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ACTON HOUSING AUTHORITY  
BOARD OF COMMISSIONERS MEETING  
68 WINDSOR AVENUE, ACTON MA 01720  
MINUTES  
September 25, 2012

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

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

1. The Board toured the development site on Sachem Way with Rory Nguyen from Triumph Modular. Mr. Nguyen went through the detailed construction schedule with the Board.
2. Ms. Baran made a motion which was seconded by Ms. Kolb and unanimously voted in the affirmative to:

*Approve the minutes of the August 29, 2012 meeting.*

Ms. Cronin explained the small project process for designer selection of State Aided housing programs. DHCD has selected architects and engineers to act as "House Doctors" for Housing Authorities and published the list. Housing Authorities can select an agency from the list to design a capital project to put out to bid. Ms. Cronin is recommending Allen and Major as the "House Doctor" for the Windsor Green ramp replacement project number 002028. Ms. Baran made a motion which was seconded by Ms. Kolb and unanimously voted in the affirmative to:

*Approve the hiring of Allen and Major Associates, Inc. to design the site work at Windsor Green Project No. 002028 for a design fee of \$2,750.*

Allen and Major will provide the scope of work and bid documents for the replacement of the handicapped access ramp to the office, provide an accessible exit from the laundry room, repair part of the driveway and replace the berm along the parking lot which abuts the new landscaping at Windsor Green.

The Board reviewed the Capital Plan and decided to change the order of projects. Instead of bidding the roof replacement for the elderly complex and family units at McCarthy Village separately the Board decided to maximize efficiency and hopefully reduce the cost of the projects by bidding them together. The Housing Authority has asked DHCD to include the replacement of the exterior siding for the family units in the scope of the design contract as well. The AHA will apply for CPA funding to pay for the siding work.

3. Ms. Cronin gave an operations update. A unit at Windsor Green is vacant and a couple living at McCarthy Village in need of a first floor unit are moving there. This means two units will turn-over. Ms. Cronin updated the Board on the status of the Governor's Commission to reform Public Housing. DHCD spoke at a recent Executive Directors meeting and reported that the staff at Local Housing Authorities will all be asked to resign and will then have to reapply for their jobs through the central entity. The central entity being proposed will do the hiring not the local Boards. DHCD states that LHA's will still have local control because they will own the units but the budgeting, hiring, firing, tenant selection and maintenance work will be controlled by the central entity.
4. Ms. Cronin updated the Board on the new development. Ms. Cronin and Mr. Whittlesey are going to visit KBS, the manufacturing plant where the units are being built. Construction is progressing as scheduled.

There were no Community Preservation Committee or Acton Community Housing Committee updates.

5. Ms. Baran made a motion which was seconded by Ms. Kolb and unanimously voted in the affirmative to:

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

6. The Board met in Executive Session to discuss former tenant accounts receivable. Ms. Kolb made a motion which was seconded by Ms. Baran and unanimously voted in the affirmative to:

*Approve writing off the debt of the three former residents of the Acton Housing Authority.*

The meeting was adjourned.

Respectfully submitted,



Kelley A. Cronin  
Executive Director

Attachments for September 25, 2012 meeting:

Minutes of the August 29<sup>th</sup> meeting, Former Tenant Accounts Receivable, McCarthy Village II Construction Schedule, Capital Plan, Formula Funding Letter from DHCD, Community Preservation Committee Community Housing Goals, Community Preservation Committee Project Application Form for 2013, August Voucher