

**ACTON COMMUNITY HOUSING CORPORATION**  
**Minutes Tuesday, February 13, 2024 – online via Zoom**

Pursuant to notice given, a Regular Meeting of the Acton Community Housing Corporation (ACHC) was held on Tuesday, February 13, 2024 at 7PM via zoom. Present and constituting a Quorum for the purpose of conducting business were regular members Janet Adachi, Bernice Baran, and associate member Dan Buckley. Janet authorized Dan to be a voting member for this meeting. Judy joined the meeting at 7:06pm.

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

Guests:

- Emi Azar – COD liaison to ACHC

Janet Adachi, Chair, called the meeting to order at 7:02pm. Janet read the updated meeting notice, including guidelines for public participation in the meeting.

**I. Regular Business**

- **Minutes** – The minutes from 1/9/24 were read. Bernice moved to approve the notes, and Dan seconded – roll call vote was taken and the motion passed unanimously.

• **Financial Report**

Dan reported the following:

- Total ACHC assets as of 1/31/23 – \$55,000.85
- Changes this month were just a little interest
- Interest on CDs much better than rate on savings account, so Dan proposed getting four 9-month CDs. ACHC could still get money out if needed and the penalty is minimal – would not lose any money as long as the money remains in the CD for at least 4 months. Dan is checking with the Town re: where the ACHC money that is managed by the Town is held. Dan's proposal – put \$40K in 9-month CDs (split into several CDs), leave \$12K in savings, and \$2K in cash account. Bernice Moved to approve Dan's proposal and Judy seconded – roll call vote was taken and the motion passed unanimously.
- Total ACHC Funds (Bank accounts + Gift Funds + CPA Funds) – \$627,643.37 (\$213,516.30 committed and \$414,127.07 available for expenditures)
- Dan and Janet both affirmed that they reviewed the bank statements.
- Judy moved to approve the financial report and Bernice seconded – roll call vote was taken and the motion passed unanimously.

• **Regional Housing Services Offices Update**

Janet reported the following:

- Monthly update meeting – 68 Parker Street LIP LAU application was submitted to the State and they asked how the tenants would be affected

when 10-year rent-increase restriction expires on the majority of units. The lapsing of the restriction probably would have limited impact, given that the rents are and stay naturally very low.

- **Chair Update**

Janet reported the following:

- Janet checked in with the Habitat director –26 Carlisle Road house closed at the end of last June, a couple of weeks after the dedication.
- Steve Joncas reached out to Janet to let her know that he has semi-retired; Rachelle Bartolotta has taken on increasing responsibility and will be ACHC's main contact going forward, including for the 457 Mass Ave project (they are still waiting on sewer update)
- Andrea Starr – wants to keep control of the Cherry Ridge house and realize her husband's vision of a house for a disabled veteran; Andrea's organization applied for CPA funds, but memo from Liz Rust outlines the obstacles to obtaining CPA funds (lack of restriction related to income eligibility). Andrea understands obstacles, is continuing to look for new funding
- Kristen Guichard is coming to the next ACHC meeting to give an overview of the zoning articles that will be proposed for Annual Town Meeting approval to comply with the MBTA Communities Law; Janet reminded that this proposal is for zoning only – will not lead immediately to building, but is for long term planning
- Howard & Sullivan, town auditor – now operating under the name Marcum

- **Member Reports**

- Dan – mentioned he was following what is going on in Milton with the MBTA Communities Law – the Town is resisting – it will be interesting to see what happens
- Dan – asked about WR Grace and sewer capacity; Janet said that development is on hold while it is confirmed that the land is safe for building; Janet explained that the sewer plant in Acton has more capacity, but more infiltration beds are needed to access the capacity

## II. New Business

- **Habitat for All advisory committee: Appoint ACHC representative(s)**

- Committee to explore increasing affordable housing while preserving open space
- Judy was first to express interest in being ACHC representative, and Bob expressed interest second – Janet thinks it would be great if both participate.
- Some discussion about what the committee's goal is – there are different understandings among members about what the committee is trying to do
- Janet proposed sending both Judy and Bob's names to the Planning Board; Bernice moved to approve and Judy seconded proposal – roll call vote was

taken and the motion passed unanimously

- **ACHC Capital Grant Program: Discuss and vote on potential changes in homeowner contribution and other standards with reference to other RHSO communities**
  - RHSO provided chart provided in documents showing details of capital improvement programs in other communities – RHSO suggested ACHC changing program guidelines:
    - lower owner contribution
    - implement grant agreement
    - don't include 2% of equity in owner's home in income calculation
  - Bernice suggested waiting until future meeting when more members are present to weigh in, and Janet agreed to put this issue on a future agenda
- **Affordable Housing Rehabilitation Trust: Discuss Chairman and Vice Chairman meeting and what role, if any, ACHC should have**
  - Janet is going to defer this issue until Bob is at the meeting since he and Janet both met with Alissa Nicol, representing the rehab trust proponents, for an informational meeting on the concept; Alissa is looking for a commitment from the ACHC to help move the rehab trust idea forward
  - Dan asked for latest version of the proposal – he would like to review the numbers before he has an opinion
  - Bernice is opposed
  - Judy is wondering what happens to old, dilapidated homes and whether they could be used for affordable housing
  - Janet mentioned some of the things that make this idea expensive – state standards, public procurement, etc.

**III. Old Business**

- None

**IV. Future Agenda Items**

- None

Judy moved to adjourn the meeting at 8:23pm and Dan seconded. Lara took a roll call vote – motion passed unanimously.

The next ACHC meeting will be on March 12, 2024 at 7pm via Zoom

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

Agenda 2/13/24

Draft Minutes 1/9/24

Bank & Housing Funds report through 1/31/24

Capital Grant Program Changes – Chart about program in RHSO communities; Concord Small Grant Agreement

Habitat for All Memo