

ACTON HOUSING AUTHORITY
BOARD OF COMMISSIONERS MEETING
MINUTES
September 27, 2022, at 3:00pm
VIRTUAL MEETING

Present: Bernice Baran, Peter Berry, Nancy Kolb, and Melissa Wingfield
Absent: Robert Whittlesey
Also Present: Kelley Cronin
Attending: Jeff Bergart, Maura Camosse-Tsongas, Ann Corcoran, Fred Kinch, Sahana Purohit

- I. Ms. Kolb read the rules of the remote meeting and Ms. Kolb conducted a roll call for attendance with Ms. Kolb, Ms. Baran, Mr. Berry, and Ms. Wingfield present and Mr. Whittlesey absent. The Board reviewed the minutes of the August 16, 2022, meeting. Ms. Baran made a motion, which was seconded by Ms. Wingfield to;

Approve the minutes of the regular meeting for August 16, 2022.

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

Bernice Baran: Aye
Nancy Kolb: Aye
Peter Berry: Aye
Melissa Wingfield: Aye

The motion was approved.

II. Executive Director Update

Ms. Cronin let the Board know the resident services coordinator resigned and the position will be re-posted.

III. New Business

Ms. Cronin let the Board know that the Annual Plan had been sent to all members of the Resident Advisory Committee (RAC) and was reviewed at the RAC meeting in August and the Capital Plan was reviewed with the RAC in September. Ms. Cronin let the Board know the feedback she had received. The Board opened the hearing to allow for public comment on the plan.

The Board reviewed the bid tally and recommendation for the low-flow toilet replacement project #002093. Mr. Berry made a motion, which was seconded by Ms. Kolb to;

Approve a contract with the low bidder, Glionna Plumbing and Heating Services, Inc. in the amount of \$49,600.

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

Bernice Baran: Aye
Nancy Kolb: Aye
Peter Berry: Aye
Melissa Wingfield: Aye

The motion was approved.

Ms. Cronin reviewed the change order for kitchen and bath improvement project at Great Road Condominiums. Ms. Wingfield made a motion, which was seconded by Ms. Baran to;

Approve Change Order 2 for kitchen and bath improvement project #002081 in the amount of \$9,588.78.

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

Bernice Baran: Aye
Nancy Kolb: Aye
Peter Berry: Aye
Melissa Wingfield: Aye

The motion was approved.

The Board discussed the study for the Housing Rehab Trust. The Board welcomed Maura Camosse-Tsongas to discuss the financials of McManus Manor. Ms. Camosse-Tsongas let the Board know the State had asked all applicants to ask for more local resources and ARPA funds and discussed cost increases due to interest rate increases and supply side issues. The Board discussed applying for Community Preservation funds depending on whether the MASS WORKS grant was funded. The Board thanked Ms. Camosse-Tsongas for her work on the project.

IV. Old Business

Ms. Baran gave an update on the Acton Community Housing Corporation (ACHC) meeting and let the Board know that they committed \$200,000 to the McManus Manor project. Ms. Cronin mentioned that Bob Van Meter was particularly helpful at the meeting by helping to explain financing issues and strongly supporting the project as a member of the ACHC.

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

Approve the August voucher as presented.

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

Bernice Baran: Aye
Nancy Kolb: Aye
Peter Berry: Aye
Melissa Wingfield: Aye

The motion was approved.

VI. Ms. Kolb asked if there were any community members who wanted to comment and hearing none asked for a motion to adjourn. Ms. Baran made a motion, which was seconded by Ms. Wingfield to;

Adjourn the meeting.

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

Bernice Baran: Aye
Nancy Kolb: Aye
Peter Berry: Aye
Melissa Wingfield: Aye

The motion was approved.

Ms. Kolb adjourned the meeting at 4:05pm.

Respectfully submitted,

Kelley A. Cronin

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Executive Director

Documents and Exhibits Used During the **September 27th** meeting:

Minutes of the August 16, 2022, Bid Tally, Contractor Recommendation and Board resolution for low-flow toilet project #002093, Change Order #2 Project #002081, DHCD PHN 2022-16 2023 Budget Guidelines, Annual Plan, Capital Improvement Plan, Capital Project List 2012-2022, CPC 5-year plan, Main Street Campus, August Voucher