

ACTON COMMUNITY HOUSING CORPORATION
Minutes Tuesday, November 14, 2023 – online via Zoom

Pursuant to notice given, a Regular Meeting of the Acton Community Housing Corporation (ACHC) was held on Tuesday, November 14, 2023 at 7PM via zoom. Present and constituting a Quorum for the purpose of conducting business were regular members Janet Adachi, Bernice Baran, Judy Hodge, Bob VanMeter, and associate member Dan Buckley.

Lara Plaskon from serves as ACHC's off-board Clerk and was present for the meeting.

Guests:

- Andrea Starr

Janet Adachi, Chair, called the meeting to order at 7:03 pm. Janet read the updated meeting notice, including guidelines for public participation in the meeting.

- I. **Appointment** – Andrea Starr – update about 4 Cherry Ridge project and need for additional funds; Discussion included the following comments and questions by ACHC members:
 - Dan asked if a veteran has been selected to be owner – Andrea is working with a veterans' organization in Devens, Clearpath for Veterans, to come up with a process
 - Will the veteran have to be income qualified in order to purchase? – that was not the intention – intention was to serve/sell to a disabled veteran
 - Dan suggested reaching out to Homes For Our Troops in Taunton – they are experienced with housing and homeless veterans
 - Bob asked if ACHC has unrestricted funds that could be used to help Andrea considering that many of ACHC's funds can only be used for deed restricted properties; Janet's understanding is that ACHC's gift funds are not restricted, but she pointed out that ACHC's mission is to serve income eligible households
 - Bob – would they consider putting a deed restriction on the unit requiring that it be occupied by a disabled veteran; Andrea said they are planning to put a 30-year restriction on the house and they are currently working on the details
 - Judy commended the project and hopes the ACHC can be helpful
 - Kristen Guichard, Planning Director, joined to explain adding the unit to the SHI – unit would have to be restricted to 80% AMI and it couldn't be reserved exclusively for veterans; CPA funds could be used for housing up to 100% AMI
 - Bernice and Bob don't think getting the unit on the SHI should be prioritized; Bernice suggested consulting with the Veterans' Services staff person in Acton – Andrea has been working with him
 - Janet recapped – The home will be 100% donated to a disabled veteran (no cost to vet); Is there a plan to evaluate the veteran to ensure vet and family are financially able to care for the house? Janet also encouraged Andrea to consult

with the Taunton group; Janet wants to make sure ACHC's support is tied somehow to ensuring the housing remains affordable so that ACHC stays on mission – requested that Andrea come back with more information on what will be included in the deed restriction

- Bob asked about the remaining costs and Andrea referred him to the document that's been shared with ACHC and included in the list of documents below
- ACHC wants to help, but just needs a few more details; Andrea will continue to work on details and will follow up with ACHC

II. Regular Business

- **Minutes** – The minutes from 10/10/23 were read. Dan moved to approved the notes, and Bob seconded – roll call vote was taken and the motion passed unanimously.

- **Financial Report**

Dan reported the following:

- Total ACHC assets as of 10/31/23 – \$54,939.63
- Total ACHC Funds (Bank accounts + Gift Funds + CPA Funds) – 631,613.66 (\$217,547.81 committed and \$414,065.85 available for expenditures)
- Only change this month was a few dollars in interest
- Dan and Janet went to the bank and got a CD with a higher interest rate; Dan is looking into an 11-month CD and may have a recommendation about moving forward with this at the next meeting
- Dan and Janet both affirmed that the reviewed the bank statements
- Judy moved to approve the financial report and Bob seconded – roll call vote was taken and the motion passed unanimously

- **Regional Housing Services Offices Update**

Janet reported the following:

- Jen Pontes will be providing RHO assistance on the capital improvement program

- **Chair Update**

Janet reported the following:

- Analysis of Rehab Trust presented by Liz Rust on 11/16 – presumed involvement of AHA, but AHA let the Town know they don't have the resources to do this; suggestion to use a non-profit instead
- 495 Metrowest Partnership presentation by Ed Augustus, new MA Secretary of Housing and Livable Communities – discussion of proposed Affordable Homes Act that will provide increased incentives for housing production.

- **Member Reports**

- Bernice – McManus Manor is waiting for sewer approval and nothing can move forward until approval – they've been waiting for 6 months, and it is unclear why there's been a holdup
- Dan pointed out that a capital improvement request was committed and still hasn't been used – Janet or Dan can reach out to RHO to ask for follow up
- Judy asked a question about the ACHC audit – Janet clarified the process of how ACHC accepts the audit

III. New Business

- **CPA Application**

- Janet shared the application – she would like to keep the request under \$300K since she did not meet with CPC; she reviewed section by section and explained everything that was included in the application
- Bob commented that the application looks good – makes it clear that ACHC has been contributing a lot towards affordable housing and needs to replenish
- Janet will submit the request for \$295K

IV. Old Business

- None

V. Future Agenda Items

- None

Bob moved to adjourn the meeting at 8:07pm and Judy seconded. Lara took a roll call vote – motion passed unanimously.

The next ACHC meeting will be on December 12, 2023

STATEMENT OF DOCUMENTS PRESENTED AT THIS MEETING:

Letter requesting funds for 4 Cherry Ridge

List of contractors who have donated to the construction of 4 Cherry Ridge

FY 2023 Audit Documents – Representation letter and financial statements

Agenda 11/14/23

Draft Minutes 10/10/23

Bank & Housing Funds report through 10/31/23

Draft FY2024 CPA Application