

ACTON HOUSING AUTHORITY
BOARD OF COMMISSIONERS MEETING
68 WINDSOR AVENUE, ACTON MA 01720
MINUTES
MAY 28, 2013

RECEIVED
SEP 23 2013

TOWN CLERK, ACTON

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

Mr. Whittlesey called the meeting to order at 4:15 p.m.

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

Approve the minutes of the April 23, 2013 meeting.

2. Ms. Mautner went over the construction budget for the new units. Ms. Mautner let the Board know that the project has used very little of the construction contingency money. Lenders require a percentage of the construction budget be set aside for change orders and unforeseen circumstances. Baker Wohl (B/W) has requested additional fees for up to \$68,000 for additional services not covered by their contract. The Board discussed the history of the project and the specific request for funds. The Board agreed that there were many redesigns that needed to happen for the following reasons: trying to meet the schedule incase 40B was repealed by a ballot initiative, changing from septic to sewer, removing basements and replacing with crawl space, etc. The Board agreed that there were valid requests for additional funds but not at the level requested. The Board felt more comfortable with fees listed up to approximately \$30,000 from the list of items. Ms. Cronin said she would discuss with B/W and bring a revised request to the next meeting.

Ms. Mautner went over the additional fee request from Nixon Peabody. The Board reviewed the memo and charges from Nixon Peabody detailing their additional services. Nixon Peabody will be providing pro bono coverage for some of their costs that came in higher than expected. Ms. Baran made a motion which was seconded by Mr. Sullivan and unanimously voted in the affirmative to:

Approve the payment of \$5,740 to Nixon Peabody for additional services rendered.

Ms. Cronin updated the Board on the construction planned for 62 Windsor Avenue. The developer has reduced the number of new units from nine to three. Ms. Cronin will update the Board as the process moves forward.

The Board thanked Dennis Sullivan for his more than a decade of service to the Acton Housing Authority. Dennis succeeded in negotiating a large fee for overcharges from a utility company that paid for expanded parking, new carpets and

appliances at Windsor Ave. Mr. Sullivan's guidance and wisdom was crucial to the development of new units at Sachus Way and the Board, staff and residents appreciate his years of service to the Housing Authority. Ryan Bettez, former Planning Board and Acton Community Housing Corporation member has volunteered to finish Mr. Sullivan's term. Ms. Baran made a motion which was seconded by Mr. Sghia-Hughes and unanimously voted in the affirmative to:

Appoint Ryan Bettez to the Board of the Acton Housing Authority to complete Dennis Sullivan's term which ends on April 1, 2015..

The Board will participate in a joint vote to officially appoint Mr. Bettez at a meeting with the Board of Selectmen next month.

Ms. Cronin let the Board know that Acton Real Estate was marketing the units for sale at 48 Great Road. Ms. Cronin also let the Board know that the Siding and Roof Replacement at Sachus Way had been advertised and the bids are due June 25th.

Ms. Cronin reviewed the smoking policy and let the Board know that there were a couple people repeatedly violating the policy. She recommended a fine be imposed to deter people from violating the policy. Ms. Kolb made a motion which was seconded by Mr. Sghia-Hughes and unanimously voted in the affirmative to:

Approve the Smoking Policy Enforcement fine recommendation as follows; first offense written warning, second offense \$25 fine, third offense \$50 fine, fourth and recurring offenses, \$100 fine.

3. Ms. Cronin reviewed the vacancy ledger and asked Board members to let her know if they had any questions about the Quarterly Financial Reports.

Ms. Cronin let the Board know that the applicants at the top of the lottery had received packets to fill out and mail to MCO Housing Services. MCO will forward the packets to the AHA to review. Once applicants are found qualified they will be sent to South Middlesex Opportunities Council for voucher issuance.

Ms. Cronin let the Board know she was meeting with McCarthy Village and Sachus Way residents to go over the resident handbook to make sure it is up to date and residents know the rules. A translator will attend for the McCarthy Village meeting. Ms. Cronin let the Board know that DHCD would be issuing an RFP for capital projects. Housing Authorities need to provide matching resources in order to qualify.

4. Mr. Sghia-Hughes updated Board Members on Community Preservation Committee activities. Ms. Baran updated the Board on Acton Community Housing Corporation activities. Nancy Tavernier, Chair of the ACHC, is receiving a Housing Heroes award at the Mass Housing Partnership Housing Institute event in June. She is being honored for her decades of work advocating for and creating affordable housing opportunities in Acton. Ms. Cronin will be speaking at the event and will be

presenting the community process history for the Sachem Way development and lessons learned.

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

Approve the April voucher (monthly list of accounts payable) as presented.

The meeting was adjourned.

Respectfully submitted,

Kelley A. Cronin
Executive Director

Attachments for the May 28, 2013 meeting:

Minutes of the April 23, 2013 meeting, Budget and Requisition Summary for Whittlesey Village, Request for Additional Services Memo from Baker Wohl Architects, Statement of Additional Services Letter from Nixon Peabody, Vacancy Ledger, Meeting Schedule for 2013, Quarterly Financial reports for period ending March 31, 2013, Notice to McCarthy Village residents announcing meeting, DHCD approval letter for naming the new development Whittlesey Village and the existing family units on Sachem Way, McManus Village, Copy of MA General Law Ch. 121B Section 5 and Ch. 41, Section 11 related to appointing Board members when a Board member resigns, Smoking Policy Memo with proposed fine structure, April Voucher