

ACTON HOUSING AUTHORITY  
BOARD OF COMMISSIONERS MEETING  
MINUTES  
December 10, 2024 at 3:00p.m.  
VIRTUAL MEETING

Present: Bernice Baran, Peter Berry, Nancy Kolb, Melissa Wingfield  
Also Present: Kelley Cronin, Melissa Bible, Maura Tsongas, Alex Rosso  
Absent: Sahana Purohit

Ms. Kolb called the meeting to order at 3:08 p.m. 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. At the start of the meeting Ms. Wingfield was not yet in attendance.
- II. Mr. Rosso, Transactional Counsel with Nixon Peabody acting for the Acton Housing Authority, provided an overview of the changes of the Resolution in regard to McManus Manor. The Housing Authority Commissioners are being asked to vote to approve changes to the Resolution that would allow the Acton Housing Authority to act as a Manager and/or Managing Member to purchase land from the Town and to enter into a Pilot agreement for tax purposes.

The updated resolution broke down details of the various financing agreements that were necessary as part of the purchase and development of McManus Manor, including AHA2, Redstone Tax Credits, and timeline of structuring and admittance. Other resolutions allowed the Executive Director or the Chair to make change orders for up to \$24,999. Change orders of \$25,000 or more require Board Approval. Mr. Berry made a motion that was seconded by Ms. Baran to:

***Approve the updated Resolutions and Change Order Policy with authorization to change the amounts of the Low Income Tax Credit Loan when the amount is known.***

And upon roll call the “Ayes” and “Nays” were as follows:  
Nancy Kolb: Aye  
Bernice Baran: Aye  
Peter Berry: Aye  
The motion was approved.

A motion was made by Mr. Berry and seconded by Ms. Baran to:

***Authorize the Executive Director or chair to sign the documents with B.F.I. for the Disaffiliated 3<sup>rd</sup> Party agreement upon recommendation of Nixon Peabody.***

And upon roll call the “Ayes” and “Nays” were as follows:  
Nancy Kolb: Aye  
Bernice Baran: Aye  
Peter Berry: Aye  
The motion was approved.

A motion was made by Mr. Berry and seconded by Ms. Baran to:

***Authorize the Executive Director or the Chair to sign the Purchase and Sale Agreement between the Town of Acton and McManus Manor LLC.***

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

Nancy Kolb: Aye

Bernice Baran: Aye

Peter Berry: Aye

The motion was approved.

A motion was made Ms. Baran and seconded by Mr. Berry to:

***Approve the amended Construction contract with Delphi in the amount of \$20,769,635.00.***

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

Nancy Kolb: Aye

Bernice Baran: Aye

Peter Berry: Aye

The motion was approved.

Ms. Cronin discussed the Bid Process and low bidder for Tax Credit Accounting. This accountant would need to do the separate Tax Credit Filings that must be done Annually. Daniel Dennis was the low bidder with a bid of \$34,500. Ms. Cronin requested a motion to approve. Md. Baran made a motion that was seconded by Mr. Baran to:

***Approve Daniel Dennis as the low bidder for Tax Credit Accounting in the amount of \$34,500.***

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

Nancy Kolb: Aye

Bernice Baran: Aye

Peter Berry: Aye

The motion was approved.

At approximately 4:21pm Ms. Wingfield entered the meeting remotely.

Ms. Cronin discussed that there had been bids for installation of Solar Panels for McManus Manor. It was also discussed that since the building would be operational 24 hours a day, there would not be any need for lithium battery storage. This had been a discussion at past meetings. Sun Wealth was the low bidder and a Power Options vendor. Ms. Cronin made a request for approval. Ms. Baran made a motion that was seconded by Mr. Berry to:

***Authorize Ms. Kolb to sign contracts with Sun Wealth in the amount of \$232,845 for solar panels and installation.***

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

Nancy Kolb: Aye

Bernice Baran: Aye

Peter Berry: Aye

Melissa Wingfield: Aye

The motion was approved.

Ms. Cronin updated the board that the Housing Authority will have to get Builders Risk Insurance. She anticipates that this will be very expensive based on the lack of bids. She also anticipates that this money will be paid from ARPA monies.

The Board shared with Ms. Cronin their appreciation for her and the work that she is doing to keep the project moving successfully.

### III. Approval of November 19, 2024, minutes

Ms. Kolb requested a motion to approve the minutes of the November 19, 2024, Board meeting. A motion was made by Ms. Wingfield and seconded by Mr. Baran to:

***Approve the minutes of the November 19, 2024, Board Meeting with the correction of spelling errors and discussion details.***

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

Nancy Kolb: Aye

Peter Berry: Aye

Bernice Baran: Aye

Melissa Wingfield: Aye

The motion was approved.

### IV. Board Update

Mr. Berry discussed that he and Ms. Bible would be meeting that evening with the CPC for the two grants that the Housing Authority had applied for. He would also be providing an update to CPC about the previous year’s grant approval updates.

### V. Executive Director Update

Ms. Bible updated the Board that the Tuesday before Thanksgiving there had been a water main break on Sachem Way. That this had impacted all of Sachem Way overnight and two families had to be placed in hotels for approximately a week over Thanksgiving. Ms. Bible shared her appreciation for the patience of our tenants that were impacted and the hard work of our maintenance staff over the holiday.

### VI. Executive Director Evaluation

Ms. Kolb thanked the members of the Board for sharing their feedback on the evaluation requests that she had sent out for Ms. Bible. Based on their feedback she had put together an evaluation on Ms. Bible and her first 5 months in the ED role. She read the feedback and requested that the evaluation be added to the minutes.

Ms. Kolb also shared that she did an article on the Service Coordinator Staff, Amanda Eldridge and Harry Luo for the Acton Exchange. She shared the information that she had written with the Board.

### VII. Voucher

Ms. Baran made a motion that was seconded by Ms. Wingfield to:

***Approve the voucher in the amount of \$994,331.00 for the month of November 2024.***

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

Nancy Kolb: Aye

Peter Berry: Aye

Bernice Baran: Aye

Melissa Wingfield: Aye

VIII. Public Comment.

There was no public comment.

At 4:55 pm Ms. Wingfield made a motion that was seconded by Mr. Berry to adjourn.

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

Nancy Kolb: Aye

Peter Berry: Aye

Bernice Baran: Aye

Melissa Wingfield: Aye

The motion was approved.

Respectfully submitted,

Melissa Bible

Executive Director

Documents and Exhibits Used During the **December 10<sup>th</sup> meeting** include Acton Housing Authority Construction Contract, Updated Resolution, Solar Proposal documents, Tax Credit Proposals, Solar Panels, Executive Director Evaluation.