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

TOWN CLERK, ACTON

May 15, 2012 as amended

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

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

1. The Board discussed the PILOT agreement and building permit fees for the new development. Ms. Kolb let the Board know that the Building department has waived some of the fees for recent construction projects undertaken by the School Department. Ms. Cronin explained that the AHA is listed in the same category of fees as the School Department. Ms. Cronin let the Board know that the ACHC may have some funds to provide to cover the building fees. Ms. Cronin let the Board know that the Town does not have a copy of the original PILOT agreement between the AHA and the Town. Ms. Cronin cannot find any agreement in the files of the former Director. The practice is consistent with the DHCD guidelines regarding PILOT payments. Ms. Cronin let the Board know that Nixon Peabody is drafting a memo to the Board of Selectmen explaining the PILOT fees and the new entity AHA LLC with a draft PILOT to be signed by the Town. Ms. Adachi said that she can bring it up when the BOS meets to discuss their agenda for their next meeting.

2. Ms. Cronin presented the contract with the lowest qualified bidder for McCarthy Village II, Triumph Modular Inc for \$2,798,466. Ms. Baran made a motion which was seconded by Ms. Kolb and unanimously voted in the affirmative to:

*Approve the contract to Triumph Modular, Inc. in the amount of \$2,798,466 and authorize the Executive Director to sign it on behalf of the AHA, LLC, with accompanying resolution.*

3. Ms. Cronin presented the DHCD subsidy agreement to the Board for approval. DHCD has sent a new agreement to every LHA for one year. This timing coincides with the Governor's Commission on Public Housing. Mr. Sullivan made a motion which was seconded by Ms. Baran and unanimously voted in the affirmative to:

*Approve the subsidy agreement between the Acton Housing Authority and the Department of Housing and Community Development for the period of July 1, 2012 through June 30, 2013 and authorize the Executive Director to sign it.*

4. Ms. Cronin updated the Board on Sachem Way. The AHA is participating in weekly conference calls with the funders to check on the progress of all the documents that need to be produced for the closing.

5. Mr. Sghia-Hughes let the Board know there was no CPC news to report. Ms. Baran let the Board know that the Meadows Board of Appeal hearing went fairly well.

The meeting was adjourned.

Respectfully submitted,



Kelley A. Cronin  
Executive Director

**Attachments:**

Letter of Award from the CPC for CPA funding in the amount of \$300,000 for Sachem Way, DHCD Memo from Lizbeth Heyer explaining the new subsidy agreement, DHCD subsidy agreement, Owner Contractor Agreement between AHA LLC and Triumph Modular, Inc., Board Resolution authorizing contract and entering into contracts with existing vendors in the name of the AHA LLC for the development, Governor's Commission on Public Housing Operations of Public Housing matrix, consensus positions of the Governor's Commission.