

AMHERST HOUSING AUTHORITY  
AGENDA REGULAR MEETING/ MINUTES  
MONDAY May 21, 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 4:02 p.m.

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

**TARDY:** T. Boutilier (arrived at 4:30)

**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.

Chair- M. Burkart, stated there were three additional items that were unanticipated within the past 48 hours- these items would be discussed later in the meeting under "other business not *anticipated* in the past 48 hours". It was voted to adopt the agenda as presented.

Unanimous

**2. ACCOUNTS PAYABLE WARRANT: APRIL 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 MARCH 2018 P&L:**

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

**4. APPROVAL OF MINUTES: APRIL 23, 2018,**

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

As presented. Unanimous

**5. TENANT CONCERNS**

Mr. Root presented that he would like to like to see the responsibilities of tenants and staff spelled out more clearly in the future.

**6. PROGRAM PARTICIPANT CONCERNS**

None presented

T. Boutilier arrived- 4:30.

**7. APPROVE CHANGE ORDER AT WATSON FARMS UNIT #10 TO ADD CABINET REPLACEMENT FOR THE ACCESSIBLE KITCHENS MODERNIZATION IN THE AMOUNT OF \$3,018.**

P. Parmakian presented the Change Order involves replacing the upper cabinets in the kitchen to match the new base cabinets. The upper cabinets were not originally scheduled to be replaced, but due to color and profile matching challenges on cabinetry products submitted by the GC it has been

determined, by the project team as a whole, that replacing the upper cabinets to match the new base cabinets will result in the best finished product and overall appearance.

Upon motion by N. Schroeder, seconded by D. Williams, it was voted to approve the change order to add a cabinet at Unit #10 Watson Farms.

As presented. Unanimous

**8. APPROVE CERTIFICATE OF COMPLETION – JOHN C. NUTTING APARTMENTS MODERNIZATION PROJECT TO RELEASE REINTAINAGE THAT IS BEING HELD IN THE AMOUNT OF \$2500.**

P. Parmakian presented the final completion cert. signifies the close-out of the project and initiates the release of retainage funds. This project was substantially completed in 2016, but due to part/materials warrantee issues as well as delays in close-out documentation, this Certificate of Final Completion has been held until now. All aforementioned warrantee and close-out documentation issues have been settled and we are now prepared to close-out the project upon approval of this cert.

Upon motion by N. Schroeder., seconded by D. Williams, it was voted to approve the release of funds.

As presented. Unanimous

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

P. Parmakian presented the vacancy report.

**10. DISCUSSION REGARDING FUTURE AGENDA ITEM TO BEGIN THE PROCESS OF REVIEWING CHANGES TO THE PERSONELL POLICY.**

P. Parmakian presented that the Personnel Policies are outdated and need revisions. Changes and revisions to the Policies require Board approval. Staff will begin reviewing the Policies and plan to present the revised Personnel Policy at a future meeting. K. Momaney said she would work on an overall revision, she also agreed to send the current policy to all. The Board appointed T. Boutilier to review these changes prior to the Board review.

**11. REVIEW HOUSING MANAGER AND ASSISTANT HOUSING MANAGER JOB DESCRIPTIONS- SEE ATTACHED**

P. Parmakian presented the revised job descriptions for each position. Upon notice of the Housing Manager there have been internal shifts within the agency; these revisions reflect the roles as being performed.

Upon motion by T. Boutilier, seconded by N. Schroeder, it was voted to approve the revised Housing Manager Job descriptions as presented.

As presented. Unanimous

Upon motion by T. Boutilier, seconded by N. Schroeder, it was voted to approve the revised Assistant Housing Manager Job descriptions as presented.

Further discussion was had regarding the Org chart. It was decided to have this as a future item. Kerry agreed to send the current Org chart and the last executive Director's job description.

As presented. Unanimous

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

P. Parmakian presented an Executive Director report

**13. CHAIR'S REPORT-**

M. Burkart presented that he had received a signed separation agreement from D. Turgeon stating she was retiring effective June 3, 2018.

#### **14. OTHER BUSINESS NOT ANTICIPATED WITHIN 48 HOUR NOTICE**

Three items were presented that were not anticipated.

1. K. Momaney presented the Operating Statements for each State End of Year report for Fiscal Year end March 31, 2018. These figures are all inclusive from the Profit and Loss reviewed earlier. The Fee Accountant was not aware the meeting had been moved to an earlier time in the month and therefore the vote was not anticipated prior to the 48 hour posted notice. Discussion regarding the Schedule of Positions and Compensation form. The board was concerned about the overtime that had been approved for the Maintenance staff.  
Upon motion from M. Burkart, seconded by T. Boutilier; it was voted to approve the Operating Statements for Fiscal Year End March 31, 2018, for submittal to DHCD.  
Unanimous  
Upon motion from M. Burkart, seconded by T. Boutilier; it was voted to approve the DHCD Schedule of Positions and Compensation Form for Submittal to DHCD.  
Unanimous
2. M. Burkart presented that as a result of the retirement resignation from the Executive Director; next steps to develop a search process and timeline would need to take place. He further suggested a Special Meeting be scheduled for the board to begin this process. The Board agreed on a meeting date of Wednesday May 30, 2018 at 1pm to be held at Jean Elder Community room.  
Upon motion by T. Boutilier, seconded by N. Schroeder, it was voted to authorize the Chair to put together a search committee to hire an Executive Director and develop a search process and timeline.  
Unanimous
3. M. Burkart further presented that an interim Executive Director needs to be named. The board discussed P. Parmakian has been the Acting Executive Director since the end of March. Upon motion by M. Burkart, seconded by T. Boutilier, it was voted to offer the position of interim Executive Director to Pam Parmakian as of June 3, 2018 and to authorize the Board Chair and one Board member to enter into salary negotiations with P. Parmakian.  
Unanimous  
P. Parmakian accepted and further stated she would not be seeking the permanent position.

**15. NEXT MEETING DATE:** SPECIAL MEETING WEDENSDAY MAY 30 AT 1PM AT JEAN ELDER

**16. NEXT MONTHLY BOARD MEETING** JUNE 25 AT 4PM

Upon motion by N. Schroeder, seconded by T. Boutilier, it was voted to adjourn at 5:58.

As presented. Unanimous

\* Materials Included-

Executive Director Report

Chair Report

Review of Vacancies- Unit Vacancy Report

Motions