

ACTON HOUSING AUTHORITY
BOARD OF COMMISSIONERS MEETING
MINUTES

February 28, at 3:00pm
VIRTUAL MEETING

Present: Bernice Baran, Peter Berry, Nancy Kolb, Sahana Purohit, and Melissa Wingfield
Also Present: Kelley Cronin
Attending: Suzanne Whittlesey, Fran Arsenault, Maura Camosse-Tsongas, Phil Reville, Wanjiku Gachugi, Jeff Bergart, Paulette Farmer

Ms. Kolb called the meeting to order at 3:00 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 conducted a roll call for attendance with all Board members being present. Ms. Kolb then let the Board know that the former Chair, Robert Whittlesey had passed away. Ms. Kolb discussed all the roles Mr. Whittlesey had played in furthering affordable housing throughout Acton and the State. The Board expressed their appreciation for Mr. Whittlesey and his decades of service to the Acton Housing Authority (AHA).

II. New Business

Ms. Cronin introduced Phil Reville of Winslow Architects and Maura Camosse-Tsongas, development consultant for McManus Manor. Mr. Reville reviewed the design and Ms. Camosse-Tsongas reviewed the financing and development schedule for the Board.

Ms. Kolb introduced the new Diversity, Equity and Inclusion Director for the Town, Wanjiku Gachugi. Ms. Gachugi discussed her meeting with the Ms. Cronin and mission for the position.

Ms. Kolb asked for a motion to approve the minutes. Ms. Baran made a motion, which was seconded by Ms. Wingfield to;

Approve the minutes of the December 20, 2022 and January 24, 2023 meetings.

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

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

The motion was approved.

Ms. Cronin reviewed upcoming MassNAHRO events.

The Board and Ms. Cronin reviewed the fourth quarter financials, DHCD top 5 salary form, tenant account receivables and end of year certifications. Ms. Baran made a motion, which was seconded by Ms. Purohit;

Approve the end of year certifications for 2022.

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

Bernice Baran: Aye
Peter Berry: Aye
Nancy Kolb: Aye
Sahana Purohit: Aye
Melissa Wingfield: Aye
The motion was approved.

Ms. Cronin reviewed the bid tally for the condominium unit modernization project. Ms. Cronin reminded the Board that this project was being paid for with Town ARPA funds. Mr. Berry made a motion, which was seconded by Ms. Wingfield to;

Authorize Ms. Cronin to enter into a contract with Belle Contracting for condominium unit modernization project #002095 for \$42,650.

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

Bernice Baran: Aye
Peter Berry: Aye
Nancy Kolb: Aye
Sahana Purohit: Aye
Melissa Wingfield: Aye
The motion was approved.

Ms. Cronin reviewed the costs associated with replacing VCT in units at Windsor Green. Ms. Cronin explained that the asbestos abatement triples the replacement cost and asked if the Board would approve adding that scope to the HILLAP application to DHCD. Ms. Wingfield made a motion, which was seconded by Ms. Purohit to;

Authorize Ms. Cronin to add scope for vinyl composite tile replacement to the HILLAP application at Windsor Green.

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

Bernice Baran: Aye
Peter Berry: Aye
Nancy Kolb: Aye
Sahana Purohit: Aye
Melissa Wingfield: Aye
The motion was approved.

IV. Old Business

Ms. Kolb let the Board know the CPC was in the process of discussing proposals and should have recommendations completed in two weeks. Ms. Baran gave an update on the Acton Community Housing Committee activities. Mr. Berry discussed possible capital projects the legislature may support.

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

Approve the January voucher with a total expenditure of \$697,227.55 as presented.

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

Bernice Baran: Aye
Peter Berry: Aye

Nancy Kolb: Aye
Sahana Purohit: Aye
Melissa Wingfield: Aye
The motion was approved.

VI. Ms. Kolb asked if there were any community members who wanted to comment, and Ms. Cronin stated that Jeff Bergart had his hand up. Mr. Bergart discussed the Main Street Campus planning and the senior park. Ms. Kolb thanked Mr. Bergart for his comments and asked if anyone else wanted to speak, and hearing none asked for a motion to adjourn the meeting. Mr. Berry made a motion which was seconded by Ms. Kolb and unanimously voted in the affirmative to:

Adjourn the meeting at 5:06 pm.

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

Bernice Baran: Aye
Peter Berry: Aye
Nancy Kolb: Aye
Sahana Purohit: Aye
Melissa Wingfield: Aye
The motion was approved.

Respectfully submitted,
Kelley A. Cronin
Executive Director

Documents and Exhibits Used During the **February 28th** meeting:

Minutes of the December 20, 2022 and January 24, 2023, meetings, Annual Report, End of Year Financials, Certification of Top 5 Salary Report, Lead Paint, Tenant Account Receivables certifications, bid tally, architect references for low-bidder on project 002095, McManus Manor design, MassNAHRO position paper and legislative priorities, Mass Union of Public Housing Tenants letter to Governor, January Voucher