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ACTON HOUSING AUTHORITY
BOARD OF COMMISSIONERS MEETING
68 WINDSOR AVENUE, ACTON MA 01720
MINUTES
May 30, 2012

TOWN CLERK, ACTON

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

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

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

Approve the minutes of the April 30 and May 15, 2012 meetings as amended.

2. The Board discussed the PILOT agreement and building permit fees for the new development. The issues are on the agenda for the June 4th Board of Selectmen meeting. Ms. Cronin went over the memo from Nixon Peabody explaining the single entity AHA LLC and the PILOT regulations. Ms. Cronin also went over the building permit fees e-mailed to her by the Building Department.

Ms. Cronin updated the Board on operations. The audit should be completed by June. Ms. Cronin updated the Board on the Governor's Commission on Public Housing. The Department of Housing and Community Development (DHCD) is recommending new regional and centralized entities, to be defined later, be created to oversee all LHA's with less than 300 State units. It is not clear how the central entity will differentiate from DHCD.

3. Ms. Cronin presented the bid results for the Windsor Green pump chamber and septic tank replacement. Ms. Kolb made a motion which was seconded by Mr. Sullivan and unanimously voted in the affirmative to:

Award the contract to R.M. Ratta Corp. in the amount of \$135,000 for the Windsor Green Septic and Pump Chamber Replacement, Fish no. 002025.

Ms. Cronin presented the bid results for the LEED for Homes Provider and the RFP for LEED for Homes services. Ms. Kolb made a motion which was seconded by Mr. Sullivan and unanimously voted in the affirmative to:

Award the contract to Steve Winter Associates in the amount of \$24,430 for LEED for Homes services at McCarthy Village II

Ms. Cronin introduced Donna Miller, a neighbor of Windsor Green, to the Board. The Millers have proposed a new landscape plan along the property line between their home and the AHA. Ms. Miller presented the landscaping plan and the Board viewed the property between the two lots. The Millers would like to clear the trees because they are infected by bores and replace them with new trees and bushes. It is a generous donation from the Millers to the Acton Housing Authority. The Board expressed their appreciation of this gift. The Board approved the plan as long as it is approved by DHCD and the Millers provide the insurance certificates to the AHA from the contractors.

Ms. Cronin updated the Board on the status of the closing documents for McCarthy Village II and updated the Board on the schedule.

Ms. Cronin discussed developing a personnel policy for staff which identifies the amount of break time.

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:

Minutes of the April 30th and May 15th meetings, bid tally sheet for Windsor Green septic replacement, DHCD memo approving low bidder RM Ratta Corp., bid tally sheet for the LEED for Homes provider, LEED for Home RFP, Gov. Commission matrix, Memo from Nixon Peabody explaining PILOT and AHA LLC, E-mail from Building Commissioner Frank Ramsbottom outlining building permit fees, PILOT Agreement, Closing Agenda for MV2, Letter from the Millers regarding landscape plan, landscape plan