

ACTON HOUSING AUTHORITY  
BOARD OF COMMISSIONERS MEETING  
MINUTES  
OCTOBER 25, 2022, at 3:00pm  
VIRTUAL MEETING

Present: Bernice Baran, Peter Berry, Nancy Kolb, and Melissa Wingfield  
Also Present: Kelley Cronin  
Attending: 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. The Board reviewed the minutes of the September 27, 2022, meeting. Ms. Wingfield made a motion, which was seconded by Ms. Baran to;

***Approve the minutes of the regular meeting for September 27, 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. Board Update

Ms. Kolb read a resignation letter from Mr. Whittlesey who was stepping down after almost two decades of service on the Board. The Board discussed how to recognize Mr. Whittlesey for his commitment. The Board discussed the Governors appointment for the vacancy.

III. Executive Director Update

Ms. Cronin reviewed the third quarter financials and tenant account receivables with the Board. Ms. Cronin explained that a lot of units have turned over and with the deferred maintenance during COVID, the aging of the units, the expenses for maintenance contract costs and supplies are higher than anticipated. Ms. Cronin also let the Board know she was working with several households who have not caught up on their rent since receiving COVID rent assistance.

III. New Business

Ms. Cronin reviewed the DHCD template Fair Housing plan which she updated with the local Acton numbers. The Board reviewed and asked questions. Ms. Cronin explained that all the units the AHA owes are over the minority representation for Acton and the metropolitan area. The only program that is underrepresented by minorities are the 16 alternate housing vouchers and Ms. Cronin recommended giving that program a minority preference for the pull from the waiting list. Mr. Berry made a motion, which was seconded by Ms. Baran to;

***Approve the Fair Housing and Marketing Plan 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 discussed the Annual Plan. Ms. Baran made a motion, which was seconded by Ms. Wingfield to;

***Approve the Annual Plan.***

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 Budget Revision. The budget needs to be revised due to the Executive Director and maintenance salary changes, increased revenue from SHERA (COVID rent assistance) and ARPA funds and increased costs from condominium fees and maintenance costs. Ms. Wingfield made a motion, which was seconded by Ms. Baran to;

***Approve the Budget Revisions.***

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 history and reasons for the change order at Great Road project #002081. Ms. Cronin shared the online cap hub system with the Board and showed them how the architect submits a request for a change order then the proposal is submitted in the system for all to review. Mr. Berry made a motion, which was seconded by Ms. Baran to;

***Approve the change order No. 3 for Great Road Improvement 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.

The Board reviewed the work order proposal from GCE Architects for Yankee Village improvement project #002095. Ms. Cronin explained that DHCD conducts a designer bid process for architects and engineers and creates an approved list of designers Housing Authorities can use for their projects. This architect has been preapproved by DHCD and Ms. Cronin recommended her because she is an MWBE and did the community room project at McCarthy Village which was very nice. Ms. Baran made a motion, which was seconded by Ms. Wingfield to;

***Approve the work order contract with GCE Architects for project #2095 in an amount of \$9,950.***

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 discussed the reapplication for the Resident Services Grant. Ms. Cronin explained that the Bedford Housing Authority was not going to continue with the grant and asked for authorization to submit a reapplication for funding. Ms. Baran made a motion, which was seconded by Mr. Berry to;

***Authorize the Executive Director to Apply for the Resident Services grant.***

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.

#### IV. Old Business

Ms. Kolb discussed the Community Preservation application for McManus Village. The Board discussed how much to apply for if MASS WORKS was not funded and how much to apply for if it was not. Ms. Cronin said she could get a cost estimate for solar and sustainability efforts from the architect. Ms. Baran made a motion, which was seconded by Mr. Berry to;

***Authorize the Executive Director to Apply for Community Preservation Funds for McManus Village. The Board authorized the ED to apply for up to \$500,000 if Mass Works is not funded and up to \$300,000 if it is funded.***

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. Baran gave an update on the Acton Community Housing Corporation (ACHC) meeting and let the Board know that there was a proposal for development of the WR Grace site. She also let the Board know the Tavernier Place project was seeking additional funds.

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

***Approve the September 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. Ms. Purohit was in the audience and greeted the Board. When there were no further comments, Ms. Kolb 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 4:30pm.

Respectfully submitted,

*Kelley A. Cronin*

Kelley A. Cronin  
Executive Director

**Documents and Exhibits Used During the September 27<sup>th</sup> meeting:**

Minutes of the September 27, 2022, meeting, Change Order No. 3 for Project #002081, Work Order Contract for Project #002095, Third Quarter Financials and Tenant Accounts Receivable, Budget Revisions and Certification, Accountant Memo regarding Budget Revisions, Fair Housing Plan and DHCD Template PHN Fair Housing Plan, DHCD Demographics for Acton and AHA demographics for program participants, Annual Plan Hearing Memo, September Voucher