

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

Pursuant to notice given a Regular Meeting of the Acton Community Housing Corporation (ACHC) was held on Thursday, December 6, 2012 at 7:15 PM in Room 126 at Acton Town Hall. Constituting a Quorum for the purpose of conducting business were regular members Nancy Tavernier, Bernice Baran, and Corrina Roman-Kreuze.

Guests: Janet Adachi, Board of Selectmen; Pat Clifford, Finance Committee

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

The Minutes from the Meeting of November 16, 2012 were read and approved.

Financial Report There was no Financial report for the past month. Ms. Tavernier reported on the work that Ms. Patenaude and she have done toward undertaking an independent audit.

ACHC members discussed the Independent Audit and approved the following plan:

1. We will reject the two proposals received by CPA's Bienvenue and Jones due to funding issues
2. We will make a formal request to the BOS to grant an extension for filing our audit to June 30, 2013
3. We are interested in pursuing the ACHC as a Component Unit approach that would allow the ACHC financials to be included in the Town's audit starting in the next fiscal year. We would expect to fund the incremental cost of adding ACHC.
4. We will plan to find a more cost effective CPA to do the ACHC independent audit for FY12 and will file it before the extension date.
5. We would welcome Steve Barrett's assistance in seeking information from the Town's auditor to see if the Component Unit plan would be possible.
6. We would also welcome Steve Barrett's assistance in asking the Town's auditor if they would be interested in auditing ACHC's FY financials. This would seem to make sense if #5 will work since it would organize our records in a format that would allow them to move into the Town's reports.
7. If the Town's Auditor is unable to audit our books in the near term, we will continue to pursue other auditors.
8. If the Component Unit option does not seem possible, we will hope to find an auditor that can work with our budget without the use of Community Preservation Funds which have been ruled an ineligible use by Town Counsel.

Updates

Old High School: There are presently two available units which will be advertised.

Quail Ridge: At this time there are no applicants for the affordable units. If these units are not purchased, payment to the Housing Fund may be an alternative but that would be up to the Planning Board since this is Senior Residence special permit.

CPC Meeting: Mrs. Tavernier attended a recent CPC meeting to thank the Committee for the support it has given for ACHC and HA proposals especially the funding of the RHSO. She is hopeful that the development of Open Space areas will include affordable housing as has been recommended in Acton's 20/20 Plan.

Regional Housing Review Organization: Beth Rust, Regional. Housing Coordinator, has met with Nancy and Acton Planning staff. Sixty three participants, including eleven from Acton, attended a recent Post Purchase Workshop. A presentation on Energy Efficiency Upgrade was offered. Thirty seven self declaration letters have been returned; a couple of refinancing issues have surfaced and are being resolved.

#### **New Business**

Annual Report: Members read and approved the Annual Report.

#### **Old Business**

Franklin Place: A proposal was received regarding the cost certification. There is a need for additional quotes.

Developer Interest in Parcels: Interest continues for parcels in West Acton. Mrs. Tavernier and Tom Tidman will explore one site to assess the potential for development

The meeting was adjourned at 8:10. **The next ACHC meeting is scheduled for January 17, 2013.**

#### **STATEMENT OF DOCUMENTS PRESENTED AT THIS MEETING:**

Minutes from Meeting of December 6, 2012

Statement re Independent Audit Issue and Franklin Place Cost Certification

Memos from Nancy Tavernier and Stephen Anderson re: Independent Audit

Balance Sheet re: Fee proposals from Richard D. Bienvenue, Patricia Jones, and information from Concord Housing Corporation for Independent Audit

ACHC 2012 Annual Report