

ACTON HOUSING AUTHORITY
BOARD OF COMMISSIONERS MEETING
68 WINDSOR AVENUE, ACTON MA 01720
MINUTES
September 24, 2013

RECEIVED
NOV 20 2013
TOWN CLERK
ACTON

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

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

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

Approve the minutes of the August 13, 2013 meeting.

2. Ms. Cronin let the Board know that the Assistant Executive Director was out on planned medical leave for 5-6 weeks and she had hired someone part time to help out in her absence.

Ms. Cronin updated the Board on the progress of the siding and roof work. She let the Board know that DHCD had inspected all the units at Windsor Green and the inspectors reported that they were very impressed on how well the units are being kept up by the maintenance staff and residents. There are a few units that are overcrowded with belongings and the staff is working with those residents. Ms. Cronin gave everyone a copy of the 2012 single audit that had no findings.

Ms. Cronin reminded the Board that the Housing Authorities (AHA) accountant would be joining the Board at the next meeting to discuss the 2014 Budget. She let the Board know that there were currently 151 out of 155 vouchers being utilized and that attrition has done very little to assist with sequestration budget cuts.

3. Ms. Cronin presented the Board with an updated certificate of seller's clerk for the sale of 48 Great Road unit 1. Mr. Sghia-Hughes made a motion which was seconded by Ms. Kolb and unanimously voted:

That executive director and chairperson, or either one of them acting alone, are authorized to enter into, execute and deliver, in accordance with the provisions of G.L. c. 30B § 16, a purchase and sale agreement with Antonio Blasi for the sale of Unit 11, Pillar House I Condominium, 48 Great Road, Acton, Massachusetts for a purchase price of \$80,000, upon such further terms and conditions as they may deem necessary or desirable, and to execute on behalf of the Corporation such other documents or instruments as they may deem necessary or desirable in connection with the consummation of the transaction contemplated therein,

including but not limited to a deed and such certificates and other instruments as may be required by the purchasers.

4. The Board discussed the Ribbon Cutting Ceremony including the content of the speaking program scheduled for September 30th.

Ms. Cronin let the Board know that the Windsor Green ramp replacement project was complete and the punch list items identified by the engineer had all been addressed by the contractor. Mr. Sghia-Hughes made a motion which was seconded by Ms. Baran and unanimously voted in the affirmative to:

Approve the certificate of final completion for the Windsor Green Ramp replacement project No. 002028 and final payment in the amount of \$1,965.

5. Ms. Cronin let the Board know that the Joint Committee on Housing was conducting hearings on proposals to reform public housing and that the hearings were being held over the next two weeks. The Board discussed this year's application for Community Preservation funds and possible AHA projects. The Board would like to apply for capital funds again. Ms. Baran updated the Board on Acton Community Housing Committee activities.
6. Ms. Baran made a motion which was seconded by Ms. Kolb and unanimously voted in the affirmative to:

Approve the July and August vouchers (monthly list of accounts payable) as presented.

The meeting was adjourned.

Respectfully submitted,

Kelley A. Cronin
Executive Director

Attachments for the September 24, 2013 meeting:
Minutes of the August 13, 2013 meeting, E-mails from Howard Gordon regarding Housing Choice Voucher spending dated March 13, 2013 and July 1, 2013 with projections, Draft Agenda for Ribbon Cutting Ceremony, Certificate of Final Completion for Windsor Green Ramp Replacement, Purchase and Sale Agreement and Certificate of Sellers Clerk for 48 Great Road, unit 11, Spread Sheet for Capital funding years 2007-15, July and August Voucher