

**ACTON COMMUNITY HOUSING CORPORATION**  
**Minutes Thursday, November 6 , 2014 Room 126, Acton Town Hall**

Pursuant to notice given a Regular Meeting of the Acton Community Housing Corporation (ACHC) **was held on** Thursday, November 6, 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, Bob Van Meter, and Lara Plaskon. Associate member Dan Buckley.

Guests: Pat Clifford; Janet Adachi, Board of Selectman

Nancy Tavernier, Chair, called the meeting to order at 7:02PM. Lara Plaskon was appointed Clerk for the meeting. Dan was made a voting member until all regular members arrived.

I. The **Minutes** from the Meeting of 10/2/14 were read and approved.

**II. Financial Report**

**Checking :**

Starting balance - \$1,023.63

Withdrawals - \$18.50

Balance - \$1,005.13

**Money Fund :**

Starting Balance - \$247,636.66

Interest Earned - \$21.03

Balance - \$247,657.69

ACHC voted to accept the financial report. Jennifer and Nancy confirmed that they reviewed the monthly statements.

**III. Updates**

**Housing Production Plan :**

**Forum plans and outreach** - handout has been prepared; Nancy has sent info to Beacon, Action Unlimited, COA newsletter, Acton town website, and schools to outreach to people to complete the community survey and attend forum. Lara will go to Town Meeting on Wednesday (11/12) to distribute flyers and Kristen (Assistant Town Planner) may also go; ACHC will also distribute the flyer electronically to other groups in town.

The forum will include discussion about assets, opportunities, barriers re: the Housing Production Plan; MAPC will facilitate groups and then report back.

**Community Survey** - Survey starts tomorrow and ends November 28<sup>th</sup>. Bob will post on Facebook.

**Blanchard Place Unit Resale** : Will hopefully close mid-December.

**Regional Housing Services Office (RHSO) :**

**Personnel update, Ethics ruling** - BOS approved the disclosures completed by Lara Plaskon; She will continue to serve on ACHC and work for RHSO.

**Advisory Committee Meeting** - Will be a new MOA to include Burlington; Maynard wants to join on a limited basis.

**Acton projects** - Lara is taking photos of all of the affordable housing in Acton and putting together Powerpoint slides; Lara is also working on compiling a directory of all of the rental housing in Acton.

**IV. Old Business**

**Acton 2020** - Nancy went to recent meeting - Acton 2020 is supportive of HPP and will publicize it and co-sponsor events.

**Developer interest** - Developers who have previously voiced interest in developing affordable housing have not followed up.

**V. New Business**

**Capital Improvement Application** - request to replace roof; 3 different bids \$6,400 low, \$10,000 high; Applicant is eligible for 100% funding based on her income - well below 50% AMI; Board approved applicant for \$5,000; Nancy will send her a letter to let her know and ask her to choose a roofer so that ACHC can pay them directly.

Future agenda item - should we add an asset test to capital improvement applications? Should we honor multiple requests from one person?

**Community Preservation Act proposal for 2015** - Nancy prepared CPA request for \$150,000; Motion to endorse application was approved; Nancy will submit it.

**Meeting schedule for 2015** - ACHC will meet once per month; Nancy distributed the schedule.

**Consultant interest** - Consultant (Wendy Cohen) approached Nancy with a proposal for two affordable homeownership units on Quarry Road; Per unit subsidy needed was high, so ACHC will not pursue.

The meeting was adjourned at 8:16pm. **The next ACHC meeting will be on December 4<sup>th</sup>.**

**STATEMENT OF DOCUMENTS PRESENTED AT THIS MEETING:**

Agenda, November 6, 2014

Minutes from October 2, 2014

Capital Improvement application and accompanying quotes from roofers

ACHC's CPC request

Conference Room Reservation Meetings for 2015

Proposal from consultant for 2 affordable housing units on Quarry Road

Handout for Action Housing Production Plan Public Forum