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

1370.

MINUTES
June 26, 2012

TOWN CLERK, ACTON

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

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

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

Approve the minutes of the May 30, 2012 meeting.

2. Ms. Cronin updated the Board on the Governor's Commission on Public Housing. The Board would like to discuss the Governor's proposal with the legislators from the district. Ms. Cronin updated the Board on the septic tank and pump chamber replacement at Windsor Avenue. There were very large boulders in the ground that were not identified in the specifications for the project. The contractor, R.M. Ratta, had to get special equipment and spend extra days excavating due to the unforeseen condition. The engineer and construction manager from DHCD approved a change order in the amount of \$12,975. Ms. Kolb made a motion which was seconded by Mr. Sghia-Hughes and unanimously voted in the affirmative to:

Approve the change order for the Windsor Green Septic Tank and Pump Chamber Replacement project no. 002025 in the amount of \$12,975.

3. Ms. Mautner updated the Board on the development progress. She let the Board know that the State is raising Fair Housing concerns in relation to local preference. DHCD is allowing local preference at initial lease up but not on turnover. Ms. Mautner went over the Board vote and resolution for the financing. Ms. Baran made a motion which was seconded by Ms. Kolb and unanimously voted in the affirmative to:

Approve the resolution as written. (attached to minutes)

Ms. Mautner explained the need for a quick turnaround for change orders for the new development. Ms. Baran made a motion which was seconded by Ms. Kolb and unanimously voted in the affirmative to:

Approve the Change Order Approval Policy for McCarthy Village II, as written.

Ms. Cronin explained to the Board that DHCD requested that two policies be enacted for the new development, Conflict of Interest and Limited English Proficiency. Mr. Whittlesey made a motion which was seconded by Ms. Kolb and unanimously voted in the affirmative to:

Approve the Conflict of Interest Policy as written.

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

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Approve the Limited English Proficiency Policy as written.

Ms. Cronin reviewed the additional loan from CEDAC. CEDAC approved an additional pre-development loan which will be paid back at closing. Ms. Baran made a motion which was seconded by Mr. Sghia-Hughes and unanimously voted in the affirmative to:

Authorize the AHA LLC to execute and deliver a loan agreement up to \$200,000 and grant to CEDAC a security for the loan and to authorize the Executive Director and Chairman to execute the agreements.

Ms. Cronin explained to the Board that the State had reduced the Contract for Financial Assistance for the new development. The low bid reduced the development budget so the AHA does not have to sell a third unit so the commitment from Public Housing could therefore be reduced. Mr. Whittlesey made a motion which was seconded by Ms. Baran and unanimously voted in the affirmative to:

Authorize contract for financial assistance for McCarthy Village II project number 002018 in the amount of \$374,000.

Ms. Mautner and Ms. Cronin updated the Board on the closing and construction schedules. Ms. Mautner and Ms. Cronin reviewed the management agreement between the AHA and the AHA LLC. Ms. Cronin gave the Board the paperwork for opening the AHA LLC bank account.

4. Mr. Sghia-Hughes updated the Board on CPC activities. Ms. Baran updated the Board on the Meadows project off of Great Road.

The meeting was adjourned.

Respectfully submitted,



Kelley A. Cronin
Executive Director

Attachments for June 26, 2012 meeting:

Minutes of the May 30th meeting, Change Order for Septic Replacement, Conflict of Interest Policy, Conflict of Interest Disclosure Form, Limited English Proficiency Policy, Change Order Approval Policy for McCarthy Village II (MV2), Closing Agenda for MV2, Construction Schedule for MV2, Management Agreement for MV2, Resolution for MV2, CEDAC Loan for MV2, Contract for Financial Assistance for MV2

CERTIFICATE OF BORROWER'S CLERK

I, Kelley Cronin, hereby certify that I am the Clerk of Acton Housing Authority (the "Corporation") and that the following votes were adopted by the Directors of the Corporation on June 26, 2012.

VOTED: That the Corporation be authorized to enter into, execute and deliver a loan agreement (the "Loan Agreement") with the Community Economic Development Assistance Corporation ("CEDAC") to borrow funds in the amount of up to \$250,000 (the "Loan") to be used to pay certain technical assistance, site control and/or predevelopment costs related to the proposed acquisition and development of the McCarthy Village II/Sachem Way Project (the "Project");

VOTED: That the Corporation be authorized, if required by the Loan Agreement, to execute and grant to CEDAC, a security for the Loan, a mortgage encumbering the Property, an assignment of the corporation's option (if any) to purchase the Property, and an assignment of the Corporation's interest in and to the purchase and sale agreement (if any) of the purchase of the Property.

VOTED: That the executive director and chairperson (titles of authorized officers) be authorized, each acting individual, to execute on behalf of the Corporation the Loan Agreement, note, any mortgage, option to purchase or assignment of option to purchase required under the Loan Agreement and such other documents or instruments as they may deem necessary or desirable in connection therewith that executive director and chairpersons (titles of authorized officers, or job titles of authorized representatives) be authorized, each acting individual, to sign on behalf of the Corporation requisition certificates for advances of the proceeds of the Loan and that the execution of any of the foregoing shall be conclusively deemed to have been authorized by this vote.

I further certify that set forth below are the names and signatures of the officers authorized above to sign the Loan Agreement, note, mortgage option to purchase, assignment of option to purchase and other documents or instruments, on behalf of the Corporation, in order to effect the transactions thereunder.

<u>Executive Director</u>	<u>Kelley Cronin</u>	_____
Title	Name	Signature

<u>Chairperson</u>	<u>Robert Whittlesey</u>	_____
Title	Name	Signature

I further certify that set forth below are the names and signatures of the officers or other representatives of the Corporation authorized above to sign the requisition certificates on behalf of the Corporation, in order to effect the transactions thereunder.

<u>Executive Director</u>	<u>Kelley Cronin</u>	_____
Title	Name	Signature

<u>Chairperson</u>	<u>Robert Whittlesey</u>	_____
Title	Name	Signature

I further certify that the foregoing votes remain in full force and effect and have not been modified or amended in any way as of the date hereof. 1373.

I further certify that the Corporation is validly existing and is in corporate good standing as a local housing authority under the laws of The Commonwealth of Massachusetts.

I further certify that the Articles of Organization and By-Laws submitted to CEDAC have not been amended or modified and that such copy on file remains true correct, and complete.

IN WITNESS WHEREOF, I have set my hand and affixed the corporate seal of the corporation on this 26th day of June, 2012.

Signature of Clerk