

ACTON HOUSING AUTHORITY  
BOARD OF COMMISSIONERS MEETING  
68 WINDSOR AVE, ACTON, MA 01720  
MINUTES  
OCTOBER 8, 2018

Present: Bernice Baran, Ryan Bettez, Nancy Kolb and Robert Whittlesey  
Also Present: Kelley Cronin

Mr. Whittlesey called the meeting to order at 4:00 p.m. and explained the rules of the meeting.

1. The Board reviewed the minutes of the Acton Housing Authority (AHA) August meeting. Ms. Kolb made a motion which was seconded by Mr. Bettez and unanimously voted in the affirmative to:

***Approve the minutes of the regular and executive session meetings for July 9, 2018.***

2. Ms. Cronin let the Board know that the Town of Acton received the Housing Choice grant from the MA Department of Housing and Community Development (DHCD). The Town included the repaving of McCarthy Village driveway, parking lot and sidewalk in the application. Ms. Cronin let the Board know the State was having an event later that week and asked if anyone wanted to attend. Ms. Cronin said she would attend on behalf of the AHA and get a thank you card for the Board to send to the Town Manager for allowing the AHA to be in the application.

Ms. Cronin let the Board know she would send them the Budget Revision for the next meeting. Due to the retirements and staffing changes the salary lines have changed as have the extraordinary maintenance lines.

Ms. Cronin included the letter to Mr. Whittlesey from DHCD regarding the Executive Director contract in the packet. MA NAHRO hired an attorney to create a contract using the DHCD guidelines which the AHA used for their ED contract. DHCD sent it back asking for additional information. Ms. Cronin said she would have a revised draft for the Board to review at the next meeting.

Ms. Cronin let the Board know that there were no vacancies and the turnover rate for AHA units is way down. Only two senior units have turned over in the past 12 months with over 80 local households waiting on the list.

3. Ms. Cronin presented the certificate of final completion for the McCarthy Village siding and decking project. The project was funded by DHCD and community preservation funds and is complete. Mr. Bettez made a motion which was seconded by Ms. Baran and unanimously voted in the affirmative to:

***Approve the certificate of final completion for the McCarthy Village deck and siding project #002053 and authorize a final payment for DDC Construction Inc for a total contract cost of \$208,146.***

Ms. Cronin reviewed the quotes for new computer equipment and software. DHCD had provided each Housing Authority with \$10,000 in fiscal 2018 to use for technology. Ms. Cronin received quotes

from Terminal, Baystate Office Solutions and Intellibeam. Ms. Baran made a motion which was seconded by Mr. Bettez and unanimously voted in the affirmative to:

***Approve a contract with the low-bidder Terminal, for computer equipment and installation in the amount of \$7,790.***

Ms. Cronin presented quotes for the installation of security camera equipment at Sachem Way from Intellibeam, Electronic Security and Control Systems and BCM Controls Corp. Mr. Bettez made a motion which was seconded by Ms. Baran and unanimously voted in the affirmative to:

***Approve the contract with the low-bidder Intellibeam, for the installation and camera equipment in the amount of \$6,486.91.***

The Board reviewed several Personnel Policy updates provided by MA NAHRO. MA NAHRO hired KP, Law which is a law firm in Boston that focusses primarily on municipal law. Ms. Kolb made a motion which was seconded by Ms. Baran and unanimously voted in the affirmative to:

***Approve the Anti-Discrimination, Harassment and Equal Employment Opportunity Policy.***

4. The Board discussed the Request for Information issued by the Town of Acton for development of the Main Street parcel. Ms. Cronin presented two proposals for assisting with the feasibility analysis and proposal in response to the RFI. The Board had asked Ms. Cronin to get rendering for the site using Benfield Farms as a model and Ms. Cronin presented a proposal from Baker Wohl architects to provide renderings based on the site plan with building massing and views from two directions. Ms. Cronin also presented a proposal from Housing Partners to respond to the Request for Information with the financial feasibility analysis they had provided. Mr. Bettez made a motion which was seconded by Ms. Baran and unanimously voted in the affirmative to:

***Approve the contract with Baker/Wohl Architects for design services in the amount of \$7,400 and to contract with Housing Partners, Inc for consulting services in the amount of \$5,000.***

Mr. Whittlesey updated the Board on the River Street project. He said the committee is looking at developing housing on the site. He is talking to modular developers to get some pricing ideas.

Ms. Kolb let the Board know that the applications for Community Preservation funds are due in November. The Board discussed the possibility of applying for capital funds and will make a final decision at the next meeting. Ms. Kolb also updated the Board on the Regional Capital Assistance Team activities. DHCD wants the RCAT to assist Housing Authorities with contract procurement for services such as plumbing. Ms. Cronin said a lot of Housing Authorities could use that assistance because procurement is very time consuming especially for small HA's.

Ms. Baran updated the Board on the affordable housing developments being proposed on the Maynard/Acton line and on Piper Lane. The Acton Community Housing Corp. has been involved with the development on the Maynard/Acton line but not the one on Piper Lane.

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

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

6. Mr. Whittlesey asked if there were any comments or further discussion. There was no further discussion. Mr. Whittlesey made a motion which was seconded by Ms. Baran and unanimously voted in the affirmative to:

***To adjourn the meeting.***

Respectfully submitted,

*Kelley A. Cronin*

Kelley A. Cronin  
Executive Director

Attachments to the October 8<sup>th</sup> meeting:

Minutes of the August 28, 2018 meeting, letter to Robert Whittlesey from Amy Stitely regarding Executive Director Contract, Executive Director Job Descriptions, Anti-Discrimination Policy, Proposals from; Intellibeam, Terminal, Baystate Office Solution, Electronic Security and Control Systems, BCM

Control Corp., Baker/Wohl Architects and Housing Partners, Inc., Certificate of Final Completion from DDC Construction Inc, Request for Interest for Main Street, July Voucher