



ACTON COMMUNITY HOUSING CORPORATION
Minutes Thursday, January 17, 2013
Room 126 Acton Town Hall

TOWN CLERK, ACTON

Pursuant to notice given a Regular Meeting of the Acton Community Housing Corporation (ACHC) was held on January 17, 2013 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, Bob VanMeter, Jennifer Patenaude and Corrina Roman-Kreuze. Dan Buckley was also present as an observer.

Guest: Janet Adachi, Member Acton Board of Selectmen.

- I. Minutes from meeting on December 06, 2012 were approved.
- II. Independent Audit performed by Tim Harrison, Framingham – was recommended by Beth Rust. Jennifer and Nancy provided necessary documents. Auditor to provide draft report for committee to review.
- III. Financial Report – Jennifer has purchased QuickBooks, per recommendation of the auditor, and is learning how to use this software for ACHC. According to auditor (see II above) the home improvement grants issued by ACHC are not taxable income so 1099's do not need to be send out. Going forward, for capital improvement program, ACHC will reimburse vendors directly; not homeowners. Additional recommendation from auditor: Town is currently holding CPA funds for ACHC. Money should go to ACHC account then to recipient. Tax ID and address have been corrected with IRS, so ACHC should not be required to file IRS 990N forms annually.

Jennifer provided a Financial Update:

Checking Account Balance December 1, 2012	\$1,205.71
Business Fund	\$129,410.99
Interest	\$ 16.44
Ending Balance	\$129,427.43

IV. Updates:

- a. High School - There are 2 vacant units currently at Old High School a one bedroom handicapped unit and a 2 bedroom unit at 60% AMI. Beth Rust has given input to tenant compliance checklist.
- b. Acton Meadows – Site is cleared. Habitat received \$60,000.00 from Pulte gift fund.

- c. RHSO (Beth Rust) meets one time per month with Roland, Kristin, Kelly and Nancy. Has identified a few unapproved refinances.

V. New Business:

- a. Associate Member Ruling – BOS. Nancy provided background on this item. Town Charter does not allow for Associate members for ACHC and 3 other town boards: COA, CONSCOM and HC. Nancy proposed amendment to rules in ACHC bylaws Article 5 but Town Counsel denied that approach. We need to wait for this issue to be resolved through a town meeting and town election vote to change the charter which will not be finalized until April 2014.. Town Counsel is being asked for guidance – and also for guidance on blanket statement to reaffirm previous votes.

VI. Franklin Place

Cost certification. We have a quote for \$10,000.00 to do the review. Question: Should we get another quote? Committee indicated we should defer until after May due to tax season. Other quotes will be solicited.

The meeting was adjourned at 8:10PM

Next Meeting: Feb 21, 2013 7:00PM

Cancelled meeting for 2/7/13

Statement of Documents used for this meeting:

Agenda January 17, 2013

Minutes of December 06, 2012