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TOWN CLERK, ACTON

ACTON HOUSING AUTHORITY  
BOARD OF COMMISSIONERS MEETING  
68 WINDSOR AVENUE, ACTON MA 01720  
MINUTES  
October 26, 2010

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

Also Present: Kelley Cronin

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

1. Ms. Baran made a motion which was seconded by Ms. Kolb and unanimously voted in the affirmative to:

*Approve the minutes of the September 28, 2010 meeting.*

2. Ms. Cronin gave an operations update. The Family Self-Sufficiency Notice of Fund Availability is out and due in December. Ms. Cronin reminded the Board that there was a fall conference being held by MA NAHRO. One of the workshops is regarding smoking in public housing which she will attend and report back. The first meeting of the Tenant Advisory Committee is being held on November 19<sup>th</sup> and one of the main topics is the health implications of second hand smoke. Ms. Cronin updated the Board on the Holidays. Mt. Calvary Baptist Church is providing 39 Thanksgiving food baskets to our families. Skip Kennedy, from West End Market, used to raise money from his patrons and purchased individual sized meals for our seniors. Ms. Cronin asked the Board for ideas on how to offer this service again this year without Skip's help. Dennis Sullivan offered to ask the Lions Club if they would pay for these meals. The Board agreed to use discretionary funds to provide these meals to our seniors if the Lions Club was unable to assist.
3. The Board approved a Resolution authorizing contract for capital improvement work plan for State-Aided Capital Improvement Work Plan NO. 1005 for Project No. 002020 for Boiler replacement at 667-2, 705-1 and 705-3. The resolution is attached to the minutes of the meeting.

The Board discussed the Board of Appeals Decision for Sachem Way and next steps. The Board realizes that some new resources need to be identified to help pay for the construction costs.

4. Mr. Sghia-Hughes updated the Board on the Community Preservation Committee. The Board decided not to apply for new funds this year.

Ms. Baran updated the Board on the Acton Community Housing Committee.

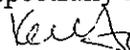
(2)

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

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

The meeting was adjourned.

Respectfully Submitted,

  
Kelley A. Cronin  
Executive Director

Attachments: September 28, 2010 minutes, Letter of Capital Funding award for Boiler Replacement from the Department of Housing and Community Development, Draft Vote and Resolution to enter into contract with DHCD for the boiler replacement project, MA. NAHRO Fall Conference Agenda, September Voucher



## ACTON HOUSING AUTHORITY

1312.

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### EXTRACTS FROM THE MINUTES OF A REGULAR MEETING OF THE ACTON HOUSING AUTHORITY HELD ON TUESDAY, OCTOBER 26, 2010

The members of the Acton Housing Authority met in regular session at 68 Windsor Avenue in the Town of Acton, Massachusetts, at 4 p.m. on Tuesday, October 26, 2010. The Meeting was called to order by the Chairperson, and upon roll call, those present and absent were as follows:

PRESENT: Robert Whittlesey, Chairman  
Dennis Sullivan, Vice-Chair  
Bernice Baran, Treasurer  
Ken Sghia-Hughes, Assistant Treasurer  
Nancy Kolb, Secretary

ABSENT:

The following resolution was introduced by Bernice Baran, read in full and considered:

RESOLUTION AUTHORIZING CONTRACT FOR CAPITAL IMPROVEMENT WORK PLAN FOR STATE-AIDED CAPITAL IMPROVEMENT WORK PLAN NO. 1005 FOR PROJECT NO. 002020 FOR HOUSING PROGRAMS 667-2, 705-1 and 705-3. NOW, THEREFORE, BE IT HEREBY RESOLVED BY THE MEMBERS OF THE ACTON HOUSING AUTHORITY, AS FOLLOWS,

Section 1. The Authority shall enter into a contract with the Commonwealth of Massachusetts in the form submitted at this meeting and contract in the name of Acton Housing Authority under its corporate seal, and the Secretary is hereby authorized to attest to the same.

Section 2. The Authority hereby requests the Director of the Department of Housing and Community Development, (Commissioner of the Department of Community Affairs) enter into such contract with the Authority and the Commonwealth of Massachusetts to approve such contract.

Section 3. The Executive Director of this Authority shall be, and is hereby authorized and directed, on and after the execution of said contract by the respective parties thereto, to do and perform on behalf of the Authority all acts and the things required of the Authority to perform fully all of its obligations thereunder.

Section 4. This resolution shall be effective immediately. Bernice Baran moved that the foregoing resolutions be adopted as introduced and read, which motion was seconded by Dennis Sullivan, and upon roll call the "Ayes" and "Nays" were as follows:

Ayes 5                      Nays 0

The Chairperson thereupon declared said motion carried and said resolution adopted.

(ATTACHMENT NO. 1)  
CERTIFICATE

I, the undersigned, the duly appointed, qualified and acting Secretary of the Acton Housing Authority, do hereby certify:

THAT the attached extract from the minutes of the Regular meeting of the members of said Authority held on October 26, 2010 is a true and correct copy of the original minutes relating to the matters set forth in said attached extract.

THAT the copy of the Resolution appearing in said attached extract and of the form of Contract for Capital Improvement Work Plan identified therein as Work Plan No. 1005 of the Document Book is a true and correct copy of the Resolution adopted and Contract approved at said meeting and on file and of record that the form of the contract referred to is identical with the form of the executed contract a conformed copy of which is attached hereto.

THAT on the date of this meeting each member present and voting was a resident of the Town of Acton.

THAT notice of such meeting was duly filed forty-eight hours prior thereto with the Town clerk of the Town of Acton in accordance with the requirements of M.G.L. c.39 sec.23B as amended.

IN WITNESS WHEREOF, I have hereunto set my hand and the seal of said Authority this 26<sup>th</sup> day of October, 2010.



Kelley Cronin, Secretary

(ATTACHMENT NO. 2)

A copy of the NOTICE OF MEETING, Pursuant to M.G.L. c.39 sec.23B, as amended, with the CERTIFICATE AS TO SERVICE OF NOTICE OF MEETING attached thereto was read and ordered spread upon the minutes of this meeting and filed for the record.

NOTICE OF MEETING

Notice is hereby given in accordance with M.G.L. c.39 sec.23B, as amended, that a meeting of the Acton Housing Authority will be held at 4:00 p.m. on Tuesday, October 26, 2010 at the Acton Housing Authority, 68 Windsor Avenue in the Town of Acton.

Acton Housing Authority  
October 26, 2010

By: Kelley A. Cronin  
Title: Executive Director

CERTIFICATE AS TO SERVICE OF NOTICE OF MEETING  
(M.G.L. c.39 sec.23B, as amended)

I, duly appointed, qualified, and acting Clerk of the Acton Housing Authority do hereby certify that on October 26, 2010 I filed in the manner provided by M.G.L. c.39 sec.23B, as amended, with the Clerk of the Town of Acton A NOTICE OF MEETING of which the foregoing is a true and correct copy.

IN TESTIMONY WHEREOF, I have hereunto set my hand and the seal of said Authority this 26<sup>th</sup> day October, 2010.



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Kelley A. Cronin, Executive Director