

ACTON HOUSING AUTHORITY  
 BOARD OF COMMISSIONERS MEETING  
 68 WINDSOR AVENUE, ACTON MA 01720  
 MINUTES  
 March 29, 2012

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 ACTON

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

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

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

*Approve the minutes of the February 28, 2012 meeting.*

2. The Board reviewed and discussed the End of Year Financial Reports for 2011 including the Management Discussion and Analysis memo from Howard Gordon, CPA. Mr. Sullivan made a motion which was seconded by Ms. Baran and unanimously voted in the affirmative to:

*Approve the end of year Financials for 2011 as presented*

Ms. Cronin reviewed the Capital Plan for the next three years with the Board. Ms. Cronin went over the DHCD memo and form which explains the new requirement to have the Board certify the 5 highest paid staff salaries. Ms. Cronin explained that of the State funded salaries, the only two who were paid beyond their base salary was the maintenance staff for overtime work. The maintenance staff works on overtime to paint the interior of the units at turnover, for responding to maintenance emergencies, and for snow removal when storms occur outside of regular business hours. The salary and overtime pay for the year 2011 was recorded on the form. Ms. Baran made a motion which was seconded by Mr. Sghia-Hughes and unanimously voted in the affirmative to:

*Certify the schedule of positions and compensation form for 2011.*

Ms. Cronin updated the Board on Sagem Way. The project has been bid and proposals are due March 29<sup>th</sup>. The Board discussed the process for requesting fees be reduced or eliminated by the Town. The Board reviewed the contract and invoice for hooking up the new sewer lines to the North Acton Treatment Plant. Mr. Sullivan made a motion which was seconded by Mr. Sghia-Hughes and unanimously voted in the affirmative to:

*Approve the new contract with the North Acton Treatment Plant including a payment for sewer connection in the amount of \$15,792.*

The Board reviewed and discussed Ms. Cronin's memorandum in preparation for the Town Meeting vote on the CPA application.

3. The Board reviewed Community Preservation Committee and Acton Community Housing Committee activity. The Board requested that Ms. Cronin get a legal opinion regarding the change in preference to eliminate Boxborough residents for local preference.
4. Ms. Cronin updated the Board on Sachem Way. The project has been bid and proposals are due March 29<sup>th</sup>. The actual cost will be known prior to the Acton Town Meeting.
5. Mr. Sullivan made a motion which was seconded by Mr. Sghia-Hughes and unanimously voted in the affirmative to:

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

The meeting was adjourned.

Respectfully submitted,



Kelley A. Cronin  
Executive Director

Attachments:

Minutes of the January 28, 2012 meeting, End of Year Financial Statements for 2011, Management Discussion and Analysis memorandum from Howard Gordon, CPA, Acton Housing Authority Capital Plan updated 3/28/ 2012, DHCD Public Housing Notice 2012-03 (Schedule of Positions and Compensation Form memo), Schedule of Positions and Compensation Form with the 5 highest paid salaries, E-mail from Steve Graham, Esq. with attached contract and invoice for expanded sewer service from NATCO, memo to Board from KC for Town Meeting, chart of surrounding Town's use of CPC funds for affordable housing, February voucher