, 2018 Community Room of JEAN ELDER Apartments, 9 CHESTNUT STREET, Amherst, MA. Board Chair, M. Burkart called the meeting to order at 4p.m.

**PRESENT:** Commissioners: M. Burkart, D. Williams, N. Schroeder

**ABSENT:** T. Boutilier

**ALSO, PRESENT:** P. Parmakian, Director of Programs; K Momaney, Staff Accountant; S. Honeycutt, Fee Accountant

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

Upon motion by N. Schroeder, seconded by D. Williams, the agenda was presented. Changes were presented.

It was voted to adopt the agenda as amended.

Unanimous

**2. REVIEW AND APPROVE THE BUDGET FY 2019- RESOLUTIONS 2018-02 TO 2018-07**

S. Honeycutt explained the budget process- explaining the annual and subsidy. She then went through the various Budgets and explained the Budget process. She explained that this year there was also a desk audit to reallocate DHCD releases the Budget guidelines each year that describes expenses be each Budget line item with maximum increases. The Board engaged in questions and explanations for the Budget(s).

**Resolution 2018-02 ED salary- add language (see notes)**

**RESOLUTION # 2018-02  
EXECUTIVE DIRECTORSALARY  
FOR FISCAL YEAR 2019**

N. Schroeder moved- That the current Executive Director salary remain at \$89,214 for the upcoming FY19 Operating Budget. D. Williams seconded the motion which, upon roll-call, was passed by a vote of 3 to 0.

Michael Burkart  
David Williams  
Nancy Schroeder

**RESOLUTION # 2018-03  
ANNUAL OPERATING BUDGET FOR STATE-AIDED PROGRAM  
400-1 FOR FISCAL YEAR 2019**

N. Schroeder moved- That the proposed Operating Budget for State-Aided Housing of the Amherst Housing Authority Chapter 200, 667, 705 Program Number 400-C, for Fiscal Year ending March 31, 2019, showing total revenue of \$760,504 dollars and Total Operating Expenditures of \$765,081 dollars, thereby requesting a subsidy of \$274,260 dollars be submitted to the Department of Housing and Community Development for its review and approval. M. Burkart seconded the motion which, upon roll-call, was passed by a vote of 3 to 0.

Michael Burkart  
David Williams  
Nancy Schroeder

**RESOLUTION # 2018-04  
ANNUAL OPERATING BUDGET FOR STATE-AIDED PROGRAM  
400-9 FOR FISCAL YEAR 2019**

D. Williams moved- That the proposed Operating Budget for State-Aided Housing of the Amherst Housing Authority, Program Number 400-9, for Fiscal Year ending March 31, 2019, showing total revenue of \$150,770 dollars and Total Operating Expenditures of \$109,258 dollars, thereby requesting a subsidy of \$0.00 dollars be submitted to the Department of Housing and Community Development for its review and approval.

M. Burkart seconded the motion which, upon roll-call, was passed by a vote of 3 to 0.

Michael Burkart  
David Williams  
Nancy Schroeder

**RESOLUTION # 2018-05  
ANNUAL OPERATING BUDGET FOR STATE-AIDED PROGRAM  
689-1 FOR FISCAL YEAR 2019**

M. Burkart moved-That the proposed Operating Budget for State-Aided Housing of the Amherst Housing Authority Chapter 689, for Fiscal Year ending March 31, 2019, showing total revenue of \$39,474 dollars and Total Operating Expenditures of \$31,116 dollars, thereby requesting a subsidy of \$0.00 dollars be submitted to the Department of Housing and Community Development for its review and approval.

N. Schroeder seconded the motion which, upon roll-call, was passed by a vote of 3 to 0.

Michael Burkart  
David Williams  
Nancy Schroeder

**RESOLUTION # 2018-06  
ANNUAL OPERATING BUDGET FOR STATE-AIDED PROGRAM  
MRVP FOR FISCAL YEAR 2019**

N. Schroeder moved- That the proposed Operating Budget for State-Aided Housing of the Amherst Housing Authority MRVP Program, for Fiscal Year ending March 31, 2019, showing total revenue of \$ 198,800 dollars and Total Operating Expenditures of \$ 199,685 dollars, thereby requesting a subsidy of \$ 0 dollars be submitted to the Department of Housing and Community Development for its review and approval.

D. Williams seconded the motion which, upon roll-call, was passed by a vote of 3 to 0.

Michael Burkart  
David Williams  
Nancy Schroeder

**RESOLUTION #2018-07  
FY-18 FEDERAL OPERATING BUDGET**

D. Williams moved- To adopt by reference, as Resolution 2018-07, Form HUD 52574, "PHA Board Resolution Approving Operating Budget," and to approve the FY19 Federal Operating Budget as contained on Form HUD 52564, and further to authorize the Chairperson and Acting Executive Director

to sign said Forms and the Secretary to spread a copy of said signed Resolution on the Minutes of this meeting.

N. Schroeder seconded the motion which, upon roll-call, was passed by a vote of 3 to 0.

Michael Burkart  
David Williams  
Nancy Schroeder

**3. ADDITIONAL VOTES AND DISCUSSION REGARDING REFINANCING OF 99 BRIDGE ST. & TAMARACK DR NEEDED BECAUSE LAST MONTH**

April 23, 2018  
Resolution # 2018-02

M. Burkart moved-The Board of Commissioners of the Amherst Housing Authority (the "Agency"), pursuant to the provisions of the General Laws of the Commonwealth of Massachusetts, as amended, and the Agency's bylaws hereby consent to the following votes:

VOTED: That the resolution adopted on March 26, 2018 (Resolution #2018-01) regarding 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 is hereby ratified and confirmed;

VOTED: That the ACTING 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;

VOTED: 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.

N. Schroeder seconded the motion which, upon roll-call, was passed by a vote of 3 to 0.

Michael Burkart  
David Williams  
Nancy Schroeder

**4. APPROVAL OF MINUTES: MARCH 26, 2018**

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

As presented. Unanimous

**APPROVAL OF MINUTES: APRIL 2, 2018**

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

As amended. Unanimous

**5. ACCOUNTS PAYABLE WARRANT: MARCH 2018**

Upon motion by D. Williams, seconded by N. Schroeder, it was voted to approve the Accounts Payable Warrant as presented.

There was discussion and questions regarding the warrant.

As presented. Unanimous

**6. TENANT CONCERNS**

None presented

**7. PROGRAM PARTICIPANT CONCERNS**

None presented

**8. APPROVE CHANGE ORDER AT WATSON FARMS ITEM REMOVED UNTIL A LATER TIME**

**9. APPROVE ANNUAL LEAD CERTIFICATION**

P. Parmakian presented the Annual Lead Certification that requires the Housing Authority distribute awareness flyers for all new move-ins and furthermore sign a certification that they received the flyer.

Upon motion by D. Williams, seconded by M. Burkart, it was voted to authorize the appropriate signatures providing compliance for the Annual Lead Certification in reference to following the procedures and policies for State and Federal Lead paint laws.

Unanimous

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

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

P. Parmakian presented an Executive Director report

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

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

None presented

Unanimous

**14. NEXT MEETING DATE: MAY 21, 2018 AT 4PM**

Upon motion by M. Burkart, seconded by N. Schroeder, it was voted to adjourn at 5:31.

As presented. Unanimous

\* Materials Included-  
Budgets for FY 2019  
Executive Director Report  
Chair Report

Review of Vacancies- Unit Vacancy Report  
Motions