

**ACTON COMMUNITY HOUSING CORPORATION**  
**Minutes Thursday, March 15, 2012 Room 126, Acton Town Hall**

Pursuant to notice given a Regular Meeting of the Acton Community Housing Corporation (ACHC) was held on Thursday, March 15, at 7:00 PM in room 126 of the Acton Town Hall. Present and constituting a Quorum for the purpose of conducting business were regular members Nancy Tavernier, Bernice Baran, Jennifer Patenaude, Corrina Roman Kreuze, and Bob Van Meter.

Guests: Janet Adachi, Member Board of Selectmen; Pat Clifford, Member Finance Committee; Maggie Monroe - Cassel, Director ; Ma Habitat for Humanity; Lenore Henry.

Nancy Tavernier, Chair, called the meeting to order at 7PM. Bernice Baran was appointed Clerk for the meeting.

I. The **Minutes** from the Meeting of 1/12/2012 were read and approved.

II. **Financial Report** An anonymous donation from Network for Good of \$100 has been given to ACHC. Committee members voted unanimously to donate these funds to Acton Community Supper which is reopening at the Mt. Calvary Church.

Ms. Tavernier presented a Draft Statement regarding Funds Available for Affordable Housing. Suggestions were made to correct the list.

III. **Updates** **Old High School Commons:** Peabody Properties Management is currently interviewing 100 applicants for the 15 units being built at the former Towne School. Not Smoking and No Pets policies have now been formalized. A split rail fence will be installed around the perimeter of the project especially to separate the parking area from the adjacent school to ensure safety. ACHC will consider contributing funds, if asked, to pay for an enhanced fence along the parking area should that be required. The fence has to be historically correct since this is a national historic building. An Open House and Ribbon Cutting ceremony is planned for May or June.

**Acton Meadows:** DHCD has approved Steve Steinberg's proposal. The septic system permit application will be submitted this week; the Comprehensive Permit application will be filed next week. Ms. Tavernier will inform committee members of the date for the Board of Appeals meeting.

Maggie Monroe-Cassel presented the plan for Habitat's purchase and renovation of the house already on the Acton Meadows property. Habitat, which traditionally builds affordable homes, is now giving priority to renovating available property because this is more cost efficient. The goal is to have this house meet the energy efficient Energy Star standards. Therefore the inside will need to be totally gutted. It will be sold to a family earning below 60% of the affordable income guidelines with a 20 year mortgage which will be held by Habitat. Habitat will do extensive fundraising for this project. A Draft Budget which includes prospective grants of \$80,000 was presented. Members agreed to commit \$ 60,000 to this project using the Pulte housing gift fund held at Town Hall. This is contingent on approval by the Board of Selectmen.

IV. **Old Business 99 Parker St:** The two affordable units have now been sold and are occupied.

**Regional Housing Services:** Ms. Tavernier attended the Quarterly Meeting of the seven member towns. The total Regional Housing staff hours allotted for this project equal 1 3/4 FTE employees. Hours allotted to each town are based on the number of affordable housing units which drives the work load for RHSO. Acton will receive 411 hours of staff time. ACHC's proposal for \$40,000 to cover the cost for two years has been approved by the CPC and will be presented to Town Meeting.

**Mass Ave. House:** Associate ACHC member Dan Buckley is working with a local Bank of America lawyer in an attempt to deed the property to a non-profit such as Habitat. Ms. Monroe-Cassel will consult with the Habitat Board to confirm their continuing interest in acquiring this property.

**2020 Plan:** The Acton 2020 Plan's Goals and Objectives will be presented for approval by Town Meeting. Most of the 40B language that ACHC had a problem with has been removed thanks to the persistence of ACHC members.

**New Business New Rental Development Ideas:** Steve Joncas has indicated that he would like to develop more rental units in Acton.

**Franklin Place:** Steve Barrett is preparing a post development cost analysis.

The Meeting adjourned at 8:45 PM. Next meeting is Thursday, April 19th, at 7PM. Room 126. Town Hall.

**Reminder : Town Meeting on April 2nd and 3rd, presentation of CPC presentation for ACHC and for Sachem Way**

**Statements of Documents Presented at Meeting:**

Copy of Network for Good Donation Statement

Draft Statement of Affordable Housing Funds Held by Town

Letter to ACHC and Draft Budget from Habitat for Humanity for House at Acton Meadows

Letter from DHCD granting project eligibility

Acton 2020 Goals

Letter from Ma Housing to Board of Selectmen requesting Post Development Cost Analysis