

ACTON COMMUNITY HOUSING CORPORATION
Minutes, Tuesday, June 10, 2025 – online via Zoom

Pursuant to notice given, a Regular Meeting of the Acton Community Housing Corporation (ACHC) was held June 10, 2025 at 7:00 pm via Zoom. Present and constituting a quorum for the purpose of conducting business were regular members Janet Adachi, Bernice Baran, Judy Hodge and associate member Dan Buckley. Janet authorized Dan to be a voting member for this meeting.

In the absence of Lara Plaskon, Clerk, Janet recorded the minutes.

Audience:

- One citizen

Janet Adachi, Chair, called the meeting to order at 7:00 pm. Janet read the updated meeting notice for the virtual meeting, including guidelines for public participation in the meeting.

I. Regular Business

- **Minutes** – Judy moved to approve the minutes of April 8, 2025 and May 13, 2025, and Bernice seconded. Roll call vote, motion passed unanimously.
- **Financial Report**
Dan summarized the financial report through May 31, 2025.
 - Reimbursement still pending to ACHC (out of the state grant that Planning Department received) for ACHC payments post-1/21 to consultant J.M. Goldson for services relating to the 2025 HPP update.
 - Dan and Janet both affirmed that they reviewed the bank statements.
 - Dan moved to approve the financial report and Judy seconded. Roll call vote, motion passed unanimously.
- **Regional Housing Services Offices Update**
Janet reported the following from 6/9 RHSO update meeting:
 - Liz Rust will be stepping down as RHSO Executive Director after 15 years. Transition will be gradual. Town leading search for her successor, has issued request for proposal.
 - Some good suggestions from Liz & Planning Director Kristen Guichard for ways to strengthen ACHC:
 - Have consultant develop ACHC action plan as Natick housing trust did.
 - Hire someone part-time to cover administrative tasks that Janet has been handling (could be senior citizen with requisite skills)
 - Other: When Janet mentioned that Habitat will pursue a Community Preservation Act grant in addition to the \$60K commitment from ACHC, Liz

said that other RHSO towns participating in the CPA have opted to make community housing grants solely to the municipal affordable housing committees/trusts, which in turn are responsible for allocating CPA funds for community housing purposes.

- **Chair Update**

Janet reported the following:

- 5/19: Joint mtg of Select Board and Planning Board, which approved unanimously the proposed 2025 Housing Production Plan. State approval of the HPP is pending.
- 5/19: Select Board approval of proposed funding to Habitat project of \$60K.
- 5/27: Janet received 2024 CPC grant letter confirming \$50K CPA grant for 2025-2026 year.

- **Member Reports**

None.

II. New Business

- Election of ACHC officers for 2025-2026
 - Janet is willing to continue as Chairman, Bob advised Janet that he is willing to continue as Vice Chairman, and Dan is willing to continue as Treasurer. Janet has not heard from Lara about the Clerk position and will try to confirm her plans after this meeting. If Lara is willing to continue handling Clerk duties, Bernice would be willing to serve as co-Clerk and assist Lara. Janet is prepared if necessary to provide backup for the Clerk/co-Clerks. Judy moved to approve Janet as Chairman, Bob as Vice Chairman and Dan as Treasurer, and Bernice seconded. Roll-call vote, motion passed unanimously.
- Discussion of possible goals, actions in 2025-2026
 - Postponed until July meeting.

III. Old Business

None

IV. Future Agenda Items

July: Discussion of Dan's proposal that after ACHC receives a request for financial assistance of \$10K or more, the committee wait at least 7 days before voting on the request.

Judy moved to adjourn the meeting at 7:45 pm and Bernice seconded. Roll call vote, motion passed unanimously.

The next ACHC meeting will be on Tuesday, July 8, 2025 at 7:00 pm via Zoom or in Room 126.

STATEMENT OF DOCUMENTS PRESENTED AT THIS MEETING:

Agenda 6/10/2025

Draft Minutes, April 8, 2025; May 13, 2025

Bank & Housing Funds reports through 5/31/2025