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TOWN CLERK, ACTON

ACTON HOUSING AUTHORITY
BOARD OF COMMISSIONERS MEETING
68 WINDSOR AVENUE, ACTON MA 01720

MINUTES

November 30, 2010

Present: Bernice Baran, Ken Sghia-Hughes, Nancy Kolb, Dennis Sullivan and Robert Whittlesey
Also Present: Kelley Cronin
Attending: Howard Gordon

Mr. Whittlesey called the meeting to order at 4:00 p.m.

1. Ms. Cronin presented a list of seven tenant account receivables from the past few years. The list of tenants is confidential and will be kept in the Housing Authority (AHA) files. The Board approved removing the amounts due from the ledger of five of the seven tenants. Of the remaining two tenants, the Board asked Ms. Cronin to take one to small claims court and have a warrant issued on the other for not appearing in court. Ms. Baran made a motion which was seconded by Ms. Kolb and unanimously voted in the affirmative to:

Remove the debts of five of the seven tenants listed from the ledger.

2. Mr. Sghia-Hughes made a motion which was seconded by Mr. Sullivan and unanimously voted in the affirmative to:

Approve the minutes of the October 26, 2010 meeting.

3. Howard Gordon, the AHA's accountant, presented the budget for 2011. He explained that the State budget guidelines will implement a 0% increase for non-utility expenses. The AHA has had an increase in administrative fee revenue from the Federal Section 8 program. Mr. Sghia-Hughes made a motion which was seconded by Mr. Sullivan and unanimously voted in the affirmative to:

Approve the proposed Operating budget for State-Aided 667 and 705 Housing of the Acton Housing Authority (Chapter 2000/667/705/689/MRVP), Program Number 400-1 for Fiscal Year Ending 12/31/2011 showing Total Revenue of \$ 533,429.00 and Total Expenses of \$728,492.00, there by requesting a subsidy of \$174,063.00 and to submit the proposed budget to the Department of Housing and Community Development for its review and approval.

Mr. Sghia-Hughes made a motion which was seconded by Mr. Sullivan and unanimously voted in the affirmative to:

Approve the proposed Operating budget for State-Aided Housing of the Acton Housing Authority (Chapter 2000/667/705/689/MRVP), Program Number 689-

1 for Fiscal Year Ending 12/31/2011 showing Total Revenue of \$33,118.00 and Total Expenses of \$30,481.00, there by requesting a subsidy of \$ 0.00 and to submit the proposed budget to the Department of Housing and Community Development for its review and approval.

Mr. Sghia-Hughes made a motion which was seconded by Mr. Sullivan and unanimously voted in the affirmative to:

Approve the proposed Operating budget for State-Aided Housing of the Acton Housing Authority (Chapter 2000/667/705/689/MRVP), Program Number MRVP for Fiscal Year Ending 12/31/2011 showing Total Revenue of \$3,000.00 and Total Expenses of \$77,650.00, there by requesting a subsidy of \$77,665.00 and to submit the proposed budget to the Department of Housing and Community Development for its review and approval.

4. Ms. Cronin gave an operations update. She let the Board know that the Tenant Advisory Committee had met and gave the Board the draft Smoking Policy. Ms. Cronin attended the MA NAHRO Conference in November and went to the workshop on smoking in public housing. Many AHA residents have expressed health concerns from second hand smoke. The Tenant Advisory Committee would like the Board to implement a smoking policy. The Board instructed Ms. Cronin to get a legal opinion on the draft policy.
5. Mr. Sghia-Hughes updated the Board on the Community Preservation Committee. Ms. Baran updated the Board on the Acton Community Housing Committee.
6. Ms. Baran made a motion which was seconded by Mr. Sghia-Hughes and unanimously voted in the affirmative to:

Approve the October voucher (monthly list of accounts payable) as presented.

The meeting was adjourned.

Respectfully Submitted,


Kelley A. Cronin
Executive Director

Attachments: October 26, 2010 Minutes of the Meeting, List of Vacated Tenant Account Receivable, 2011 Proposed Budget, Smoke Free Policy, October Voucher

Regular Meeting
(regular/special)

Acton Housing Authority

Date : November 30, 2010 Time : 4:30pm

Members Present : Bernice Baran, Nancy Kolb, Ken Sghia-Hughes, Dennis Sullivan, Robert Whittlesey

Members Absent :

Others Present : Kelley Cronin and Howard Gordon

Annual Operating Budget for State-Aided Housing Fiscal Year : 2011

Motion : Ken Sghia-Hughes moved that the proposed Operating budget for State-Aided Housing of the Acton Housing Authority (Chapter 2000/667/705/689/MRVP), Program Number MRV-P for Fiscal Year Ending 12/31/2011 showing Total Revenue of \$ 3,000.00 and Total Expenses of \$ 77,650.00, there by requesting a subsidy of \$ 77,665.00 be submitted to the Department of Housing and Community Development for its review and approval. Dennis Sullivan seconded the motion which, upon roll-call, was passed by a vote of 5 to 0.

Certified as a true and correct copy of a resolution adopted at said meeting and on file and of record by:

Nancy Kolb Acton
Secretary Housing Authority

November 30, 2010
Date of Certification

(SEAL)

Budget Certification

We, the undersigned members of the Acton Housing Authority, do hereby certify that in the preparation of the Authority's Annual Operating budget for Program No. MRV-P for the Fiscal Year beginning JANUARY 1 2011. The Authority has complied with the provisions of the Massachusetts General Laws, Ch. 121B the contact(s) for Financial Assistance, as well as all rules regulations and requirements that may apply to the Administration of State-Aided Public Housing programs as set forth by DHCD. No person or persons employed at the Authority receive financial compensation for more than one position. In addition, to the best of the Authority's knowledge, the attached Budget establishes funding for the requested Budget Year.

We, the undersigned board members of the Acton Housing Authority further certify that we have received and read the quarterly operating statements for the previous quarters of the then current fiscal year for Program No. MRV-P. We also acknowledge that we will receive and will read the year end statements for Program No. MRV-P.

Please select the appropriate statement below:

- We further certify that no relationships of staff to any board member or other staff member of the Acton Housing Authority exist.
- We further certify that no relationships of staff to any board member or other staff member exist at the Acton Housing Authority other than those disclosed on an attachment hereto.

Ken Sghia-Hughes
Secretary, Ex Officio

Robert Whittlesey
Chairman

Nancy Kolb

Bernice Baran

Dennis Sullivan

Signed this 30th day of November, 2010

DHCD Approval

The electronic Budget submission is **APPROVED** in accordance with M.G.L Chapter 121B as amended. Specifics of the approval are contained in the attached approval letter to the local housing authority and as shown in the electronic budget request.

By: [Signature] Date: 1/21/11

Department of Housing and Community Development

Regular Meeting
(regular/special)

Acton Housing Authority

Date : November 30, 2010 Time : 4:30 p.m.

Members Present : Bernice Baran, Ken Sghia-Hughes, Nancy Kolb, Dennis Sullivan and Robert Whittlesey

Members Absent :

Others Present : Kelley Cronin and Howard Gordon

Annual Operating Budget for State-Aided Housing Fiscal Year : 2011

Motion : Ken Sghia-Hughes moved that the proposed Operating budget for State-Aided 667 and 705 Housing of the Acton Housing Authority (Chapter 2000/667/705/689/MRVP), Program Number 400-1 for Fiscal Year Ending 12/31/2011 showing Total Revenue of \$ 533,429.00 and Total Expenses of \$ 728,492.00, there by requesting a subsidy of \$ 174,063.00 be submitted to the Department of Housing and Community Development for its review and approval. Dennis Sullivan seconded the motion which, upon roll-call, was passed by a vote of 5 to 0.

Certified as a true and correct copy of a resolution adopted at said meeting and on file and of record by:

Nancy M. Kolb Acton
Secretary Housing Authority
November 30, 2010
Date of Certification

(SEAL)

Budget Certification

We, the undersigned members of the Acton Housing Authority, do hereby certify that in the preparation of the Authority's Annual Operating budget for Program No. 400-1 for the Fiscal Year beginning JANUARY 1 2011. The Authority has complied with the provisions of the Massachusetts General Laws, Ch. 121B the contract(s) for Financial Assistance, as well as all rules regulations and requirements that may apply to the Administration of State-Aided Public Housing programs as set forth by DHCD. No person or persons employed at the Authority receive financial compensation for more than one position. In addition, to the best of the Authority's knowledge, the attached Budget establishes funding for the requested Budget Year.

We, the undersigned board members of the Acton Housing Authority further certify that we have received and read the quarterly operating statements for the previous quarters of the then current fiscal year for Program No. 400-1. We also acknowledge that we will receive and will read the year end statements for Program No. 400-1.

Please select the appropriate statement below:

- We further certify that no relationships of staff to any board member or other staff member of the Acton Housing Authority exist.
- We further certify that no relationships of staff to any board member or other staff member exist at the Acton Housing Authority other than those disclosed on an attachment hereto.

Vaccaro
Secretary, Ex Officio

Robert B. Whittlesey
Chairman

Nancy M. Kolb
Dennis Sullivan
Bernice Baran
Kelley Cronin

Signed this 30th day of November, 2010

DHCD Approval

The electronic Budget submission is APPROVED in accordance with M.G.L Chapter 121B as amended. Specifics of the approval are contained in the attached approval letter to the local housing authority and as shown in the electronic budget request.

By: [Signature] Date: 1/21/11
Department of Housing and Community Development

Acton Housing Authority

Date : November 30, 2010 Time : 4:30pm

Members Present : Bernice Baran, Ken Sghia-Hughes, Nancy Kolb, Dennis Sullivan and Robert Whittlesey

Members Absent :

Others Present : Kelley Cronin and Howard Gordon

Annual Operating Budget for State-Aided Housing Fiscal Year : 2011

Motion : Ken Sghia-Hughes moved that the proposed Operating budget for State-Aided Housing of the Acton Housing Authority (Chapter 2000/667/705/689/MRVP), Program Number 689-1 for Fiscal Year Ending 12/31/2011 showing Total Revenue of \$ 33,118.00 and Total Expenses of \$ 30,481.00, there by requesting a subsidy of \$ 0.00 be submitted to the Department of Housing and Community Development for its review and approval. Dennis Sullivan seconded the motion which, upon roll-call, was passed by a vote of 5 to 0

Certified as a true and correct copy of a resolution adopted at said meeting and on file and of record by:

Nancy M. Kolb Secretary Acton Housing Authority

November 30, 2010

Date of Certification

(SEAL)

Budget Certification

We, the undersigned members of the Acton Housing Authority, do hereby certify that in the preparation of the Authority's Annual Operating budget for Program No. 689-1 for the Fiscal Year beginning JANUARY 1 2011. The Authority has complied with the provisions of the Massachusetts General Laws, Ch. 121B the contact(s) for Financial Assistance, as well as all rules regulations and requirements that may apply to the Administration of State-Aided Public Housing programs as set forth by DHCD. No person or persons employed at the Authority receive financial compensation for more than one position. In addition, to the best of the Authority's knowledge, the attached Budget establishes funding for the requested Budget Year.

We, the undersigned board members of the Acton Housing Authority further certify that we have received and read the quarterly operating statements for the previous quarters of the then current fiscal year for Program No. 689-1. We also acknowledge that we will receive and will read the year end statements for Program No. 689-1.

Please select the appropriate statement below:

- We further certify that no relationships of staff to any board member or other staff member of the Acton Housing Authority exist.
- We further certify that no relationships of staff to any board member or other staff member exist at the Acton Housing Authority other than those disclosed on an attachment hereto.

Kelley Cronin
Secretary, Ex Officio

Robert Whittlesey
Chairman

Nancy M. Kolb

Bernice Baran

Ken Sghia-Hughes

Signed this 30th day of November, 2010

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By: [Signature] Date: 1/21/11

Department of Housing and Community Development