

ACTON COMMUNITY HOUSING CORPORATION
Minutes Thursday, June 5th, 2014, Room 126, Acton Town Hall

Pursuant to notice given a Regular Meeting of the Acton Community Housing Corporation (ACHC) was held on Thursday, June 5th, 2014, at 7:00 PM in room 126 of the Acton Town Hall. Present and constituting a Quorum for the purpose of conducting business were regular members Nancy Tavernier, Bernice Baran, Jennifer Patenaude, Lara Plaskon,, Corrina Roman-Kreuze , Bob Van Meter, and Associate Member Dan Buckley.

Guests: Janet Adachi, Board of Selectmen; Pat Clifford, Finance Committee; Kelley Cronin and Ryan Bettez, Housing Authority; and Steve Steinberg

Nancy Tavernier, Chair, called the meeting to order at 7PM. Bernice Baran was appointed Clerk for the meeting.

I. The Minutes from the Meeting on May 15, 2014 were read and approved as amended.

II. Financial Report

Jennifer gave the Financial Report as follows:

Checking Account Starting Balance:\$6,863.63
Closing Cost assistance for 212 Central St: \$2,500
Closing Cost assistance for Quail Ridge: \$2,500
MHP Housing Institute: \$125
Closing Balance: \$1,250

Business Money Fund Opening Balance: \$250,137.48
Interest: \$21.24
Closing Balance: \$250,158.72

ACHC voted to accept the Financial report. Jennifer and Nancy confirmed they had reviewed the monthly statement on line.

III. Updates

Post Office Crossing: The Board of Appeals decision has been filed.

Sales: The Willow Central, Quail Ridge, and Meadows sales have occurred this month. HRSO is marketing the Drummer Farm unit for a resale.

Avalon Proposal: The Design Review Board met with the developers and gave general approval with several recommendations for revisions.

IV. Old Business

RHSO: The office is moving to Concord. Personnel decisions are underway.

Housing Production Plan: Mr. Van Meter provided information from MAPC regarding its Scope of

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Services Contract with the Town of Hamilton for a similar Housing Production plan. Discussion involved Acton's need for an update of the Acton2020 Housing Inventory. Next steps are a meeting with the Town Planner, reps from ACHC, and MAPC. Bob will continue to gather information from MAPC and DHCD and will head up the effort. It appears the plan could be completed by the end of the year. MAPC is on the state vendor list which means there may be no need to put out an RFP or to get 3 quotes.

IV: New Business

Resources and How to Use Them - Action Plan

New Affordable Housing Plan: Steve Steinberg presented his preliminary plans for developing a 2 1/2 acre lot he owns which is adjacent to the Meadows. This is presently commercially zoned. He is presenting a plan to build an office building on the front part of the property to the Board of Selectmen this month. For the remaining two acres he is proposing to build a rental complex of 30 - 40 units using a LIP 40 B process. 25% of these will be affordable and 10% will have 3 bedrooms. ACHC's comments were highly favorable given the significant need for rental housing. The Committee's preference is for the remaining 75% to represent a range of incomes, with some rented at market rates and some with 50 to 100% of area median income. ACHC has the capacity to offer some subsidy funding from our Gift Funds for a mixed income project. Mr. Steinberg requested additional specific information about affordable rents and incomes to determine the economic feasibility of a mixed income proposal. Ms. Cronin will provide this information. He is currently working with an engineer to make specific plans for the site.

Acton Housing Authority: Ms. Cronin commented on the need for facilities for assisted living low income elderly. Her current developments do not meet the need for one level apartments with additional services for this age group.

Cherry Ridge Road: Ms. Tavernier will meet with the Town Manager and Town Counsel to discuss using this town owned parcel for affordable housing with Habitat for Humanity possibly building on it. The next step is for the Town to have a perc test to determining the suitability of the land for development.

99 Parker St: ACHC decided not to subsidize the farmhouse.

Other miscellaneous contacts about potential developments were discussed. There is definitely an uptick in interest in development.

Request for Assistance with Mortgage Payment: A family who owns an affordable unit is asking for financial assistance for two months mortgage payments. Funds have previously been approved by the BOS to be used for emergency housing purposes. RHSO is negotiating to reduce this family's monthly payments through a refinance. ACHC voted to authorize this assistance.

Annual Meeting and Membership: Committee members voted to elect Nancy Tavernier, Chair; Bob Van Meter, Vice Chair; Jennifer Patenaude, Treasurer, Bernice Baran and Lara Plaskon, Co Clerks. Dan Buckley and Corrina will be Associate Members.

The meeting was adjourned at 8:40PM. **Next meeting will be held on June 19th.**

STATEMENT OF DOCUMENTS PRESENTED AT THIS MEETING:

Agenda, June 5, 2014

Minutes, May 15, 2014

Scope of Services for MAPC and Town of Hamilton Contract

Update of ACHC Action Plan

Memo from ACHC to Town Manager re: 4 Cherry Road with Map of Parcel

Memo from RHSO re: 99 Parker St. and Coldwell Banker's Listing of Property

Memo from ACHC to BOS in December, 2009, requesting approval to use Discretionary Funds for Emergencies

Letter from 2020 Implementation Committee