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JUN 4 2014

TOWN CLERK
ACTON

ACTON HOUSING AUTHORITY
BOARD OF COMMISSIONERS MEETING
68 WINDSOR AVENUE, ACTON MA 01720
MINUTES
November 26, 2013

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

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

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

Approve the minutes of the October 29, 2013 meeting.

2. The Board discussed the budget that was submitted for approval at the October meeting by Ms. Cronin and Mr. Gordon.

Ms. Baran moved that the proposed Operating budget for State-Aided Housing of the Acton Housing Authority (Chapter 200/667/705/689/MRVP), Program Number 400-1 for Fiscal Year Ending 12/31/2014 showing Total Revenue of \$512,303.00 and Total Expenses of \$775,755.00, there by requesting a subsidy of \$254,752.00 be submitted to the Department of Housing and Community Development for its review and approval. Mr. Sghia-Hughes seconded the motion which, upon roll-call, was passed by a vote of 5 to 0.

Ms. Baran moved that the proposed Operating budget for State-Aided Housing of the Acton Housing Authority (Chapter 200/667/705/689/MRVP), Program 689-1 for Fiscal Year Ending 12/31/2014 showing Total Revenue of \$36,207.00 and Total Expenses of \$34,900.00, there by requesting a subsidy of \$0.00 be submitted to the Department of Housing and Community Development for its review and approval. Mr. Sghia-Hughes seconded the motion which, upon roll-call, was passed by a vote of 5 to 0.

Ms. Baran moved that the proposed Operating budget for State-Aided Housing of the Acton Housing Authority (Chapter 200/667/705/689/MRVP), Program Number MRV-P for Fiscal Year Ending 12/31/2014 showing Total Revenue of \$3,600.00 and Total Expenses of \$92,041.00, there by requesting a subsidy of \$88,464.00 be submitted to the Department of Housing and Community Development for its review and approval. Mr. Sghia-Hughes seconded the motion which, upon roll-call, was passed by a vote of 5 to 0.

Ms. Cronin let the Board know that she had been calling other Housing Authorities (HA) for months to see if anyone could absorb some vouchers. Sequestration cuts provide funding for only 141 of the 155 vouchers the Acton Housing Authority

(AHA) has. Through attrition the AHA has brought the number down to 149. Ms. Cronin found a local HA that needed to absorb and they have absorbed eight port outs so the HA is now operating at funded levels. The hope is that the new federal budget will provide enough funding for the original 155 vouchers and the AHA will be able to lease up new households from the waiting list.

Ms. Cronin let the Board know that she is participating in a Hoarding Task Force. The Task Force is working on identifying ways the Town can address hoarding issues that interfere with resident health and safety.

Ms. Cronin let the Board know that the State wanted the AHA to replace the existing heating system with heat pumps instead of gas as originally planned. There are some pilot pumps in place in Sudbury and Ms. Cronin visited the property to see how the system was working. The tenant who had the pump liked it but Ms. Cronin raised concerns over whether or not heat pumps would work effectively when the temperatures went below 0 degrees. Mr. Bettez mentioned that his company was using a Rinnai direct vent product that they have been pleased with and that he will send Ms. Cronin the information.

3. Ms. Cronin presented change order #3 for the siding and roof replacement project at Sachem Way. Ms. Kolb made a motion which was seconded by Mr. Whittlesey and unanimously voted in the affirmative to:

To approve the change order in the amount of \$7,343 to paint the exposed wood on the windows to match the siding and preserve the wood.

Ms. Cronin presented a change order for the furnace and sump pump replacement project at 27 Concord Road. The Board instructed Ms. Cronin to first check with the engineer on whether or not taking the insulation off the pipes would take care of the heating issue enough to not need a register. Mr. Sghia-Hughes made a motion which was seconded by Mr. Whittlesey and unanimously voted in the affirmative to:

To approve the change order in the amount of \$695 to install a register in the basement to make sure the pipes don't freeze if removing the insulation will not be adequate.

4. The Board discussed the satellite dish request at Sachem Way again. Ms. Kolb made a motion which was seconded by Mr. Sghia-Hughes and unanimously voted in the affirmative to:

To not allow any dishes on common use areas of Housing Authority Property, including yards, roofs and common decks.

Ms. Cronin also let the Board know that the Holiday giving program is in full swing. There is a need for a few more donors. Ms. Kolb suggested that Ms. Cronin send out a letter to people who donated in the past.

5. Ms. Cronin updated the Board on Whittlesey Village. She included in the packet the closing agenda for the permanent financing. The goal is to close before the year is over.

Mr. Sghia-Hughes let the Board know that the Community Preservation Committee had received many more applications that there are resources for. The Board discussed the AHA's proposal for capital funds.

Ms. Baran updated the Board on Acton Community Housing Committee activities.

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

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

The meeting was adjourned.

Respectfully submitted,

Kelley A. Cronin
Executive Director

Attachments for the November 26, 2013 meeting:

Minutes of the October 29, 2013 meeting, E-mail from Ms. Cronin regarding revised budget page from Mr. Gordon dated November 8th and 25th with State Budget attachment for 2014, Extract of Minutes and Certifications for 2014 Budget, Change Order #3 for Sachem Way Roof and Siding Replacement. Change order for the Sump Pump and Furnace Replacement at 27 Concord Road, Pictures of Sachem Way property for satellite dish discussion, Closing Agenda for Whittlesey Village, October voucher