

ACTON HOUSING AUTHORITY
BOARD OF COMMISSIONERS MEETING
MINUTES

July 23, 2024, at 3:00p.m.
VIRTUAL MEETING

Present: Bernice Baran, Peter Berry, Nancy Kolb, and Melissa Wingfield
Also Present: Kelley Cronin, Melissa Bible
Attending: Maura Tsongas

Ms. Kolb called the meeting to order at 3:02 p.m. via a virtual meeting platform with no Board members in physical attendance and broadcast via Zoom virtual meeting platform.

- I. Ms. Kolb read the rules of the remote meeting and conducted a roll call for attendance with Sahana Purohit absent.
- II. McManus Manor Update
- III. Ms. Cronin updated the board on the project and the increase in costs due to the delay from the septic project. ACHC has agreed to provide an additional \$150,000 and the Select Board has agreed to waive some of the permit fee costs. Ms. Cronin let the Board know that the construction costs have been reduced by over one million through value engineering. Despite this there is still a \$2.9 million gap. Ms. Cronin let the Board know the tax credit investors would like the AHA to have more cash on hand, so Ms. Cronin asked the Board if they would consider selling a few condominium units to use the funds for the financial gap. The AHA did this for funding used to develop Whittlesey Village. The AHA could use money from the development fee to create new family units when McManus is completed. Ms. Baran made a motion, which was seconded by Ms. Wingfield to;

Authorize requesting permission from EOHLC to sell up to 3 units to be used for Funding of McManus Manor.

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

Nancy Kolb: Aye

Melissa Wingfield: Aye

Bernice Baran: Aye

Peter Berry: Aye

The motion was approved.

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

Approve the minutes of the May 23rd, and May 28th, 2024, meetings with a correction to the May 28th attendance of Melissa Bible.

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

Nancy Kolb: Aye

Melissa Wingfield: Aye

Bernice Baran: Aye

Peter Berry: Aye

The motion was approved.

V. Board and Executive Director Updates

Ms. Baran mentioned that after considerable discussion the ACHC has approved \$150,000 for the advancement of the McManus Manor project.

Mr. Berry shared that he has been in discussion with the Acton Exchange about writing a story about the new Executive Director, Melissa Bible. He will be working on that within the next week. Separately they are hoping to keep ongoing space available in regard to Housing Authority information and updates.

Ms. Bible let the Board know that the Housing Authority has been busy with staff training and transitioning. Ms. Bible updated the Board in regard to pending changes in calculations, increased AHVP voucher allocations, and administrative rates.

VI. New Business

Ms. Bible let the board know that the Fire Panel work had been completed at Windsor Green. The Housing Authority was requesting a vote of Final Completion of the Fire Panel so the final invoice can be paid. Mr. Berry made a motion, which was seconded by Ms. Baran to;

Approve the Certificate of Final Completion for the Fire Panel project #002097 and authorize the final payment in the amount of \$ 17,367.60.

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

Bernice Baran: Aye

Peter Berry: Aye

Nancy Kolb: Aye

Melissa Wingfield: Aye

The motion was approved.

As part of the meeting packet, Board Members were informed of eight tenants who would like to serve on the Resident Service Advisory Board. The Housing Authority was looking for a vote of approval. Ms. Wingfield made a motion, which was seconded by Ms. Baran to;

Approve the eight residents/voucher holders for the Resident Advisory Board.

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

Bernice Baran: Aye

Peter Berry: Aye

Nancy Kolb: Aye

Melissa Wingfield: Aye

The motion was approved.

Ms. Bible let the Board know that the EOHLC had approved the AHA having more AHVP vouchers to provide to disabled households. Additionally, the state has increased resources to assist AHVP voucher holders with paying for security deposits, first and last months’ rent as appropriate. Ms. Bible requested being able to provide direct deposit payments to landlords on behalf of AHVP voucher holders the bank as opposed to making them wait for checks. Ms. Wingfield made a motion that was seconded by Ms. Baran to;

Approve Direct Deposit of AHVP voucher subsidies to landlords by Direct Deposit.

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

Bernice Baran: Aye

Peter Berry: Aye

Nancy Kolb: Aye

Melissa Wingfield: Aye

The motion was approved.

Ms. Bible requested that the board approve an engineer for the design work on drainage at McCarthy Village. EOHLIC has pre-approved through a procurement process designers to work on Housing Authority Projects and Allen and Major are on the approved list. Mr. Berry made a motion that was seconded by Ms. Kolb to;

Authorize a work order with Allen and Major for the McCarthy Village drainage project #002102. at McCarthy Village for the drainage project.

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

Nancy Kolb: Aye

Melissa Wingfield: Aye

Bernice Baran: Aye

Peter Berry: Aye

VII. Old Business

The board discussed the upcoming meeting schedule and decided to delay the August meeting due to schedule conflicts.

Mr. Berry gave an update on the Community Preservation Committee. Ms. Baran gave an update on the Select Board meeting and the Acton Community Housing Corporation.

VIII. The Board reviewed the May and June vouchers. Ms. Baran made a motion, which was seconded by Ms. Wingfield and unanimously voted in the affirmative to:

Approve the May voucher with a total expenditure of \$836,293.25 and the June voucher with a total expenditure of \$723,285.15 as presented.

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

Bernice Baran: Aye

Peter Berry: Aye

Nancy Kolb: Aye

Melissa Wingfield: Aye

The motion was approved.

IX. Ms. Kolb asked if there was any public comment. Mr. Bergert spoke and thanked the Board for the updates on Main Street projects and was thankful for our service. Hearing no other comments, Ms. Kolb asked for a motion to adjourn. Ms. Wingfield made a motion which was seconded by Mr. Berry and unanimously voted in the affirmative to:

Adjourn the meeting at 4:23 p.m.

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

Bernice Baran: Aye

Peter Berry: Aye
Nancy Kolb: Aye
Melissa Wingfield: Aye
The motion was approved.

Respectfully submitted,
Melissa Bible
Melissa Bible
Executive Director

Documents and Exhibits Used During the **July 23rd** meeting, Middlesex Bank application for Direct Deposit, Windsor Green Fire Panel Project #002097 Punch list and Certificates of Substantial and Final Completion, Resident Advisory List, Work order and Scope for McCarthy Village Site Drainage Project #002102, McManus Manor One-Stop funding and cost comparison, E-Mail to Kate Racer at EOHLC regarding funding gap and Documentation of previous request to EOHLC regarding sale of property for Whittlesey Village funding, May and June vouchers.