

ACTON COMMUNITY HOUSING CORPORATION
Minutes Thursday, January 22, 2015, Room 126, Acton Town Hall

Pursuant to notice given a Regular Meeting of the Acton Community Housing Corporation (ACHC) was held on Thursday, January 22, 2015, at 7:00 PM in room 126 of the Acton Town Hall. Present and constituting a Quorum for the purpose of conducting business were members Nancy Tavernier, Bernice Baran, Jennifer Patenaude, Lara Plaskon, Bob Van Meter and associate member Dan Buckley.

Guests: Janet Adachi and Peter Berry, Board of Selectmen; Holly Ben Joseph, Design Review Board; Pat Clifford; Chip Orcutt; Mark Gallagher

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 December 11, 2014 were read and approved.

II. **Financial Report**

Nancy reported that the FY14 Audit for ACHC has been completed and will be included as part of the Town Audit. The Town is holding \$688,220 in housing gift funds that are earmarked for ACHC. A detailed General Ledger Report format is prepared monthly by Jennifer Patenaude according to the recommendation of the Auditor. Ms. Tavernier and Ms. Patenaude confirmed that they have reviewed and approved the monthly financial statement. ACHC voted to approve the Audit and the monthly report.

III. **Updates**

Housing Production Plan

Housing Forum on Dec. 11 was attended by 30+. MAPC gave an excellent presentation on demographics and housing trends in the region and Acton. There 2 discussion groups that came up with ideas for creating affordable units in ways other than with 40B's. There seemed to be consensus in our group that we would not object to a large project that would help with our count primarily because it would allow us to create other units that met identified needs such as smaller homes for downsizing elderly or to reflect the smaller household sizes.

MAPC will begin to develop recommendations based on input from the survey and the forum. There will be a second forum in the Spring that should be a joint meeting of the BOS and the PB. There were no Planning Board members in attendance at the Forum.

Regional Housing Services

The RHSO has developed a Website that will contain housing information for the public and for the member towns. Burlington has joined and Maynard is looking to join in a limited way at first. Lara has prepared a photo inventory of all Acton affordable units. She is also working on a directory of market rental complexes in the town.

Ms. Plaskon reported on her activities. She has completed a Photo Inventory of all affordable housing units which can be shown as a Power Point presentation.

Blanchard unit resale

Scheduled to close on Jan. 27. Buyer went to out of state bank at last minute where they refused to allow the deed restriction so they had to start over.

Quail Ridge marketing

Big push for the sale of the last 5 units. Info session was held, no feedback on number of interested buyers.

Meadows at Acton lottery marketing

Info session for the sale of the last 3 units will be held Feb. 9. Selling price is now \$195,200 based on current variables.

Refinancing

Two requests for refinancing sent to RHSO. One may be denied by lender due to low income. Mortgage is currently at 6.5%. RHSO will work with owner to access government programs.

Capital improvements (roof, chimney, water heater)

Emergency replacement of hot water heater at Harris Village was completed. Owner extremely grateful to ACHC for the help. There may be a leaking roof problem at another unit in Harris Village. No application yet.

The roof at 4 Dunham Lane was replaced in late November but leaks continued. The chimney had failed and needed to be replaced. Owner paid for repair, total cost of roof and chimney was \$10,000. ACHC provided \$5000.

Acton Housing Authority

The AHA put out an RFP seeking a duplex unit for use in their low income rental program. Steve Steinberg responded from Meadows at Acton. The duplex will be purchased by the AHA with ACHC funds in early April. ACHC will move CPA funds from town hall to the ACHC account along with \$50,000 from Ellsworth Village to use for the transaction.

Post Office Square

The property has now been purchased by the developers. The regulatory agreement will be sent to the Selectmen for their signature.

V New Business

Housing Fund: The prior Emergency Housing Fund of \$5,000, provided by ACHC in 2009, has been distributed by Laura Ducharme, Community Services Coordinator. ACHC members voted to ask the Board of Selectman to approve \$5,000 in additional funds for this Program.

RFP for Housing Gift Funds: Decision was to begin working on criteria for an RFP for our gift funds held by the town but to wait for its release until the completion of the Housing Production Plan this summer.

Developer Interests: Several developers have come forward with preliminary ideas for affordable housing. ACHC members agreed to follow as they are more specifically formulated.

Maple St. Gordon Richards' property: Peter Berry reported on a property near the train station

consisting of 1 1/2 acres which might be sold to the town. It is proposed to be used for parking spaces or housing or both. ACHC has discussed this location in the past as an ideal transit oriented development potential. Members would consider some number of apartments, 24 units has been suggested. It could have parking under or be a mixed use development. It would be ideal to have this proposal after the HPP is done in the summer so we could get credit for implementation of the recommendations.

Elm St. Property: Chip Orcutt, the owner, and Mark Gallagher, the developer, presented a plan for a three acre parcel which includes two attached buildings and a barn. He has a strong relationship with Minuteman ARC, a non profit organization, where a family member had worked. Mr. Orcutt plans to donate a new construction group home for the developmentally disabled to Minuteman Arc. The barn will be moved and used as a clubhouse adjacent to a community pool. The plan also includes twelve detached market rate homes ranging from 1800 to 2400 square feet with two and three bedrooms. This property is walkable to schools and West Acton Village and will also be suitable for downsizing. They have presented their ideas to the Planning Director who appears favorable. They intend to file this as a LIP with DHCD. ACHC members were generally positive about the concept. Questions were raised about whether DHCD would grant an exemption to the 25% affordability regulations and about how abutters would react. It was suggested that a visit to the site by the state agencies involved would be appropriate. Meeting with Department heads would come afterwards. Nancy was authorized to begin a negotiation process with DHCD.

The meeting was adjourned at 8:45 PM. **Next Meeting will be on February 5, 2015, at Town Hall.**

STATEMENT OF DOCUMENTS PRESENTED AT THIS MEETING:

Agenda, January 22, 20115

Minutes, December 11,2014

General Ledger and Balance Sheet as of December 31, 2014

Proposed Spending for Emergency Housing Donation, December 9, 2009

Financial Report for December 31, 2014, by Fund

EMail from Steve Anderson regarding gift funds

ACHC Updates for 1/22/15 Meeting

Lottery Announcement for Quail Ridge

Lottery Announcement for The Meadows and Public Information Meeting