

ACTON HOUSING AUTHORITY  
BOARD OF COMMISSIONERS MEETING  
68 WINDSOR AVE, ACTON, MA 01720  
MINUTES  
OCTOBER 30, 2018

Present: Bernice Baran, Nancy Kolb and Robert Whittlesey  
Absent: Ryan Bettez  
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) October 8 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 October 8, 2018.***

Ms. Cronin reviewed the budget revision with the Board. Two of the line items being revised are the extraordinary maintenance and contracts. Ms. Cronin explained that during the annual inspection some vinyl tile flooring in elderly units had become potential trip factors and they had to be replaced prior to unit turnover. A higher than anticipated number of appliances also had to be replaced this year. Ms. Baran made a motion which was seconded by Ms. Kolb and unanimously voted in the affirmative to:

***Approve the budget revisions and certifications as presented and that the operating budget for program 400-1 showing total revenue of \$550,926 and total expenses of \$896,403 thereby requesting a subsidy of \$352,105, that the operating budget for program 689 showing total revenue of \$35,917 and total expenses of \$35,949 thereby requesting a subsidy of \$0 be submitted to DHCD and that the operating budget for program AHVP showing total revenue of \$149,010 and total expenses of \$149,180 thereby requesting a subsidy of \$141,330 all be submitted to DHCD.***

Ms. Cronin updated the Board on the communication between Department of Housing and Community Development (DHCD) and the Massachusetts Chapter of the National Association of Housing and Redevelopment Officials (MA NAHRO) regarding the Executive Director (ED) contracts. Ms. Cronin had sent the Board prior to the meeting a copy of the letter from Amy Stitely to the Chair and Director regarding the ED contract that the AHA had submitted, a copy of Public Housing Notice 2017-25 regarding ED contracts, a revised contract and cover sheet to incorporate requested information from the DHCD letter, ED job description and benefits section from Personnel Policy. Ms. Cronin let the Board know that MA NAHRO is meeting with the Undersecretary of DHCD to discuss the memberships concerns with the DHCD drafted contract and guidelines. Ms. Cronin suggested the Board revisit the issue after DHCD and MA NAHRO had discussed the problem of DHCD mandated contracts for independent local boards.

2. Ms. Cronin presented the certificate of final completion and payment request for the Windsor Avenue driveway, walkway and parking lot work. Ms. Kolb made a motion which was seconded by Ms. Baran and unanimously voted in the affirmative to:

***Approve the certificate of final completion and payment for the Windsor Green driveway project #002060 and authorize a final payment for Superior Sealcoat for a total contract cost of \$78,923.43.***

4. Ms. Cronin let the Board know that the AHA response to the Main Street proposal would be submitted this week. The Board was pleased with the proposal and drawings completed by the consultants at Ms. Cronin's direction. Ms. Cronin let the Board know that Mr. Bettez reported that the Main Street Committee was meeting before the next Board meeting to review the responses to the Town's Request for Information.

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 reminded the Board that the Community Preservation Committee (CPC) application was due in a couple weeks. The Board discussed possible funding requests. Ms. Cronin let the Board know that the residents at Windsor Green asked every year at the capital planning meeting for new sliding doors. The doors are aluminum, almost 40 years old and very hard for seniors to open to exit their units and it is one of the two egresses for the apartments. The Board instructed Ms. Cronin to submit an application to the CPC for capital costs for the doors.

Ms. Baran updated the Board on Acton Community Housing Corporation activity. She let the Board know that there is a very large development proposal on Piper Lane that has a significant amount of community opposition.

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

***Approve the September 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 30<sup>th</sup> meeting:

Minutes of the October 8, 2018 meeting, budget revision for State Public Housing programs with certifications, certificate of final completion for Windsor Green driveway project, letter to Robert

Whittlesey from Amy Stitely regarding Executive Director Contract, MA NAHRO letter to DHCD regarding ED contracts, September Voucher