

**ACTON COMMUNITY HOUSING CORPORATION**  
**Minutes Wednesday, November 16, 2015 Room 121, Acton Town Hall**

Pursuant to notice given a Regular Meeting of the Acton Community Housing Corporation (ACHC) was held on Monday, November 16, 2015, at 7:30 PM in room 121 of the Acton Town Hall. Present and constituting a Quorum for the purpose of conducting business were regular members Nancy Tavernier, Jennifer Patenaude, and Lara Plaskon and Associate members Dan Buckley and Corrina Roman-Kreuze.

Guests: None

Nancy Tavernier, Chair, called the meeting to order at 7:30 PM. Lara Plaskon was appointed Clerk for the meeting. Dan and Corrina were made voting members for the night.

I. The **Minutes** from the Meeting of 10/19/15 were read and approved.

**II. Financial Report**

There was no monthly financial report because Jennifer was having computer problems and wasn't able to run reports.

The Town auditor has been working on the Town's audit and went through ACHC's records as prepared by Jennifer. He is pleased and says everything looks good. Nancy asked for clarification on the performance bond, so the auditor sent guidelines, and ACHC's new bond amount of \$50,000 is appropriate.

**III. Updates**

**Regional Housing Services Office –**

- RHSO has followed up with a tenant at Avalon to resolve a complaint that the tenant sent to ACHC.
- ACHC would like to get the RHSO more involved in Acton's local 40Bs.
- Lara reported that about 60% of affordable homeowners have returned their owner self-declarations so far.

**Meadows –** Steve Steinberg is down to one last market unit, but three affordable units are still not ready. Since the units are way behind schedule, the Planning Board has worked out that he will provide a cash bond until the occupancy permit of the last affordable unit is issued.

**Resale on Faulkner Mill –** Having trouble finding a buyer. There have been several interested buyers, but none has worked out. The unit may end up going to a buyer who is slightly over income if 90 days go by. Deed restriction would remain on the unit even if over-income buyer moves in.

## **IV. Old Business**

### **Updates on Proposed Housing Developments –**

- No new information on Elm Street.
- No action on Post Office Square – units have now fallen off the SHI.
- Martin Street – proposed 40B, but have not contacted Town yet.
- Mass Ave site (across from tennis courts) – does not look like it will be a 40B.
- Potential 40B rental development – no further word, but still in the works.

### **Morrison Farmhouse**

Habitat is very interested in restoring the farmhouse, but Town does not want to sell the land. Nancy is meeting with Town Counsel this week to discuss the process and ACHC's role. ACHC members agreed that ACHC is happy to play a guiding role, but not take the lead.

### **Housing Production Plan**

DHCD issued an approval letter – approved as written with no changes.

**670 Mass Ave** – Town staff has been unable to figure out who holds the mortgage, who has been paying taxes, etc.

## **V. New Business**

**CPA Proposals for 2016 Housing Fund** – ACHC discussed a \$75,000 request at the last meeting, but Nancy lowered it to a \$50,000 request upon further consideration and discussion with Kelley at AHA.

**ACHC Development guidelines revisions for MassHousing developments** – ACHC has been following guidelines that presume a LIP project. We discussed revisions to guidelines to include MassHousing projects – planning to update language in a few sections regarding the ACHC role in considering historic properties, the timeline for informing abutters of new developments, and several other more minor edits. Nancy will do the revisions.

### **Developer Interest**

- **111-113 School Street proposal** – The developers presented at the last ACHC meeting – they are currently proposing demolishing the existing 6 unit apartment building (5 studios and one 1-bedroom unit) and barn. Proposal includes 4 duplexes (8 total units with 2 affordable) at 1,800 square feet each with driveways and one car garages. The property has major issues with ledge, so there will need to be a lot of blasting during the new construction. Building is historic and it is in the historic district. Nancy will contact the developer to invite them to another meeting for further discussion once they have submitted an application to MassHousing.

**Meeting Schedule for 2016** – We will be meeting in Room 126 for all meetings.

The meeting was adjourned at 8:40pm. **The next ACHC meeting will be on December 14<sup>th</sup>.**  
Peter Conant (consultant for developer) will be coming to present about a potential 40B for 12 Powder Mill Road.

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

Agenda, November 16, 2015

Minutes from October 19, 2015

Letter from DHCD approving Acton's Housing Production Plan

Outline for Meeting on Morrison Farm House

Guidelines for Affordable Housing Development in Acton – The Review Process (March 2012)

Conference Room Reservation Form for 2016 ACHC Meetings