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ACTON HOUSING AUTHORITY
BOARD OF COMMISSIONERS MEETING
68 WINDSOR AVENUE, ACTON MA 01720
MINUTES
October 29, 2013

Present: Bernice Baran, Ryan Bettez, Nancy Kolb and Robert Whittlesey
Absent: Ken Sghia-Hughes
Also Present: Kelley Cronin
Attending: Janet Adachi, Howard Gordon, Vera Platanova, Liudmila Savelyeva, Katarina Saveleva

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

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

Approve the minutes of the September 24, 2013 meeting.

2. Mr. Gordon went over the proposed budget for 2014 and the third quarter financial statements for 2013. Mr. Gordon and Ms. Cronin discussed the financial impact of sequestration on the federal Section 8 program. The Acton Housing Authority (AHA) froze the issuance of any new vouchers in 2013 and has only decreased the number of voucher holders by 4 through attrition. The current funding level by the Federal Department of Housing and Urban Development (HUD) is for approximately 140 vouchers with 151 currently leased. Ms. Cronin has called many Housing Authorities to see if anyone could absorb to no avail. Ms. Cronin let the Board know that she was meeting with several housing authorities and Manette Donovan, Esquire to update the administrative plan which will include some proposals to the Board to deal with the funding shortfall. The goal is to not have to cut any voucher holders from the program and to reduce spending with policy changes, such as payment standards and utility adjustments.

Mr. Gordon let the Board know that the administrative cuts on the Section 8 side would be made up by the State increase and the administrative fees from the new units at Whittlesey Village. The Board asked Mr. Gordon if he could provide a sheet that showed all the funding sources and uses on one page. Mr. Gordon said he would send that out before the next meeting.

3. Ms. Cronin presented a two change orders for the Siding and Roof replacement project at Sachem Way. The first change order was to replace existing soffit and dryer exhaust vents, provide GFCI outlets with weather covers, install PVC trim with cortex screws which would eliminate need for trim painting. Change order 1 decreases contract sum by \$263.88. The second change order is to repair rot from insect and water damage at unit 4 and replace damaged window, remove and replace existing gutters and downspouts at building 1 and 2, repair rot on the jambs of 4 entry doors. Change order 2 increases the cost by \$5,845 or 1.41%. Ms. Baran made a

motion which was seconded by Mr. Whittlesey and unanimously voted in the affirmative to:

Approve Change Orders 1 and 2 as presented.

Ms. Cronin discussed the issue with satellite dishes at Sachem Way. Prior to the roof and siding replacement there was a Russian television satellite dish on the roof of 1-2 Sachem Way. Ms. Cronin let the Board know that the contractor and the State Department of Housing and Community Development (DHCD) have told the AHA that if satellite dishes are placed on the siding or roof it will negate the warranty. Mr. Bettez discussed the Federal Communications Commission (FCC) ruling regarding satellite dishes that was included in the Board packet. Two Russian speaking residents from Sachem Way spoke about their desire to have Russian satellite available. Ms. Cronin let the Board know that Comcast provides Russian television but not the number of channels offered by the satellite dish. Ms. Savelyeva stated that she and Ms. Platanova do not have computers and are not able to get channels that aren't available on comcast any other way than through satellite dish. The Board discussed not wanting to damage the siding and roof. Ms. Saveleva spoke about the possibility of placing the dish on a pole in the ground. The Board expressed concern that it would open Pandora's box and that other residents would ask for access to satellite television and want poles with dishes for programs they want as well. The expressed a desire not to have multiple poles which would impact negatively on the landscaping, aesthetics of the development and maintenance. The Board decided to review the site at the next meeting and make a decision.

Ms. Cronin updated the Board on the inspection of Windsor Green units by the State. The AHA has annual inspections but has paid an inspection company in past years. The State now offers annual inspections to Housing Authorities at no cost. In order to save money Ms. Cronin asked the State to do the annual inspection this year. Ms. Cronin reviewed the notice sent to tenants in August several weeks prior to the inspection which specifically stated, "This year we are having the State do the inspections. Please be aware that they will site tenant caused damage. Make sure you have all egresses clear of obstructions and that your unit is clean and tidy." When the State inspected the units many had obstructed egresses and a few were extremely cluttered. Any unit that did not pass inspection because of a resident caused fail of the unit was sent a letter with two week's notice of a follow up inspection which listed the issue to be addressed. Ms. Cronin heard from maintenance staff that residents were very upset about receiving a letter identifying tenant caused issues. Ms. Cronin sent a follow up letter the same afternoon letting people know they did not need to be stressed about the follow up inspection, most items were not major issues and to call the office if they needed assistance addressing their items. The AHA is working closely with a few residents who have clutter and need assistance organizing and cleaning their units. All three notices were included in the Board packet.

Ms. Cronin let the Board know that the holiday giving program had begun. Ms. Kolb offered to help follow up with schools.

Ms. Cronin let the Board know that the Littleton Town Manager would like find communities to coordinate housing activities with. Ms. Cronin asked the Board if they would be interested in coordinating a meeting with Housing Authority Boards in the surrounding communities. The Board suggested that Ms. Cronin identify Housing Authorities that she would like to work with and let the Board know if there are concrete areas where collaboration makes sense.

4. The Board discussed applying for Community Preservation (CPC) Funds. Ms. Cronin let the Board know the next two projects on the priority list for the capital plan were the window replacement at the condominiums and the door replacement at Windsor Avenue. The Board asked Ms. Cronin to submit a CPC application for the doors at Windsor Avenue. Ms. Baran updated the Board on Acton Community Housing activities.
5. Ms. Baran made a motion which was seconded by Ms. Kolb and unanimously voted in the affirmative to:

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

The meeting was adjourned.

Respectfully submitted,

Kelley A. Cronin
Executive Director

Attachments for the October 29, 2013 meeting:

Minutes of the September 24, 2013 meeting, State Budget for 2014, Third Quarter Operating Statement, Housing Choice Voucher Leasing and Spending Projections for 2013 and 2014, Application and Certificate for Payment for Sachem Way Roof and Siding Replacement including Change Orders 1 and 2, E-mail communication with DHCD regarding satellite dishes. News article regarding FCC regulations pertaining to satellite dishes at rental property. Notice to Windsor Green Tenants about State Inspection. Letters to Windsor Green tenants regarding tenant fails and re-inspection, E-mail from Littleton Town Manager regarding coordination between local Housing Authorities with MA Community Innovations Challenge Grant application attached, September voucher