

ACTON HOUSING AUTHORITY
 BOARD OF COMMISSIONERS MEETING
 68 WINDSOR AVENUE, ACTON MA 01720
 MINUTES
 JANUARY 29, 2013

TOWN CLERK, ACTON

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

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

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

Approve the minutes of the December 11, 2012 meeting.

2. Ms. Cronin introduced Kaffee Kang of Kang and Assoc, architect for the Sachem Way Siding Replacement Project. Ms. Kang reviewed the various siding options and costs for the family units at Sachem Way. Ms. Kang did a rough estimate of \$203,000 which was used to apply for CPA funding. After pricing at prevailing wages and looking at various options Ms. Kang came up with three different options costing between \$270-345,000. Ms. Kang presented the various options and answered the questions from the Board. The Board selected the most expensive option because it is a more durable product with a longer life expectancy and will result in utility savings for our residents. The Board discussed the lack of resources to complete all 6 duplexes at once. Ms. Kang was instructed to bid with several alternates to enable the AHA to respond depending on funding.
3. Ms. Cronin discussed the proposed renewal of accounting services with fee accountant Howard Gordon and Assoc. The Board discussed the oversight of the current contract. The AHA has a single audit from an outside accounting and auditing firm who reviews the financial statements prepared by our fee accountant. The AHA has had no finding for the past three years. The Board voted to renew the contract but wants to talk to other accountants before the new contract expires.
4. The Board reviewed and discussed the end of the year financial statements. Mr. Sghia-Hughes made a motion which was seconded by Mr. Sullivan and unanimously voted in the affirmative to:

Approve the year-end financial statements and salary certification for fiscal year ending December 31, 2012 for State Aided Programs 400-1, AHVP and 689.

5. Ms. Cronin let the Board know that the Public Health Nursing Service is looking for locations to hold clinics. Currently they have blood pressure and flu clinics in the Community Room of 68 Windsor Avenue. Public Health asked if they could hold a

podiatry clinic in the Community Room. The Board thought it was a good idea to welcome the community to come to clinics that our seniors participate in.

6. Ms. Cronin reviewed the RFP for the sale of the two condominium units at Pillar House I. She is waiting for final approval from DHCD and is requesting price quotes from attorneys.
7. Ms. Cronin updated the Board on the Governor's proposal to eliminate Local Housing Authorities and MA NAHRO's Local Housing Agency Reform proposal. The Board agreed to ask to be put on the Board of Selectmen's agenda. Ms. Cronin let the Board know that there still has not been any news on the Family Self-Sufficiency Program.
8. Mr. Sghia-Hughes let the Board know what proposals were being considered for funding from the Community Preservation Committee. Ms. Cronin let the Board know that the Meadows project would be building the rental units that they will offer for purchase to the AHA in 2014.

The meeting was adjourned.

Respectfully submitted,



Kelley A. Cronin
Executive Director

Attachments for the January 29, 2013 meeting:

Minutes of the December 11th meeting, Siding Replacement estimates and drawing, Capital Funding Update End of Fiscal Year 2012 Financial Statements and Salary Schedule, Public Housing Notice 2012-03 regarding salary reporting requirements to DHCD, Accounting Contract for Howard Gordon, CPA, RFP for the sale of 48 Great Road units 11 and 12, Quote from Attorney Haranas for services related to sale of units, HUD e-mail dated January 28th stating the FSS funding announcement would be soon, MA NAHRO Position Statement on Enhancing Local Housing Authority Operations, MA NAHRO Local Agency Reform Fact Sheet, MA NAHRO Local Housing Agency Reform Proposal,