

RECEIVED
JUL 5 2013

1380.

ACTON HOUSING AUTHORITY
BOARD OF COMMISSIONERS MEETING
68 WINDSOR AVENUE, ACTON MA 01720

MINUTES

October 23, 2012

TOWN CLERK, ACTON

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

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

1. Mr. Sullivan made a motion which was seconded by Ms. Kolb and unanimously voted in the affirmative to:

Approve the minutes of the September 25, 2012 meeting.

2. The Board discussed the progress and schedule of construction at Sachem Way with Shara Lewis, project manager from Pinck & Co. The project is on schedule and budget. Three of the duplexes have been built. Ms. Lewis is pleased with the work of the contractor, Triumph Modular.

Ms. Cronin let the Board know that the Windsor Green ramp replacement project has been put out to bid. Mr. Sghia-Hughes made a motion which was seconded by Mr. Sullivan and unanimously voted in the affirmative to:

Authorize Ms. Cronin to award the Windsor Green ramp replacement project No. 002028 to the lowest bidder.

Ms. Cronin checked with other Housing Authorities to see how some of the mechanical engineers on the DHCD "House Doctor List" have performed. Ms. Cronin recommends hiring ARH Engineering for the sump pump and furnace replacement project No. 002029 at 27 Concord Road. They were recommended by the Chelmsford Housing Authority and DHCD staff. Mr. Sghia-Hughes made a motion which was seconded by Mr. Sullivan and unanimously voted in the affirmative to:

Approve the hiring of AHR Engineering to design the sump pump and furnace replacement at 27 Concord Road, Project No. 002029 for a design fee of \$6,150.

Ms. Cronin let the Board know that the Family Self-Sufficiency program was not renewed by HUD. Acton was one of 7 FSS programs in Massachusetts that was not funded because of faulty HUD data. Acton was one of many HA's in MA that had the required number of FSS participants but was not funded because HUD used data

that was not accurate to determine the number of participants. Acton is advocating with the other HA's to try and get the funding restored. In the meantime the Ms. Cronin is recommending that the AHA use the remaining support service funds from CPA, McCarthy Village II and the United Way to create a part-time position for the FSS coordinator in calendar year 2013. The Board agreed that this was the way to proceed until HUD responds to the request for funding.

3. Ms. Cronin gave an operations update. She reminded the Board that there is a photo opportunity for Local Officials at the new development on Friday. She let the Board know that planning had begun to help families during the Holidays.

The Board discussed the letter they received from Senator Eldridge regarding the Governors' Commission on Public Housing. Board members discussed setting up a meeting with neighboring Housing Authorities and Senator Eldridge. Ms. Cronin said she would request a meeting.

4. Mr. Sghia-Hughes updated Board members on the Community Preservation Committee. Proposals are due in November and Ms. Cronin said she would submit the application for capital funds to replace the siding on the family units at Sachem Way. There were no Acton Community Housing Committee updates.
5. Mr. Sghia-Hughes made a motion which was seconded by Mr. Sullivan and unanimously voted in the affirmative to:

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

The meeting was adjourned.

Respectfully submitted,



Kelley A. Cronin
Executive Director

Attachments for October 23, 2012 meeting:
Minutes of the September 25th meeting, DHCD Survey on LHA Resources, Senator Eldridge Letter regarding Governors' Commission, Public Housing Notice 2012-16 Regarding Board Member Attendance, Sachem Way Construction Schedule, MA NAHRO Conference Information, Joint Housing Authority Letter to HUD regarding FSS program, FSS Award Letter, HUD FSS Data, Price Proposal from ARH Engineering, Scope of Services for Furnace and Sump Pump Replacement Project No. 002028, September Voucher