

ACTON HOUSING AUTHORITY  
BOARD OF COMMISSIONERS MEETING  
68 WINDSOR AVENUE, ACTON MA 01720  
MINUTES  
JANUARY 13, 2015

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

***Approve the minutes of the December 16, 2014 meeting.***

2. Ms. Cronin updated the Board on operations. There have been a couple incidents of domestic violence in family units and the staff is working with the residents and Police and making sure the victim has domestic violence service provider information. Ms. Cronin reviewed the report from the State Auditors office for fiscal years 2012 and 2013. There were no findings and the Board expressed their appreciation of the staffs work. The Board reviewed the terms for certificates of deposit through Middlesex Bank. Mr. Bettez made a motion which was seconded by Mr. Sghia-Hughes and unanimously voted in the affirmative to:

***To place half of the Whittlesey Village development funds in a six month certificate of deposit and the other half in a twelve month certificate of deposit.***

The Board reviewed the last contract for employment for the Executive Director and suggested changes which will be made to the contract and brought to the next meeting for a vote.

3. Ms. Cronin reviewed the proposed three year capital plan. The main change to last years plan was including a project at Windsor Green related to the heat replacement work and including water saving items for Sachem Way. Ms. Kolb made a motion which was seconded by Ms. Baran and unanimously voted in the affirmative to:

***Approve the capital plan for fiscal 2016-2018 as presented.***

Ms. Cronin reviewed the bid tally for the kitchen replacement project #2046 for 13 Sachem Way and 85 Hosmer C5. Mr. Sghia-Hughes made a motion which was seconded by Ms. Kolb and unanimously voted in the affirmative to:

***Approve the low-bid from Poulin Construction, Inc. in the amount of \$44,900.***

4. Ms. Cronin let the Board know that there was no news on the implementation of the Public Housing Reform bill and she did not expect much to happen before the new administration settles in. There were no updates regarding the Community Preservation Committee or the Acton Community Housing Corporation.

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

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

The meeting was adjourned.

Respectfully submitted,

Kelley A. Cronin  
Executive Director

Attachments for the meeting January 13, 2015:

Minutes of the December 16, 2014 meeting, Meeting Schedule for 2015, State Auditor's Report for Acton Housing Authority Operations in fiscal 2012 and 2013, Capital Plan for 2016-2018, Bid Tally, low bid approval letter and reference check for low bid on project #2046, Executive Director Contract, Procurement policy, December Voucher