

ACTON HOUSING AUTHORITY  
BOARD OF COMMISSIONERS MEETING  
MINUTES  
DECEMBER 20, 2022, at 3:00pm  
VIRTUAL MEETING

Present: Bernice Baran, Peter Berry, Nancy Kolb, and Melissa Wingfield  
Also Present: Kelley Cronin  
Attending: James Griffin, Lisa Franklin

- I. Ms. Kolb read the rules of the remote meeting and conducted a roll call for attendance with Ms. Kolb, Ms. Baran, Mr. Berry, and Ms. Wingfield present.
- II. The Board reviewed the minutes of the December 6, 2022, meeting. Ms. Wingfield made a motion, which was seconded by Ms. Baran to;

***Approve the minutes of the regular meeting for December 6, 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.

III. New Business

Ms. Kolb recognized the Acton Housing Authority (AHA) accountant James Griffin and moved the agenda around to discuss the budget first. James reviewed the changes to the 2023 budget from last year and identified the different programs. The Board discussed the budget with Mr. Griffin. Ms. Cronin discussed the increased contract costs for maintenance due to the age of the building components and deferred maintenance and capital spending due to inadequate funding from the State. Ms. Wingfield made a motion, which was seconded by Mr. Berry to;

***Approve the 2023 Budget and certifications 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.

The Board reviewed the Executive Director salary schedule which is submitted with the budget. Mr. Berry made a motion which was seconded by Ms. Baran to;

***Approve the new Executive Director salary schedule in the amount of \$106,985 for 2023.***

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 asked the Board if they would approve an end of year bonus for the staff, not to include herself. Ms. Cronin explained the money cannot come from the State budget but from the other housing programs. Ms. Wingfield made a motion, which was seconded by Mr. Berry to;

***Approve a \$2,000 bonus for full-time and \$1,000 for part-time staff.***

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 let the Board know she would coordinate with them to sign the Budget Certifications.

Ms. Cronin discussed the One-Stop funding for McManus Manor. The AHA received grant money, tax credits and ARPA funds in the amount requested to build McManus Manor. Ms. Kolb let the Board know she had told Kevin McManus about the project being funded as well. Ms. Cronin also updated the Board on the MASS WORKS grant for the sewer construction received by the Town.

Ms. Cronin reviewed the certificate of completion for the Great Road condominium project. Mr. Berry made a motion which was seconded by Ms. Wingfield to;

***Approve the certificate of completion for project #002081.***

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 toilet replacement project in the amount of \$3,307.86. Mr. Berry made a motion which was seconded by Ms. Wingfield to;

***Approve the change order for the low-flow toilet replacement project #002093.***

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 bid tallies for the on-call and emergency maintenance services contracts. The low bidders were, Supreme Electrical Services, LLC for electrical in the amount of \$6,675.00, N.B. Kenney for plumbing in the amount of \$10,844, Talty Flooring for flooring in the amount of \$15,731.20, and Cooling and Heating Specialists for the air source heat pumps in the amount of \$16,745. Ms. Wingfield made a motion which was seconded by Mr. Berry to;

***Approve the service contracts as detailed by Ms. Cronin.***

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 let the Board know that the AHA was able to assist over 35 families with Holiday gifts from the community. She also let them know Mt. Calvary Lutheran Church provided food at Thanksgiving and Community Supper provided meals for seniors this holiday season.

IV. Ms. Kolb updated the Board on Community Preservation Fund requests and the AHA request for funding to install solar panels at McManus Manor. Ms. Baran updated the Board on Acton Community Housing Corporation meetings and Tavernier Place. Mr. Berry updated the Board on the Climate Action Plan activities.

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

***Approve the November 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. Hearing none, Ms. Kolb asked for a motion to adjourn. Ms. Wingfield a motion, which was seconded by Ms. Kolb 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 4:22pm.

Respectfully submitted,

*Kelley A. Cronin*

Kelley A. Cronin  
Executive Director

Documents and Exhibits Used During the **December 20<sup>th</sup>** meeting:

Minutes of the December 6, 2022, meeting, 2023 Budget, HAFIS Budget Certifications, Executive Director Salary Schedule, Certificate of Completion for Project #002081, Change Order for Project #002093, Bid Tallies for Flooring, Electrical, Plumbing and Air Source Heat Pump Bids, Performance Management Review Slides, ARPA Contract for Financial Assistance for the Fire Panel Replacement, November Voucher