

RECEIVED
JUL 5 2013

ACTON HOUSING AUTHORITY
BOARD OF COMMISSIONERS MEETING
1-2 SACHEM WAY, ACTON MA 01720
MINUTES
November 27, 2012

1382.

TOWN CLERK, ACTON

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

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

1. Board members toured the site with Rory Nguyen from Triumph Modular Construction.
2. Ms. Kolb made a motion which was seconded by Ms. Baran and unanimously voted in the affirmative to:

Approve the minutes of the October 23, 2012 meeting.

3. Ms. Cronin reminded the Board that the fee accountant, Howard Gordon, would be attending the next meeting to go over the 2013 budget. Ms. Cronin included the State Budget Guidelines and the 3rd Quarter Financials in the Board packets. Ms. Cronin asked Board members to please let her know any questions in preparation for the meeting with Mr. Gordon. She asked if people could e-mail her by the Monday before the meeting so she could go over it with Mr. Gordon.

Ms. Cronin discussed unit turnover and let the Board know that only two units had turned over in the past couple months. Ms. Cronin let the Board know that there were donors for every family that asked for help this year. She mentioned a very generous donor who offered to buy outwear for 10 families this year.

The Board agreed that the AHA should discuss the new development and people served in the annual report.

4. Ms. Cronin let the Board know that all but one building has been set. Mr. Whittlesey questioned the amount of time that the cement cured before the buildings were placed on the foundations. Ms. Cronin let the Board know that no buildings are set before the approval of the structural engineer and Building Department. She also let the Board know that the concrete is sampled and tested for strength before the contractor is given the approved to set the buildings on the foundations. No buildings are set before the test results come back and the structural engineer and building department approve first. Ms. Cronin let the Board know she would share some correspondence between the parties involved.

Ms. Cronin updated the Board on the Governor's Commission. Senator Eldridge

responded to the Acton and Sudbury Housing Authority Board's request for a meeting. The meeting has been scheduled for December. Many members of the Board are attending.

5. Ms. Cronin updated the Board on progress with the Sachem Way capital plan. DHCD did a work order for the design of the elderly and family roof replacements and the siding replacement for the family units. Ms. Cronin included the DHCD memo and work order in the Board packet. Ms. Baran made a motion which was seconded by Ms. Kolb and unanimously voted in the affirmative to:

Approve the hiring of Kang Associates, Inc. to design the roof and siding replacement projects at Sachem Way, DHCD Project #002027, for a design fee of \$15,300.

Ms. Cronin let the Board know that NAHRO had communicated with the Department of Housing and Urban Development and HUD was acknowledging their errors with the most recent FSS awards. Ms. Cronin is hopeful that the AHA FSS funding may be restored.

Ms. Cronin handed out the updated Capital Plan for projects completed and in the pipeline for the next few years.

6. Mr. Sghia-Hughes updated Board members on the Community Preservation Committee. Ms. Cronin included the CPA application for the siding replacement in the Board packet. Ms. Baran updated people on Acton Community Housing Committee activities.
7. Mr. Sghia-Hughes made a motion which was seconded by Ms. Kolb and unanimously voted in the affirmative to:

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

The meeting was adjourned.

Respectfully submitted,



Kelley A. Cronin
Executive Director

Attachments for the November 27, 2012 meeting:

Minutes of the October 23rd meeting, DHCD Budget Guidelines for 2013, Acton Housing Authority Third Quarter Financial Statements, Capital Spending Chart for 2007-2014, Memo from DHCD on Sachem Way Roof Replacement Scope of Work, Work Order for Sachem Way Roof and Siding Replacement Design, NAHRO article regarding HUD FSS funding, CPA Application for Capital Funding for Sachem Way Siding Replacement, October Voucher