

**Amesbury Housing Authority**  
**Regular Board Meeting**  
**Mansion 2<sup>nd</sup> Floor Boardroom and Offices at 180 Main St.**  
**Tuesday, September 15, 2015 at 10:00 AM**  
**AGENDA**

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15 SEP 11 AM 10:05

AMESBURY CITY CLERK

1. Reading of the Roll - Determination of Quorum
2. Review and approval of the Minutes the Regular Board Meetings of the AHA held August 18, 2015, as presented.
3. Finances
  - a. Review and approval of monthly bills for Vendor payments issued by check for the subject reporting period.
  - b. Review and approval of payroll through reporting period
  - c. Budget for FY2015 reverted by DHCD. Working to resubmit with Fee Accountant adding new funding.
  - d. Vacation carryover – Board approval of employee vacation hours not used in FY 2015
  - e. Other financial matters
4. Federal Programs – Update of activities - Interim ED report:
  - a. Approval of FY2016 FMR for Amesbury area
  - b. Need to resubmit portions of Amesbury Housing Authority's 5 YEAR and ANNUAL PLAN as per Ellen Bradley
  - c. Family/Medical/Maternity leave of Housing Choice Voucher Coordinator
  - d. Other matters
5. Update and discussion on Capital Improvement Plan – FISH #s assigned:
  - a. Heritage Towers:
    - i. Exterior Steel Doors – Work order has been issued and work to begin shortly
    - ii. Roof work signed and ready for bid
  - b. Heritage Vale – service disconnect – Final Completion to be signed.
  - c. Orchard Park, Heritage Vale, Powow Villa – multiple roofs – work order being prepared
  - d. Powow Villa, Orchard Park – paving project – work order being prepared
  - e. Update on other activities and relevant matters
6. Addressing Resident Concerns, protocols and responses.
7. Administrative Matters – Report of Executive Director
8. Next Board Meetings schedule to be held at 2<sup>nd</sup> Floor Boardroom of Mansion, 180 Main Street:  
**Tuesday, October 13 2015 AT 10 AM**  
**Resume review – Week of October 5, 2015**  
**Interviews with prospective new EDs to be held week of October 19, 2015**
9. Adjourn

**Agency:** Amesbury Housing Authority

**Title:** Executive Director

**Description:** The Amesbury Housing Authority (AHA) is seeking qualified applicants to serve as its Executive Director and oversee the daily management and operation of 205 units of c. 667 public housing; 50 units of state family housing; 8 units of special needs housing; and 110 federal Housing Choice Vouchers in 3 different programs. Amesbury also is responsible for managing the Merrimac Housing Authority's 48 c. 667 and 4 c. 705 units. Total units under management is 425 units. The position includes health, vacation, and sick leave benefits.

**Qualifications:** **Minimum requirements:** four years' experience in public housing, community development or closely related field; a Bachelor's Degree may substitute for up to two years of the required experience. Strong management skills including prior supervisory experience overseeing a staff of 3 or more employees; demonstrated competence in planning and fiscal management in housing, including procurement and maintenance; knowledge of personnel and administrative management; prior demonstrated experience in maintenance, property management and development including capital improvement projects ; strong computer skills; excellence in written and verbal communication skills; knowledge of laws regulating federal and state housing programs; demonstrated experience and sensitivity working with people of various socio-economic and diverse backgrounds; and skill in fostering positive working relationships with various financial, municipal, state and federal agencies. The Executive Director must be capable of working closely with and reporting directly to the Board. Candidate must be bondable and successfully pass CORI/SORI and health test including drug screening. A PHA or MPHA preferred but must be obtained within one year. Valid Massachusetts driver's license and proof of motor vehicle insurance required.

**Start date:** October 2015

**Salary range:** Salary is commensurate with experience and education within DHCD guidelines for 37.5 minimum work hours/week.

**Location:** Amesbury H.A. 180 Main Street, Amesbury, MA 01913

**Instructions:** AHA is an EEO/AA employer. **The deadline to submit a cover letter, writing sample and resume is no later than October 5, 2015 at 1:00 p.m.** Please address the envelope to: AHA Selection Committee, Amesbury Housing Authority, 180 Main Street Amesbury, MA 01913