

ACTON HOUSING AUTHORITY  
BOARD OF COMMISSIONERS MEETING  
MINUTES  
March 30, 2021 at 4:00pm  
VIRTUAL MEETING

Present: Bernice Baran, Peter Berry, Nancy Kolb, and Robert Whittlesey  
Also Present: Kelley Cronin  
Attending: Jim Snyder-Grant, Bonnie Lobel, and Karen Martin

Mr. Whittlesey called the meeting to order at 4:00 PM via a virtual meeting platform with no Board members in physical attendance and broadcasted via Zoom virtual meeting platform.

- I. Ms. Kolb read the rules of the remote meeting and Mr. Whittlesey conducted a roll call for attendance with all Board members being present. The Board reviewed the minutes of the February 23, 2021 meeting. Ms. Kolb made a motion, which was seconded by Ms. Baran to;

***Approve the minutes of the regular meeting for February 23, 2021.***

and upon roll call the “Ayes” and “Nays” were as follows:

Bernice Baran: Aye  
Nancy Kolb: Aye  
Robert Whittlesey: Aye  
Peter Berry: Aye

The motion was unanimously approved.

II. New Business

Ms. Cronin let the Board know that the person staffing the part-time waiting list position was going to retire. Ms. Cronin discussed the difficulty finding part-time staff and asked the Board if the position could be made a full-time one by collaborating with another Housing Authority. Sudbury is also looking for a person to staff their waiting list and Ms. Cronin would like to combine the funding to try and find a more permanent staff position. Ms. Baran made a motion, which was seconded by Ms. Kolb to;

***Authorize the combining of two part-time positions with the Sudbury Housing Authority to create a full-time Waiting List manager funded by both agencies.***

and upon roll call the “Ayes” and “Nays” were as follows:

Bernice Baran: Aye  
Nancy Kolb: Aye  
Robert Whittlesey: Aye  
Peter Berry: Aye

The motion was unanimously approved.

Ms. Cronin reported that all of the residents and staff at Windsor Green and McCarthy Village who wanted a vaccine had now received one. Ms. Cronin said that the Town staff had done a great job running the clinics and it was a real pleasure to partner with them on this effort. Ms. Cronin asked the Board for input on re-opening the office to the public. The Board thought that if residents needed in person service that appointment could be set up to meet outside. Ms. Cronin said she would continue

to follow the Governor's guidance of only 50% occupancy in the office and to continue to serve residents and applicants by phone and e-mail for the time being and to continue to discuss with the Board at the next meeting. Appointments that need to happen in person would be scheduled to occur outside.

Ms. Cronin updated the Board on capital projects. The deck replacement at 27 Concord Road was advertised and there were four bidders. Ms. Cronin reviewed the bid tally, reference checks and low-bid approval and recommendation from the RCAT project manager. Ms. Kolb made a motion, which was seconded by Mr. Berry to;

***Approve the contract with MJS Construction in the amount of \$54,190 for the deck and entrance replacement project #002080 at 27 Concord Road.***

and upon roll call the "Ayes" and "Nays" were as follows:

Bernice Baran: Aye

Nancy Kolb: Aye

Robert Whittlesey: Aye

Peter Berry: Aye

The motion was unanimously approved.

Ms. Cronin asked the Board for permission to apply for a regional Resident Services grant from the State. Ms. Cronin said that the application would be for funds to contract with Minuteman Senior Services to provide intensive case management assistance to elderly and disabled residents when needed at the Acton, Bedford, and Lexington Housing Authorities. Ms. Baran raised concerns about staffing capacity to manage this program. Ms. Cronin said that currently the family self-sufficiency (FSS) staff is trying to assist State tenants in addition to her FSS case load and this would help alleviate some of her work. Ms. Cronin said Minuteman has access to a wider array of support that could help residents better than the HA staff can. Ms. Baran made a motion, which was seconded by Ms. Kolb to;

***Authorize the Executive Director to submit a regional application for Resident Services Coordinator funding, in the amount of \$50,000, and if funded to contract for services for Acton Housing Authority tenants jointly with the Bedford and Lexington Housing Authorities.***

and upon roll call the "Ayes" and "Nays" were as follows:

Bernice Baran: Aye

Nancy Kolb: Aye

Robert Whittlesey: Aye

Peter Berry: Aye

The motion was unanimously approved.

Ms. Cronin presented a quote from Marcum, LLP to conduct the annual audit and State approved upon procedures (AUP) review. Ms. Kolb made a motion, which was seconded by Mr. Berry to;

***Procure auditing services from Marcum, LLP in an amount not to exceed \$14,000 for the single audit and \$3,780 for the agreed upon procedures.***

and upon roll call the "Ayes" and "Nays" were as follows:

Bernice Baran: Aye

Nancy Kolb: Aye  
Robert Whittlesey: Aye  
Peter Berry: Aye

The motion was unanimously approved.

Ms. Cronin let the Board know they needed a new hearing officer and recommended two women who had or were retiring from Executive Director positions. Mr. Berry made a motion, which was seconded by Ms. Kolb to;

***Approve Julie Johnson and Marianne Nelson to act as hearing officers for the housing authority.***

and upon roll call the “Ayes” and “Nays” were as follows:

Bernice Baran: Aye  
Nancy Kolb: Aye  
Robert Whittlesey: Aye  
Peter Berry: Aye

The motion was unanimously approved.

Ms. Cronin discussed the updated reasonable accommodation policy. Ms. Cronin let the Board know that an attorney had updated the policy for multiple housing authorities based on the HUD Office of Fair Housing published FHEO 2020-01 which provides additional guidance with regard to requests for Service and Support Animals under governing laws. The Housing Authority’s Reasonable Accommodation in Housing Policy has been revised to incorporate these changes including the provision of an informing Notice to families requesting an animal as a reasonable accommodation for a disability. This policy also sets forth additional verification requirements for those requesting animals which are not commonly kept as household pets otherwise known as exotic animals. Mr. Berry made a motion, which was seconded by Ms. Kolb to;

***Approve the updated reasonable accommodation policy as presented.***

and upon roll call the “Ayes” and “Nays” were as follows:

Bernice Baran: Aye  
Nancy Kolb: Aye  
Robert Whittlesey: Aye  
Peter Berry: Aye

The motion was unanimously approved.

### III. Old Business

Ms. Baran updated the Board on Acton Community Housing Corporation activities. Ms. Baran said the ACHC had applied for community preservation funds for a feasibility study for housing for people with disabilities.

Ms. Kolb updated the Board on Community Preservation Committee meetings. Ms. Kolb let the Board know that the committee was very supportive of the AHA proposal.

IV. The Board reviewed the February voucher. Ms. Baran made a motion, which was seconded by Ms. Kolb and unanimously voted in the affirmative to:

***Approve the February voucher as presented.***

and upon roll call the “Ayes” and “Nays” were as follows:

Bernice Baran: Aye

Peter Berry: Aye

Nancy Kolb: Aye

Robert Whittlesey: Aye

The motion was unanimously approved.

- V. Mr. Whittlesey asked if there were any other public comment and hearing none, Ms. Baran made a motion, which was seconded by Ms. Kolb and unanimously voted in the affirmative to:

*Adjourn the meeting at 5:27 pm.*

and upon roll call the “Ayes” and “Nays” were as follows:

Bernice Baran: Aye

Peter Berry: Aye

Nancy Kolb: Aye

Robert Whittlesey: Aye

The motion was unanimously approved.

Respectfully submitted,

*Kelley A. Cronin*

Kelley A. Cronin

Executive Director

Documents and Exhibits Used During the **March 30<sup>th</sup>** meeting:

Minutes of the February 23, 2021, State resident services coordination notice of funding availability public housing notices, e-mail, bid tally and letter from Jeff Baxter, RCAT project manager regarding deck project #002080, single audit quote from Mike Guyder, Marcum, LLP, reasonable accommodation policy, staffing budget, Main Street Design presentation to Design Review Committee and notes, February Voucher.