

**ACTON COMMUNITY HOUSING CORPORATION**  
**Minutes Thursday, October 18, 2012**  
**Room 126 Acton Town Hall**

Pursuant to notice given a Regular Meeting of the Acton Community Housing Corporation (ACHC) was held on October 18, 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, Jennifer Patenaude 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. Pat Clifford, Member Acton Finance Committee. Beth Rust, Regional Housing Service Office

- I. Minutes from meeting on September 20, 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.

Checking Account: \$ 3,276.43 Start  
+ \$ 3,000.00 Transfer from Money Market  
-\$ 4,389.66 Capital Improvement Program  
\$1,886.77 End Balance

Money Market: \$132,359.24 Start  
-\$ 3,000.00 Transfer to Checking  
+\$ 19.40 Interest  
\$129,378.64 End Balance

III. Updates

Old High School commons – Tenant issues are being addressed by appropriate groups.

IV. New Business

Beth Rust updated the committee on her efforts regarding condo fees associated with an existing LIP. She is working with developer on budget for landscaping and determination of condo fees.

Beth updated the committee on her efforts with cost certification for an existing development. ACHC is currently listed as monitoring agent. Need to find documentation from Town from developer; give to Beth's office to look at. Will need to hire a CPA from Mass Housing's approved list.

Beth updated the committee on a question over a refinance on a deed restricted unit.

Beth gave an overview of the capital improvement program with an example from Concord's small grants program.

Some improvements to incorporate in our current program:

- Verification that work was done.
- Pay contractor directly
- W-9 forms
- 1099 from ACHC to contractor
- Update application form
- Add before and after photos

Home owner 201 class is being held on November 7<sup>th</sup>, 2012 in Concord. Eight families from Acton have registered. Information will be provided on home energy audits, deed restrictions, home repairs etc.

Nancy updated the committee on possibility of a by right development. Developer is interested in providing a few units in the mid 200,000.00 range for Town/school employees. Developer is will to consider a unit for sale to a first time homebuyer at 80% AMI. This would fall under the condo buy down program. We could use the lottery agent from Sudbury Housing office.

Nancy discussed upcoming CPC cycle – ACHC will not seek funding this year. AHA will apply for housing funding from CPC.

The meeting was adjourned at 8:46 PM

**Next Meetings: November 1, 7:00PM. November 15, 7:00PM.**

**Statement of Documents used for this meeting:**

Agenda October 18, 2012

Minutes of 09/20/12

Concord Housing Small Grant Program overview

Capital Improvement program application

Email Correspondence supporting Beth Rust's updates