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ACTON HOUSING AUTHORITY
BOARD OF COMMISSIONERS MEETING
68 WINDSOR AVENUE, ACTON MA 01720
MINUTES
MARCH 26, 2013

TOWN CLERK, ACTON

Present: Bernice Baran, Nancy Kolb, Ken Sghia-Hughes and Robert Whittlesey
Absent: Dennis Sullivan
Also Present: Kelley Cronin

Mr. Whittlesey called the meeting to order at 4:00 p.m.

1. Ms. Baran made a motion which was seconded by Mr. Sghia-Hughes and unanimously voted in the affirmative to:

Approve the minutes of the February 26, 2013 meeting, as amended.

2. Ms. Cronin gave the Board an update on operational issues. David Vincent had surgery on his wrist and is expected back to work the second week of April. Ms. Cronin has had fill-in staff from the community and the Hudson Housing Authority.

Ms. Cronin went over the impact of sequestration on the Housing Authority budget and programs. The AHA is getting approximately 96% of the necessary Housing Assistance Payments (HAP) for rent payments. The administrative fees are funded at less than 70%. Ms. Cronin handed out a memo from the accountant proposing three scenarios to address the funding cuts; 1) Use all the Net Restricted Assets(NRA), HUD reserve funds for HAP payments that the AHA holds in an account, to stay at 100% capacity and allowing all vouchers to be leased, 2) Allow only 153 of the 155 vouchers to be leased and use 75% of the NRA funds, 3) Don't use any NRA funds and only lease 143 vouchers. The third scenario would require removing existing voucher holders from the program. The second scenario would require the AHA to not allow two households who were issued vouchers but had not leased up yet to lose their voucher. The Board decided to maintain the existing number of voucher holders on the program and use the NRA reserves to pay the rents and try and save money through attrition, not re-issuing any vouchers as people leave the program. The Board will review utilization and funding levels at each meeting and make changes as necessary. The Board also approved language to suspend vouchers as if needed in the future. Ms. Baran made a motion which was seconded by Ms. Kolb and unanimously voted in the affirmative to:

The HA may also suspend the term of the voucher when funding for the program is inadequate to support the family's leasing a unit under the Section 8 program. In such cases the suspension shall commence and end upon the Housing Authority's notification to the applicant of such suspension or reactivation of the voucher.

Ms. Cronin updated the Board on the Governor's proposal to eliminate Local Housing Authorities and MA NAHRO's proposal for voluntary regionalization. Mr. Whittlesey would like the AHA to discuss opportunities to collaborate with other LHA's.

Ms. Cronin let the Board know that Kang and Assoc architects has estimated the cost of replacing the roofs at Sachem Way as costing more than DHCD had determined for budgeting purposes. The bid for the siding and roofs will have several alternates. The Board can determine what alternates to approve based on the lowest qualified bid. Ms. Cronin thinks the architect estimate is high based on the roof work that they had done at Windsor Avenue.

3. Ms. Cronin discussed the DHCD memo for the renewal of standard contracts for the administration of State Rental Voucher programs. Mr. Sghia-Hughes made a motion which was seconded by Ms. Baran and unanimously voted in the affirmative to:

Approve the renewal of the contract with DHCD for the Alternate Housing Voucher Program for a period of five years beginning July 1, 2013-June 30, 2018.

Ms. Cronin discussed the DHCD memo for the renewal of the State subsidy agreement for the State-Aided housing programs. Mr. Sghia-Hughes made a motion which was seconded by Ms. Baran and unanimously voted in the affirmative to:

Approve the renewal of the contract with DHCD for the State Subsidy Agreement for State Aided Housing for a period of one year beginning July 1, 2013-June 30, 2014

Ms. Cronin updated the Board on the sale of Pillar House I condominium units. She is getting quotes from Realtors so that one can be hired to assist with the listing and selling of the units.

Ms. Cronin updated the Board on the Acton-Boxborough United Way (ABUW) application. The AHA surveyed all of the families who live in our units to identify services that parents feel they need assistance with. The primary areas identified were education and training on issues related to parenting. Ninety-eight percent of AHA residents in family housing responded to the survey. The AHA requested additional resources from the ABUW to pay an organization or person to provide training to our families. The AHA also requested that this may be an area the ABUW would like to be directly involved with.

4. Ms. Cronin reviewed the construction schedule for Sachem Way with the Board. Ms. Cronin also went over the budget and discussed specific areas where spending is lower or higher than anticipated. Overall the construction costs are running \$200k under budget. Areas where costs are higher than anticipated are soft costs such as legal, designer and project management expenses. The development consultant is spending less time than budgeted for and there are significant savings in that line item. Ms. Cronin proposed using the approximately \$35,000 in savings from the development consultant to increase the contract for project management. That is the

area the AHA needs the most assistance with at this time and Pinck & Co has been doing a great job staying on top of all the construction details. Ms. Kolb made a motion which was seconded by Ms. Baran and unanimously voted in the affirmative to:

Shift the \$35,000 from the development consultant budget to the project management budget and increase the contract with Pinck & Co. to \$100,000.

5. Mr. Sghia-Hughes let the Board know that the Community Preservation Act Funding is not expected to be discussed until the second night of Town Meeting. Ms. Baran updated the Board on Acton Community Housing Committee issues.
6. Ms. Baran made a motion which was seconded by Ms. Kolb and unanimously voted in the affirmative to:

Approve the February voucher (monthly list of accounts payable) as presented.

The meeting was adjourned.

Respectfully submitted,



Kelley A. Cronin
Executive Director

Attachments for the March 26, 2013 meeting:

Minutes of the February 26, 2013 meeting, Memo from Howard Gordon, CPA regarding HUD cuts and recommendations on how to implement cuts, Draft AHA letter to voucher holders regarding cuts and freezing vouchers, Proposed Language for HCV Admin Plan amendment regarding freezing vouchers, Memo from DHCD regarding 5 year renewal of Alternate Housing Voucher Program (AHVP) , DHCD Contract for AHVP, Scope of Services for AHVP, Memo from DHCD regarding One Year renewal for Operating Subsidy, DHCD Operating Subsidy Contract, Lottery announcement for new Sachem Way Units, Construction Schedule for Sachem Way, Current Budget for Sachem Way showing variances, February Voucher