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ACTON COMMUNITY HOUSING CORPORATION
Minutes Thursday, September 20, 2012 Room 126, Acton Town Hall

TOWN CLERK, ACTON

Pursuant to notice given a Regular Meeting of the Acton Community Housing Corporation (ACHC) was held on Thursday, September 20, 2012 at 7 PM in Room 126 at Acton Town Hall Constituting a Quorum for the purpose of conducting business were regular members Nancy Tavernier, Bernice Baran, Jennifer Patenaude, and Corrina Roman-Kreuze.

Guests: Janet Adachi, Board of Selectmen; Pat Clifford, Finance Committee

Nancy Tavernier, Chair, called the meeting to order at 7PM. Bernice Baran was appointed Clerk for the meeting.

I. The Minutes from the Meeting of September 6, were read and approved.

II. Financial Report Jennifer Patenaude, Treasurer, presented the monthly Financial Report. ACHC's checking account has \$3,276.43. The Money Market Fund has \$132,336.82 plus \$22.42, totaling \$132,359.24. The Concord Mews mitigation funds of \$500,000 have now been received by the Town. The Year End Report will be filed with the Board of Selectmen after Mrs. Tavernier and Ms. Patenaude meet with the Finance Director to discuss the possible need to have an independent audit.

III. Updates

Quail Ridge: Developers held an Information Session for the 8 affordable units which was attended by three potential applicants.

Habitat for Humanity: An Information Session was held for the Rehab to be done at Acton Meadows which was attended by four potential applicants. Owners are expected to contribute 350 hours of work on Habitat property and then receive an interest free mortgage. The principal once paid is placed in a revolving fund to generate additional housing for the Program.

Regional Housing Update: Beth Rust, Community Housing Coordinator, has sent letters to owners informing them of the role of the Regional Housing Service as Monitoring Agent. The letters also invite owners to a Training to be held on November 7th to develop skills in financial and general property management.

IV. Old Business

Post Office Crossing : The Planning Department provided comments to the BOS using the guidelines developed under the Town's Comprehensive Permit Plan. Comments included concern that the development is located in an industrial area although within walking distance of important local resources. The Design Review Board met last night and will also submit comments. The Board

of Selectmen will review the Plan on September 24.

V. New Business

Capital Improvement Assistance Requests: ACHA voted to revise its criteria for requests for financial assistance for capital improvements to affordable units. The repairs are to help preserve the health and safety of the property and maintain the affordability. ACHC will provide up to 100% of the costs of the improvements with a maximum grant of \$5,000 to households at or below 50% of the AMI. The existing program assists households up to 100% of the AMI for ½ of the cost of repairs. The Committee requires three bids for the proposed improvements to be performed. The committee approved three requests for assistance, two for exterior repairs at Harris Village Condominiums and a special assessment at Robbins Brook for a failed leaching field.

The meeting was adjourned at 8:15. **The next ACHC meeting is scheduled for October 18, 2012.**

STATEMENT OF DOCUMENTS PRESENTED AT THIS MEETING:

Minutes from Meeting of September 6, 2012

Memorandum from the Planning Department

ACHC Capital Improvement Guidelines

Memo from Beth Rust re: the Capital Improvement Program

Applications, bids, and explanations for three requests for capital improvement grants