

**ACTON COMMUNITY HOUSING CORPORATION**  
**Minutes Tuesday, December 13, 2022 – online via Zoom**

Pursuant to notice given, a Regular Meeting of the Acton Community Housing Corporation (ACHC) was held on Tuesday, December 13, 2022 at 4PM via zoom. Present and constituting a Quorum for the purpose of conducting business were regular members Janet Adachi, Bob Van Meter, Andy Richardt, Bernice Baran, Judy Hodge, and associate member Dan Buckley. Janet as Chair designated Dan as a voting member for today's meeting.

Janet Adachi served as Clerk pro tem in the absence of ACHC's off-board Clerk Lara Plaskon.

Guests:

- Steve Joncas and Rachelly Bartolotta from Common Ground; Community members – several.

Janet Adachi, Chair, called the meeting to order at 4:00 pm. Janet read the updated meeting notice, including guidelines for public participation in the meeting.

- I. **4:00 pm Appointment:** Steve Joncas and Rachelly Barolotta, Common Ground
  - Follow-up discussion about Tavernier Place and previous request for additional funding – Steve and Rachelly shared materials that are part of Common Ground's formal request to DHCD; will be scheduling call with DHCD to discuss delays and construction overruns.
  - Rachelly shared screen showing 11/7/2022 memorandum to financing entities. Change orders have exceeded the contingency.
  - Dan had several questions about items in the spreadsheets that were exhibits to the 11/7 memo. He noted over 400K in change orders, including on account of ledge and unsuitable soils. Steve confirmed that the developer had explored and tested the site at the outset but it wasn't enough, resulting in 6 weeks of delay and added costs for hammering the ledge (no blasting). Steve said that the architect and owner's representative reviewed and approved the change orders, and the submitted requests received further review by an architect working for DHCD.
  - Steve noted that an additional 180-190K in change orders hadn't yet been submitted or approved.
  - Generator delay cost: 375K estimate, though uncertain whether that will come to pass.
  - Bob asked about the 600K for Covid-related costs. The detailed breakdown of items and costs are because DHCD prefers to have Covid-related costs identified.
  - Bernice noted the possibility that the additional costs couldn't have been discovered earlier, and said that, given how much ACHC already had committed to the project, she was ready to vote to approve the additional funding request.
  - Transformer: Steve said the transformer arrived on site today but unclear when the site will have power. Eversource still needs to get MA-DOT approval for power running on Mass. Ave. to the transformer.
  - Steve said timeline for completion is March 2023 (originally end of 2022).

- Second lift, related delay: Steve said that the second lift is a DHCD requirement and not a Code requirement, but the project architect says lift requires a variance from the local Architectural Access Board (Building Commissioner and/or Commission on Disabilities).
- Bernice moved to approve additional funding of 100K to Tavernier Place, Andy seconded. Roll call vote, motion passed unanimously. Steve said developer will need the payment after further discussion with DHCD.

## II. Regular Business

- **Minutes of November 8, 2022** –Judy moved and Bob seconded to approve the minutes of the November 8<sup>th</sup> ACHC meeting, subject to a correction of the name of the member who seconded Bob's motion to approve the proposed CPA application to. Janet will look at the meeting video to determine who seconded. Roll call vote, motion passed unanimously
- **Monthly Financial Reports through 11/30/22**

Andy reported the following:

- Total ACHC assets as of 10/31/22 –\$69,365.36
- Balance for undesignated gifts funds is \$244,126.22. (excludes \$7,500 earmarked for monitoring or RHSO)
- Total all funds available for expenditures (checking account + gift funds + CPA) = \$532,589.66 - \$200K of which has been approved to go to McManus Manor and \$100K which has just been conditionally approved for Tavernier Place
- Janet and Andy affirmed that they have both reviewed the monthly financial statements.
- Judy moved to accept financial report and Bob seconded. Roll call vote, motion passed unanimously.

- **Regional Housing Services Offices Update** –Postponed until next month when Lara will be present.

- **Chair Update** –

- McManus Manor: 1) Recent state-approved Massworks infrastructure grant of 2.3M for sewer extension to project site and sidewalks; 2) Select Board at its 11/21 meeting approved sewer connection for the project (vote 3-0 w/Jim Snyder-Grant and Himaja Nagireddy abstaining); 3) Gov. Baker announced last Thurs. that project approved for construction funding. ACHC may take some credit for that approval, with its recent agreement commitment of 200K toward the local match. ACHC's funding commitment will be paid out once the other project financing closes.
- Tenant support services issue: Town already provides a range of support services so RHSO and Planning Dept working to pin down what if anything is missing--other than personal issues and the like which aren't municipal purview. Town's Community Services Coordinator provides array of services

that proponents of the tenant-advocate position and more tenant-support services didn't even know about, for example, the fact that the Community Services Coordinator will approach landlords about fixing things promptly.

➤ Fair housing study: RSHO and Planning examining. It may be that Acton's study should look beyond race issue to other protected classes such as disability or family status that might be bigger issues in Acton.

- **Member Updates** – None.

**III. New Business**

- **Proposed 2023 meeting schedule** - Second Tuesday of the month at 4:00 pm generally is convenient for most members as long as the meeting is virtual. Bob will be teaching on Mondays, late afternoon, during the college semester starting in mid-January. If Monday is a holiday, such as the MLK holiday on 1/16, he might have to teach on Tuesday.

**IV. Old Business**

- None

**V. Future Agenda Items**

- To be determined

Dan moved to adjourn the meeting at 5:15 pm and Judy seconded. Roll call vote – motion passed unanimously.

The next ACHC meeting will be on January 10, 2023, 4pm via Zoom.

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

Agenda, December 13, 2022

11/7/2022 memo from Common Ground to financing entities about construction delays and cost overruns

Financial Reports through 11/30/22, including bank account and housing gift funds

Draft Minutes from November 8, 2022 meeting