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1423.

ACTON HOUSING AUTHORITY
BOARD OF COMMISSIONERS MEETING
68 WINDSOR AVENUE, ACTON MA 01720
MINUTES
February 25, 2014

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

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

1. Mr. Whittlesey changed the order of business to allow the Engineer, Robert Everett of Everett Engineers, to make a presentation on the proposed heating system upgrade at Windsor Green. Mr. Everett presented his schematic design and cost estimate to the Board and showed them pictures of the heating units, compressors, proposed screening, budget estimates and placement of heating system in the units. Ms. Cronin reported that the Engineer made the same presentation to residents prior to the Board meeting (over 30 residents attended) and the majority of residents in attendance were in favor of the heating system. Mr. Sghia-Hughes asked several questions regarding the energy calculations used which were answered by the Engineer. The Engineer explained that the scope would present several alternates for contractors to bid on. There would be a base bid for the cost of the materials and installation of the new heating system with an alternate to include the screening of the external compressors and another alternate to include the removal of the existing heating units. The Board expressed their desire to see the project go forward but will not give final approval until they have seen the financing documents and subsidy agreement with the MA Department of Housing and Community Development (DHCD).
2. The Board reviewed the minutes of the previous meeting. Mr. Sghia-Hughes made a motion which was seconded by Mr. Whittlesey and unanimously voted in the affirmative to:

Approve the minutes of the January 28, 2014 meeting.

3. Ms. Cronin let the Board know that there were new vacancies at Windsor Green and one of the family units. The Windsor Green unit is a first floor and there are transfer applications from a senior who lives on the third floor of McCarthy Village so two units will be turned over. This continues to be an issue since the majority of seniors are on the second and third floors requiring seniors to take stairs to get in their homes. This can become difficult for seniors who have mobility issues.

Ms. Cronin updated the Board on the Massachusetts Chapter of the National Association of Housing and Redevelopment Officials (MA NAHRO) meetings with the State Department of Housing and Community Development (DHCD). DHCD has given Housing Authorities a two year capital contract for the period of 2016-2017 to try and ensure the continuation of the capital planning process with a new administration. Ms. Cronin reported that there continues to be DHCD capacity issues

with managing the capital projects and getting work orders for architects is taking more than 4 months.

4. Ms. Cronin let the Board know that she was still waiting on her multiple requests to have DHCD assign an architect for the door replacement at Windsor Green. DHCD issued a work order for an architect to begin the window replacement project in the condominiums. Ms. Cronin let the Board know that DHCD had awarded the AHA with funding as part of their safety imitative and the concrete sidewalk at McCarthy Village and some walkways at Windsor Green will be repaired this Spring.

Ms. Cronin updated the Board on Whittlesey Village. Some of the flooring around the perimeter is coming up. Ms. Cronin scheduled the flooring manufacturer, contractor, subcontractor and project manager for a site visit to identify the cause and solution to the problem. The product and workmanship is still under warranty and the repair will be done at the contractor's expense.

Ms. Cronin let the Board know that she received a 30-day notice from a tenant at Whittlesey Village who had never moved in. Ms. Cronin had sent her multiple letters including one that stated at the end of 90 days she would have to notify the subsidizing agency, thus prompting the notice to quit. Ms. Cronin will screen new applicants.

Mr. Whittlesey let the Board know that he had attended some Citizens Housing and Planning Association (CHAPA) public housing committee meetings and there is a proposal in the Board packets for them to look at. Ms. Cronin let the Board know she would forward the MA NAHRO proposal by e-mail as well. Mr. Whittlesey would like the public housing reform proposals discussed at the next Board meeting.

5. Ms. Cronin updated the Board on the follow up conversations from the Acton Community Housing Corporation (ACHC) meeting. Ms. Cronin and Ms. Tavernier met with the Town's Veteran's Services Officer, James MacRae, to discuss the possibility of doing some new units for homeless veterans. Mr. Sghia-Hughes made a motion which was seconded by Ms. Baran and unanimously voted in the affirmative to:

Pursue funding opportunities to purchase units and subsidize rents for homeless veterans.

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

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

The meeting was adjourned.

Respectfully submitted,


Kelley A. Cronin
Executive Director

Attachments for the February 25, 2014 meeting:

Minutes of the January 28, 2013 meeting, Schematic Design for Windsor Green Heat Replacement from Everett Engineers, Draft of CHAPA Public Housing Innovations Bill, December Voucher

1425.

ACTON HOUSING AUTHORITY
BOARD OF COMMISSIONERS MEETING
68 WINDSOR AVENUE, ACTON MA 01720
MINUTES
March 25, 2014

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

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

1. The Board reviewed the minutes of the previous meeting. Ms. Baran made a motion which was seconded by Mr. Whittlesey and unanimously voted in the affirmative to:

Approve the minutes of the February 25, 2014 meeting.

2. Ms. Cronin let the Board know that three units have turned over in the past few months. Ms. Cronin updated the Board on the business of the Massachusetts Chapter of the National Association of Housing and Redevelopment Authorities, (MA NAHRO). MA NAHRO Legislative day was discussed.

Ms. Cronin reviewed the current rent collection policy of the Acton Housing Authority (AHA) and the relevant State rent collection regulations and lease provisions. Ms. Cronin recommended updating the policy to reduce the amount of time allowed for payment agreements, add the language for the State required late fee and other minor adjustments. The Board asked Ms. Cronin to bring a revised draft for review to the next meeting.

Ms. Cronin discussed the need for Human Resources assistance. The AHA does not have a Human Resources staff and the laws are updated and changed regularly. Ms. Cronin proposed contracting out for these services. The Board asked Ms. Cronin to create a request for services for their review.

3. Ms. Cronin let the Board know that the Meadows project was moving forward with the duplex. Ms. Cronin let the Board know that the AHA had to submit a five year plan to the Department of Housing and Urban Development (HUD) this year. The AHA will need to appoint a Resident Advisory Board (RAB) made up of current Housing Choice Voucher recipients, to assist the AHA in reviewing and making policy recommendations. Ms. Cronin said she would bring recommendations for the RAB to the next meeting.
4. Ms. Cronin updated the Board on capital projects. The State still has not provided a work order to hire an architect for the door replacement project at Windsor Green. Kang and Associates is the project architect for the window replacement project and they are working on the bid documents. The design work for the heat replacement project at Windsor Green is almost complete and Ms. Cronin expects to have a funding proposal and energy audit available for the Board to review by the next meeting.

Ms. Cronin updated the Board on the floor repair at Whittlesey Village.

The Board discussed the MA NAHRO proposal to reform public housing and the Citizens Housing and Planning Associations' (CHAPA) proposal to reform public housing. Mr. Whittlesey expressed his view that the State had to do something to change the way Housing Authorities were administered. Mr. Whittlesey stated that in Europe the government is letting the private sector run the affordable housing programs and that consolidation would improve efficiency. Mr. Bettez expressed his concern that if the Housing Authorities (HA's) were not kept local there would be no support in local communities for Housing Authority sponsored projects. The Board wanted Ms. Cronin to draft a letter to Senator Eldridge reiterating their desire to keep the control of HA's in local communities hands with the ability to create collaborations between communities.

Mr. Sghia-Hughes let the Board know that the Community Preservation Committee's proposal for use of funds would be voted on at Town Meeting. He said the AHA proposal was not controversial and he was hopeful for support at Town Meeting. Ms. Baran updated Board members on Acton Community Housing Corporation activities.

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

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

6. The Board went into executive session to discuss tenant account receivables.

The meeting was adjourned.

Respectfully submitted,



Kelley A. Cronin
Executive Director

Attachments for the meeting March 25, 2014:

Minutes of the February 25, 2014 meeting, AHA Rent Collection Policy, Memo from Executive Director to Board on State Regulation 760 CMR 6.04 and State Lease related to rent collection, Human Resources Services offered by Paychecks, House Bill 1094, February Voucher