

**ACTON COMMUNITY HOUSING CORPORATION**  
**Minutes Monday, September 21, 2020 – online via Zoom**

Pursuant to notice given, a Regular Meeting of the Acton Community Housing Corporation (ACHC) was held on Monday September 21, 2020 at 4PM via zoom. Present and constituting a Quorum for the purpose of conducting business were regular members Janet Adachi, Bernice Baran, and Bob VanMeter, and associate members Dan Buckley and Corrina Roman-Kreuze. Janet designated Dan and Corrina as a voting members for the meeting.

Judy Hodge and Andy Richardt were present for the meeting, but they are still waiting to be sworn in by the Town Clerk as regular ACHC members. Jon Benson offered to follow up to see why there has been a delay.

Lara Plaskon from RHSO serves as ACHC's off-board Clerk and was present for the meeting; Nancy Tavernier serves as ACHC's off-board treasurer and was also present for the meeting.

Bob left the meeting at 5:30pm.

Guests:

- Kristen Guichard – Town Planner; Jon Benson – Select Board liaison

Janet Adachi, Chair, called the meeting to order at 4:08PM.

**I. Regular Business**

- **Minutes** – The minutes from the meeting of 8/10/20 were read. Bernice moved to approve the minutes and Bob seconded. Lara took a roll call vote – the motion pass unanimously.
- **Financial Report**  
Nancy reported the following:
  - Total ACHC assets as of 8/31/20 – \$78,814.03 (includes savings, checking, CD).
  - \$2,500 expenditure for capital improvement grant will take place in September
  - Bob moved to approve this report, Bernice seconded; Lara took a roll call vote – motion passed unanimously.
- **Regional Housing Services Offices Update**  
Lara reported the following:
  - Liz Valenta has been working on the ERAP (rental assistance) program. There have been quite a few applicants from Acton – renewals of assistance are now being processed. Funding will be running out soon.
  - Lara will begin the annual monitoring of affordable homeowners in Acton by the

beginning of October.

- The RHSO in general has been very busy with affordable homeownership lotteries, re-sales, monitoring work, HPP work, and various projects in all of the member towns.

- **Chair Update**

Janet reported the following:

- 8/24/20 – BOS approved the proposed MassWorks grant application re: proposed expansion of sewer infrastructure on Powder Mill Road and High Street.
- 9/8/20 - Janet attended COA Board meeting at invitation of new Chair Ellen Fein to briefly explain ACHC's work and how COA Board could be supportive of ACHC efforts. Board meeting at invitation of new Chair Ellen Feinsand to briefly explain ACHC's work and how COA Board could be supportive of ACHC efforts.
- 9/15 – Janet attended meeting about redevelopment concept for Kmart parcel; have to wait and see what happens with the current group who already has the option to purchase. Group that has the purchase option has not given much information to the Town about their plans, so there is very little update.
- 9/21 – email inquiry regarding mixed use housing, but no information yet about the property. Janet plans to speak by phone w/ person to learn more, and also to make sure the person is connecting with the right committee.
- The WestMetro HOME Consortium is giving a presentation tomorrow about obstacles to fair housing. Janet and maybe Bob will attend all or a portion of the meeting. There is possible interest in Acton doing a similar analysis. ACHC will discuss at a future meeting. Janet will share draft report and do update at October meeting.

## **II. New Business**

- Financial Overview from Nancy – Nancy explained ACHC's financial situation, including the different funds ACHC has access to, where the funds have come from, which funds are managed by the Town, etc. She also described which funds, and how much, are already committed to various projects and which funds are still available. See Nancy's detailed report for more information – included in the statement of documents presented at this meeting.
- ACHC programs: discussion of updates to capital assistance & closing cost programs – Lara provided an overview of capital assistance programs that the RHSO manages for other towns, specifically Concord and Sudbury. ACHC then had a lengthy

discussion about the possibility of making changes to ACHC's program including reviewing applications on a set schedule, instituting a lifetime limit to how much assistance a household can receive, etc. Some comments and ideas raised during the discussion included the following:

- Bob suggested program where ACHC invests in affordable properties on turnover from one homeowner to the next to help preserve Acton's affordable homeownership units
  - Dan B. suggested a certificate of insurance should be a requirement of all contractors/vendors who perform work funded by the program
  - Bernice and Dan advocated a lifetime limit on assistance
  - Dan advocated focusing on elderly homeowners with limited incomes; Corrina likes this idea too
  - Discussion re: whether to stay with focus on deed restricted homes or open it to low-income households who live in market homes
  - Idea to re-name the program "urgent repair program"
  - Bernice will inquire about what other assistance programs are available – she will ask Acton COA and Town social worker
- Gabriel Lane capital assistance request – Ratification of Janet's authorization of \$2,500 for a capital improvement request – Bob moved to ratify Janet's authorization, Bernice seconded; Lara took a roll call vote – motion passed unanimously.

### **III. Old Business**

- 446 Mass Ave
  - Steve Joncas provided update to Janet – thanked ACHC for endorsement; DHCD invited Common Ground to participate in the mini round of funding due at the end of September; design plans are 98% complete; if Common Ground is selected in DHCD funding round, they plan to close in first quarter of 2021
- Piper Lane
  - September 8<sup>th</sup> special town meeting approved the open space acquisition
- Other Project Updates
  - None

### **IV. Future Agenda Items**

- Bob will prepare something about inclusionary zoning
- Special needs housing, informed by Janet's discussion with Bob and Andy

- Fair housing practices – testing and other ideas; The Town’s new Diversity, Equity, and Inclusivity Commission will be looking into this
- Housing for extremely low income households
  
- CPA funding applications due soon

Bernice moved to adjourn the meeting at 5:53pm and Corinna seconded. Lara took a roll call vote – motion passed unanimously.

The next ACHC meeting will be on October 19, 2020.

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

Agenda, September 21, 2020

Minutes from August 10, 2020

ACHC Financial Overview (prepared by Nancy)

Gabriel Lane capital assistance program application (confidential)

Gabriel Lane authorization email (confidential)

Gabriel Lane estimate for work needed (confidential)

Capital Requests Chart (confidential)