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Amesbury Housing Authority  
Regular Monthly Meeting  
Mansion 2<sup>nd</sup> Floor Boardroom and Offices at 180 Main St.  
Tuesday August 19, 2014  
Time - 10:00 AM

**DRAFT AGENDA**

**1. Reading of the Roll - Determination of Quorum.**

Ratification of the Minutes of the previous regular monthly meeting held on Tuesday June 17, 2014 at 10:00 AM.

**2. Correspondence and reports;**

**A. Monthly Reports for Housing Choice Voucher Program.**

**B. AHA-owned unit Vacancy Report**

**C. Any Discussion regarding the monthly board report as submitted by the Executive Director (Motions could result if the board wants to modify or clarify policies or interpretation provided by the Executive Director.**

- EAP Process update - Attorney Peter McQuillan
- Housing Choice Administrator wages and policy interpretation
- Presentation of Auditor's Report for FYE 09/30/2013.
- Presentation of Final Report from Cornerstone Fundraising for the Adult Day Health Care Center Capital Campaign

**3. Tenant Organization**

**4. Old Business - Any updates of Modernization programs funded through CPS program including:**

**A. Currently in Construction**

- Replacement of HVAC Make-up Air units at Heritage Tower, (DHCD Project # 007033) NB. Projected cost \$250,000 will not fit within current projections for Bond-financed Formula Funding) (DHCD Project # 007033) Project budget \$174,036.
- Replacement of zone (gate) valves in water supply lines of Tower that break when closed. (DHCD Project # 007033) work has been completed.
- B. Motion 2014-08-01 for Work plan 007037. The engineering phase for the conversion of four fire alarm call boxes to wireless capability was thought to be complete, but The Communications Coordinator of the Amesbury Fire Department expanded the scope of the project, after it went to bid. Hence, the project must be expanded to suit those new requirements through the change order process. Contractor D-Rock of Clinton, MA was to have started the project during the week of 2/17/2014. There has been a

glitch. The AFD is now requiring that additional work be included that was not part of the original specifications. This will delay the work as drawings and project manuals must be revised. It will be more expensive as well for our Mod Program (expanded project will be 100% state funded). We expected the work to be completed by the target date of 02/28/2014 as established by the Amesbury Fire Department, that will now be pushed back.

- To approve the change order to add more capacity to the Simplex Alarm system to address an increase in capability and sensitivity for the nurse call system. The previous cost was \$23,885.58. The new cost which includes the change order is \$30,388.78 . That is an increase of 27% over the approved original bid amount.
- Motion 2014-08-01 for Work plan 007037: To approve the change order of \$6,503.20 which will also increase the total development cost from \$23,885.58 to \$30,388.78, as approved by DHCD and the Amesbury Fire Department.
- Motion 2014-08-02 - To request a study from all affected City departments so that the new road named Powow Villa Rd. Connecting Friend St. with Powow Villa I drive, be changed to a one-way street into the project.
- Motion 2014-08-03 - Approval of lease-to-purchase contract for a new John Deere Tractor including all attachments for \$28,907.71, trade-in of used John Deere tractor (2003) and equipment (\$4,800 value) makes total purchase price \$23,607.71. This will be financed through John Deere Financial Services (as we did in 2003) to allow the AHA to purchase a new tractor and equipment before the winter. An extended five-year maintenance agreement will be added to the total cost and amortized over 5 years, as well.
- Tentative - PHA Plan Certification for PHA Plan that was due FYE 2010 and was submitted in February 2014.

#### 5. New Business

- A. UPDATE: Presentation by Attorney James O'Leary regarding the creation of a non-profit entity to act as developer and owner of the proposed Adult Day Health Care Center in the Mansion.
- B. Meet Lili Bonilla, our new Housing Choice Voucher Program Administrator.
- C. VASH application for ten units on Parker St. In Lawrence was not funded. Only one project in Massachusetts from Northampton Housing Authority for 36 units was funded. Only 24 projects were funded out of 79 applications for 956 units, nationwide.

6. Review and approval of Monthly Bills for the period from June 22<sup>nd</sup>, 2014 through August 23<sup>rd</sup>, 2014 which includes : Vendor checks mailed out total in \$ To Be Determined and To Be Determined for Payroll (9 weekly pay periods), were made for a total of To Be Determined in checks, payments and electronic transfers for the subject reporting period of one month.

7. Adjournment -