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ACTON HOUSING AUTHORITY
BOARD OF COMMISSIONERS MEETING
68 WINDSOR AVENUE, ACTON MA 01720
MINUTES
July 24, 2012

TOWN CLERK, ACTON

Present: Bernice Baran, Nancy Kolb, and Robert Whittlesey
Absent: Ken Sghia-Hughes and 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 Ms. Kolb and unanimously voted in the affirmative to:

Approve the minutes of the June 26, 2012 meeting.

2. Ms. Cronin updated the Board on the Governor's Commission on Public Housing. The Board asked Ms. Cronin to send Senator Eldridge a letter requesting a meeting with him. Ms. Cronin updated the Board on the septic tank and pump chamber replacement at Windsor Avenue. Ms. Cronin discussed reasonable accommodation requests being made by voucher holders and recent court cases that impact how Housing Authorities should respond to requests.

The AHA conducted a primary language survey of residents and Ms. Cronin went over the results with the Board. This was done to inform the AHA's Limited English Proficiency Policy.

3. Ms. Cronin reviewed the updated personnel policy for work hours and breaks. Ms. Kolb made a motion which was seconded by Ms. Baran and unanimously voted in the affirmative to:

Approve the updated Hours of Work Policy as presented.

Ms. Cronin let the Board know that the staff has been setting up the bill pay system for the landlords for the HUD housing assistance payments. Ms. Baran made a motion which was seconded by Ms. Kolb and unanimously voted in the affirmative to:

Authorize the AHA to make direct deposits of housing assistance payments to landlords of Section 8 Housing Choice Voucher holders.

Ms. Cronin updated the Board on progress with McCarthy Village II. Ms. Cronin is signing all the legal documents for the closing on August 6th and closing is expected to happen around August 17th. Ms. Kolb made a motion which was seconded by Ms. Baran and unanimously voted in the affirmative to:

Authorize the AHA LLC to issue a Notice to Proceed to Triumph Modular on or after the day the loans have closed.

4. Ms. Baran updated the Board on the Meadows project. They have received their zoning approval and expect to begin construction soon.
5. Ms. Kolb made a motion which was seconded by Ms. Baran and unanimously voted in the affirmative to:

Approve the April, May, and June vouchers (monthly list of accounts payable) as presented.

The meeting was adjourned.

Respectfully submitted,



Kelley A. Cronin
Executive Director

Attachments for July 24, 2012 meeting:

Minutes of the June 24th meeting, Limited English Proficiency Analysis, Hours of Employment Policy, Direct Deposit Policy, Landlord's letter for direct deposit, McCarthy Village II Construction Schedule, April, May and June vouchers