

AMHERST HOUSING AUTHORITY
AGENDA REGULAR MEETING/ MINUTES
MONDAY June 25, 2018
ANN WHALEN COMMUNITY ROOM, AMHERST, MA

Members of the Amherst Housing Authority met on MONDAY May 21, 2018 Community Room of Ann Whalen Apartments, 33 Kellogg Ave, Amherst, MA. Board Chair, M. Burkart called the meeting to order at 4:01 p.m.

PRESENT: Commissioners: M. Burkart, D. Williams, N. Schroeder, T. Boutilier
(arrived 4:04)

ABSENT: N/A

ALSO, PRESENT: P. Parmakian, Acting Executive Director; K. Momaney, Staff Accountant: A. Root

1. AGENDA ADOPTION/CHANGES: Adopt

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

2. ACCOUNTS PAYABLE WARRANT: MAY 2018

Upon motion by D. Williams, 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

3. FIXED ASSET PURCHASES AND APRIL 2018 P&L:

K. Momaney presented the Fixed Asset and equipment purchases that were made through April 2018. The Profit and Loss report through April 2018 for the FY18 was also presented and discussed.

4. APPROVAL OF MINUTES: MAY 21, 2018,

Upon motion by T. Boutilier, seconded by D. Williams, it was voted to approve the minutes as presented. Further discussion was had to re-order the agenda in the future to have the Minutes approved after the Agenda.
As presented. Unanimous

5. TENANT CONCERNS

A. Root presented that he would like to see the future Executive Director's job description include a monthly meeting with Tenants.

6. PROGRAM PARTICIPANT CONCERNS

None presented

7. APPROVE CHANGE ORDER AT WATSON FARMS UNIT #1 WATSON FARMS UNIT #1 ACCESSIBLE BATHROOM RENOVATION. THIS ADDS ADDITIONAL ITEMS REQUIRED BY THE AMHERST BUILDING INSPECTOR.

P. Parmakian presented the Change Order This CO is having to do with additional construction work-items which have been requested by AHA and/or required by the Amherst Building Inspector at the time of rough inspection. The work items are as follows:

- Have Plumber install a water shut off valve in the wall behind the new shower to allow for more convenient maintenance work if needed, (requested by AHA).

- Install access panel to access new water shut-offs, (requested by AHA).
- Have electrician move two separate light switches to new locations, (required by Amherst Building Inspector).
- This is a CDBG funded project, and the CO has been approved by the funding source already. (i.e. funds are available to approve this CO).

Upon motion by N. Schroeder, seconded by D. Williams, it was voted to approve the change order for the additional items at Unit #1 Watson Farms.

As presented. Unanimous

8. APPROVE THE PURCHASE ORDER POLICY AND THE FIXED ASSETS AND INVENTORY PROCEDURES AS PRESENTED.

P. Parmakian presented AHA has procedures that were sent out last year that describe the process and policies for Ordering and Purchasing Fixed Assets. Last June, DHCD released guidance for policies to provide safeguards and assurances with spending for fixed assets. Discussion by the Board was had regarding the policy along with procedures to conduct Inventories for Fixed Assets at properties.

Upon motion by N. Schroeder, seconded by T. Boutilier, it was voted to approve the policy and procedures as presented.

As presented. Unanimous

9. APPROVE THE SELECTION OF D&V/ MAINSAIL, AN EXECUTIVE SEARCH FIRM TO ASSIST IN THE VETTING PROCESS FOR HIRING THE EXECUTIVE DIRECTOR.

M. Burkart presented in conjunction with DHCD- a solicitation for quotes was sent to 3 search firms to assist in the vetting process for the selection of the next Executive Director. The Chair worked with DHCD and the AHA Procurement Officer to establish the scope of services to be used for this service. Three firms were presented the scope and based on the lowest quote- D&V/ MainSail Associates was chosen for the contract. There were 2 bids- D&V/ MainSail Associates for \$4800 and Robert Half Executive Search for \$10,000.

Upon motion by D. Williams, seconded by D. Williams, upon reference checks for the lowest bidder; to authorize the appropriate signatures for the contract with D&V/ MainSail Associates, the lowest presented bid, for the Executive Search firm to assist in the vetting process for hiring the Executive Director. As presented. Unanimous

10. REVIEW OF UNIT VACANCIES- SEE ATTACHED

P. Parmakian presented the vacancy report.

11. INTERIM EXECUTIVE DIRECTOR'S REPORT- SEE ATTACHED

P. Parmakian presented an Executive Director report

12. CHAIR'S REPORT-

M. Burkart presented a Search Committee has been established. The committee includes: Michael Burkart, Chair; David Williams; Donna Crabtree; Sheila Anderson; Vira Douangmany Cage

13. NEXT MONTHLY BOARD MEETING JULY 21, 2018 AT 4PM

Upon motion by M. Burkart, seconded by T. Boutilier, it was voted to adjourn at 5:45.

As presented. Unanimous

* Materials Included-
Executive Director Report
Chair Report
Review of Vacancies- Unit Vacancy Report
Motions