

ACTON COMMUNITY HOUSING CORPORATION
Minutes Thursday, September 6, 2012
Room 126 Acton Town Hall

Pursuant to notice given a Regular Meeting of the Acton Community Housing Corporation (ACHC) was held on September 6, 2012 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 , Bob Van Meter and and Corrina Roman-Kreuze. Dan Buckley was present and was made a voting member for this meeting.

Guest: Janet Adachi, Member Acton Board of Selectmen.

- I. Minutes from meeting on August 16, 2012 were approved.
- II. Financial Report – Jennifer and Nancy will re-schedule meeting with Town Finance Director to update information on financials and determine if an audit is required. \$320,000.00 to housing fund in Acton from Concord Mews agreement as of 6/30/12.
- III. Timed appointment with Beth Rust, Regional Housing Services Office Coordinator (RHSO). Dan Gaulin also attended. Beth gave an overview of the RHSO. Service was implemented in 2011 to help municipalities manage and monitor affordable housing units. Benefits include increased efficiency, proactive monitoring, personnel are already trained, not an Acton Town employee – operates out of Sudbury.

Overview of services provided per Town's contract with RHSO:

- Monitoring
- Subsidized Housing Inventory
- Program Administration
- Local support
- Regional Activities
- Home owners can call Beth's office; do not need to rely solely on volunteer committee

Beth will be sending out a mailing to home owners to introduce her office and program. This mailing will include home owner self declaration form and information on ACHC capital improvement program.

Beth and Dan presented a spreadsheet with Acton Ownership Units and inventory for Acton Housing Authority. Some items have already been identified for follow up – errors/omissions and or compliance concerns.

Nancy opened up discussion for questions from committee members.

Bernice expressed concern over need for confidentiality – all deed riders are public record and allow for confirmation in writing. Beth assured the committee she would identify her office as working on behalf of the Town of Acton.

Bob asked about correcting errors in deed restrictions: They are difficult to correct and are usually dealt with when there is a transaction on the property.

Bob asked about additional access to federal grants. Possibility of joining a consortium, but would need to be able to “get” to Newton via contiguous community.

RHSO will be offering post-purchase training in Concord in November. Their office will fund this event.

RHSO will provide status report every other month.

Nancy asked about cost certification compliance as part of monitoring – she hopes to have Beth and Dan check on this.

Nancy asked Beth about program possibility around purchasing deed restrictions on existing properties similar to a proposed Stow program. In exchange for a deed restriction, home owner would have a lower assessment and still live in their home. The state has concerns: What condition will the property be when it is finally conveyed? What happens if property value changes drastically over time? Beth indicated that the Stow program never materialized. Sense of committee that this program is too limited in interest since owners would give up equity in their homes.

IV. Updates

Old High School commons – outdoor furniture has been ordered to provide seating outside. A variance from the state is needed for second walkway that is not accessible. This walkway is just for an emergency exit, it is not an entrance.

V. New Business

There were two requests for capital improvement on deed restricted homes.

A grant for a septic special assessment in the amount of \$440.00 was requested by a resident at Robbins Brook. Bernice moved that the committee approve this request, Bob seconded the motion and the committee all voted in favor of the motion.

A grant for the amount of \$393.75 was requested by an owner at Harris Village to repair rotted wood and siding around the door. Repairs to all units have been ordered by the

Condo Association. The exterior of the units must be maintained by the owners not the condo association. Bob moved that the committee approve this request, Bernice seconded the motion and the committee all voted in favor of the motion. Bernice added that we need to have it documented that we need to see 3 bids in the applications as part of the approval process by the committee before having the work done; all were in agreement.

The meeting was adjourned at 8:37PM

Next Meeting: September 20, 7:00PM

Statement of Documents used for this meeting:

Agenda September 20, 2012

Minutes of 09/06/12

Capital funding requests (2)

Regional Housing Services Office Power Point presentation

Acton Ownership Units/Acton Housing inventory spreadsheet document prepared by RHSO

