

**ACTON COMMUNITY HOUSING CORPORATION**  
**Minutes Monday, September 16, 2019 Room 126, Acton Town Hall**

Pursuant to notice given a Regular Meeting of the Acton Community Housing Corporation (ACHC) was held on Monday, September 16, 2019 at 7:30 PM in room 126 of the Acton Town Hall. Present and constituting a Quorum for the purpose of conducting business were regular members Nancy Tavernier, Lara Plaskon, Bob VanMeter (arrived 7:45pm), and Jennifer Pantenaude, and associate members Corrina Roman-kreuze and Dan Buckley. Dan and Corrina were both made voting members since Bob was not present at the start of the meeting.

Guests:

- Todd Barclay - developer
- Terra Frederichs, Allissa Nicol – Community member

Nancy Tavernier, Chair, called the meeting to order at 7:32 PM. Lara Plaskon was appointed Clerk for the meeting.

I. The **Minutes** from the Meeting of 8/12/19 were read. Bob moved to approve the minutes and Corrina seconded. The motion carried.

**II. Financial Report**

**Monthly Report**

Town auditor is here.

Jennifer did not prepare a financial report this month.

**III. Updates**

**ZBA hearing** –Piper Lane hearing will continue tomorrow night to report on traffic studies.

**Regional Housing Services Office (RHSO) –**

- 99 Parker Street update – Should close this week
- Post Office Square Update – First buyer is ready to close, but developer keeps delaying closing.
- RHSO staff is officially taking over capital improvement application program

**Housing Production Plan** – RHSO will be doing the needs assessment portion of the plan; HPP working group went on a 2-hour tour of Acton last week to orient consultant Jennifer Goldson; Jennifer is working on the public outreach portion of the HPP; Nancy reviewed the HPP outline that Jennifer put together

## **IV. Developments**

### **Current developments**

- **PO Square Square** – Continued delays – see RHSO update above
- **Sonny Side, Prospect Street** – Lottery will be held next week for the one affordable unit

### **Previously discussed proposed developments**

- **446 Mass Ave** – funding denied in DHCD's first round; Feedback was that the building needs to have a second elevator and that the developer needs more of a local share of funding

### **New Development Proposals**

- **Calare Properties** –
  - Developer, Todd Barclay came to talk about plans for the property he just purchased – an 11+ acre site next to the Avalon development
  - possibility to partner with Avalon for a Phase 3 rental development
  - Met with Town Planner last week and 40B development was brought up as an option. He has not done 40B's before.
  - Thinking 90-100 units similar to the Phase II of Avalon that is about to begin construction.
  - Developer just got the property under contract, so this was a very preliminary overview. ACHC agreed that we are interested in hearing more, so developer will come to a future meeting when he has made additional plans.
- **363 Great Road** – Waiting to go to the BOS and then will file LIP application

## **V. Old Business**

**670 Mass Ave funds** – the sale is complete and Town has received funds. Nancy suggested earmarking these funds for homeowners of existing affordable homes to make capital improvements. Members want to wait before making any decision.

## **VI. New Business**

**Financial Assistance Request** – there is an affordable homeowner who would like to sell, but she is behind in her mortgage and needs assistance getting up to date before she can sell; She also needs to get an appraisal in order to sell her house so that DHCD can calculate the resale price. Nancy has talked with her and requested that she ask the bank for a forbearance. Lara moved to authorize up to \$5,000, including funds for the appraisal, contingent on the owner connecting with the Town social worker and contacting the bank. Bob seconded the motion, and ACHC voted to approve it.

**Closing cost request** – request for \$2,500 for a unit at Anthem Village – single individual purchasing a 2-bedroom unit; Bob moved to approve the request, Corrina seconded, and the motion passed

**Open Meeting Law Training** – All members strongly encouraged to attend on 10/2 at 4:30pm or 6:30pm

**CPC Request** – We need to start thinking about it; Nancy suggested requesting at least \$50,000; deadline is 11/18

## **VI. Administrative**

**Continued discussion ACHC transition chart** – we briefly reviewed the chart of ACHC tasks

Bob moved to adjourn meeting, Lara seconded, and the motion passed. The meeting was adjourned at 8:38pm. **The next ACHC meeting will be on October 21, 2019**

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

Agenda, September 16, 2019

Minutes from August 12, 2019

Chart of Affordable Housing Projects in Pipeline or under construction

Down Payment Assistance application

Flyer for Open Meeting Law training

Chart of ACHC tasks to prepare for transition