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ACTON COMMUNITY HOUSING CORPORATION
Minutes Thursday, Thursday, April 18, 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 Thursday, April 18 Jennifer 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, Jennifer Patenaude, Corrina Raoman-Kreuze, and Bob Van Meter. Lara Plaskon, Observer, was also present.

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.

I. The Minutes from the Meeting of March 21, 2013, were read and approved.

II. Financial Report Jennifer Patenaude gave the financial Report as follows:

Checking Account: \$876.03
Money Market Fund: \$127,958.66
Interest : \$16.30
Total: \$127,974.96

III. Updates

Ellsworth Village: Ellsworth Village LLC has proposed that the Special Permit be amended to release the affordable restriction on an unsold affordable unit. As compensation, the developer Jim Fenton proposed \$25,000 would be donated to ACHC's Affordable Housing funds. This counters ACHC's proposal that an additional sixty days be utilized for intensive marketing of the remaining affordable unit or that a contribution equal to the difference between the affordable selling price and the set market price be contributed. This would be consistent with an earlier decision made regarding a similar situation at Robbins Brook. The decision on this will be made by the Planning Board which meets next week.

Old High School Commons: The three vacant units will be assigned to current applicants.

IV. New Business

Membership: Bob Van Meter agreed to serve for another term on the Committee. ACHC members had voted in March to request the Selectmen increase its membership to seven and to appoint Dan Buckley and Lara Plaskon to full membership. Once the recent Charter changes take effect in April 2014, ACHC will be allowed to drop back to 5 regular members and 2 associate members. The two Associate Members can then be appointed as full members in the absence, inability to serve, or conflict of interest temporarily. A Home Rule Petition amendment will be submitted to permit an audit at least once in three years in addition to associate members.

RHSO Report: A report has been submitted by Beth Rust for the Regional Housing Services Office re: Acton's 40 LIP units. Of these five have compliance issues, mostly regarding unapproved refinancing and transfers of ownership. Letters have been sent to remind homeowners about the expectations. A unit at Robbins Brook is being resold. ACHC is the monitoring agent for this. Members voted to appoint the Sudbury Housing Trust as our lottery agent and to approve a \$3,000 fee. The Selectmen will need to approve this.

Capital Improvement: Ms. Tavernier reviewed the CPA's Guidelines for use of these funds. They are designed to permit use for protection of personal or real property value from injury, harm, or destruction. The first request was determined not to meet these criteria, and Ms. Tavernier will obtain more information from the applicant to determine eligibility for other ACHC funds or for assistance from other resources. An inquiry was made about possible eligibility for another request for these funds. This was considered as eligible for CPA funds and will be brought forward as an application during a future meeting.

V. Old Business

West Acton Land: No further developments on this.

The meeting was adjourned at 8:45. **The next ACHC meetings will be on May 2. The May 16th meeting has been cancelled.**

STATEMENT OF DOCUMENTS PRESENTED AT THIS MEETING:

Agenda, April 18, 2013

Minutes from March 21, 2013

Memorandum of ACHC to Planning Board

Letter from Ellsworth Village to Planning Board

Certification Report of Acton LIP Units to DHCD

Capital Improvement Inquiry

Resale Property Improvement Form

Sudbury Housing Trust Resale Agent Services Statement

ACHC Subsidized Housing Inventory Report