

ACTON HOUSING AUTHORITY
BOARD OF COMMISSIONERS MEETING
MINUTES

August 26th, 2025, at 3:00 p.m.
VIRTUAL MEETING

Present: Bernice Baran, Peter Berry, Nancy Kolb
Also Present: Melissa Bible, Kelley Cronin, Eva Lejosne
Absent: Melissa Wingfield, Sahana Purohit

Ms. Kolb called the meeting to order at 3:05 p.m. with no Board members in physical attendance and broadcast via Zoom virtual meeting platform.

I. Chair Explains the Rules

Ms. Kolb read the rules of the remote meeting and conducted a roll call for attendance.

II. Approval of Minutes

Minutes for May 27, 2025, and July 8, 2025, were reviewed. After discussion of grammatical corrections and a correction of Informal Hearing Request timeline from 20 days to 10 days, a motion was made by Mr. Berry and seconded by Ms. Baran to:

Approve the minutes as corrected for May 27, 2025, and July 28, 2025.

Bernice Baran: Aye

Peter Berry: Aye

Nancy Kolb: Aye

The motion was approved.

III. McManus Manor Update

A. Ms. Cronin discussed that she has received notice from John Mangiaratti that the parts necessary to complete the sewer project will be received in time to make sure that our project is leasable on time. This is necessary for tax credits and was factored into our project timeline for closing and contract. The previous night Ms. Bible, Ms. Cronin, and Ms. Kolb met with the Select Board to discuss the project status at McManus Manor. The Select Board was happy to hear that the project is on time. We also discussed additional cost that the project has used due to sledge and dirt removal.

B. Ms. Cronin brought to the Board a request for Thomas Lichtner for the Window Testing. They will test 7 windows over 2-3 days. Ms. Cronin was requesting Board Approval for Ms. Bible to sign the Agreement. It is anticipated to cost up to \$10,000. Mr. Berry made a motion that was seconded by Ms. Baran to:

Approve window testing with Thomas Lichtner for up to \$10,000.

Bernice Baran: Aye

Peter Berry: Aye

Nancy Kolb: Aye

The motion was approved.

IV. Quarterly Financials

Ms. Bible shared the Quarterly Financials with the Board. There were no significant concerns or additional expenses that were a problem. There had been concern that a Maintenance staff worker had been called for Grand Jury Duty, however he has since been chosen as an alternate and is not required to report regularly.

V. Board Updates

Mr. Berry gave an update that CPC would be meeting to discuss the CPC grants and planning for the upcoming year. Ms. Baran gave an update on Affordable Housing Planning that was being discussed with ACHC.

VI. Executive Director Update

Ms. Bible informed the Board that we had our second meeting with HUD in regard to our Budget Shortfall. The discussion went very well, and the Housing Authority had reduced their shortfall by about \$80,000 without needing to terminate any subsidies. The low bid process had started for the windows and tub cuts at Windsor. Our assigned staff with RCAT has changed. We are in the process of a number of our units turning over. Our audit was complete and there were no findings. Ms. Bible informed the Board that she would be away at the Fall Conference for NAHRO in September.

VII. SEMAP

Ms. Bible brought to the Board that we received our HUD SEMAP scoring. This is solely based on Section 8 units including rent redeterminations, pulling from the waiting lists, Payment Standards and Utility Allowances, and a number of reporting criteria. Based on these measurements HUD has determined us as a High Performer.

VIII. Ms. Bible brought to the Board information for Board Approval Aden Construction for the screen and storm door replacement at McCarthy Village. (#002108). Mr. Berry made a motion that was seconded by Ms. Baran to:

Approve the construction contract for Aden Construction in the Amount of \$75,870.

Bernice Baran: Aye

Peter Berry: Aye

Nancy Kolb: Aye

The motion was approved.

IX. Ms. Bible brought to the Board a request to purchase a new truck for maintenance staff. Currently our oldest of two trucks is 14 years old and is rotting away in the bed of the truck. It barely passed inspection last year and is not likely to this year. At this time, the maintenance staff is not using the bed of the truck for delivering items due to the rot that is occurring. The money would come from the Whittlesey Village account. Ms. Bible used the Commbuys system to determine a local vehicle that is available. Ms. Baran made a motion that was seconded Mr. Berry to:

Approve the purchase of a new Truck for maintenance for up to \$52,557.

Bernice Baran: Aye

Peter Berry: Aye

Nancy Kolb: Aye

The motion was approved.

X. Ms. Bible discussed with the Board that at our next meeting on September 30, 2025 we will hold our Annual Hearing based on the Capital Improvement needs. Ms. Kolb asked if there was an update on language change for CPC projects that would include interior work.

XI. Executive Director Contract

Ms. Kolb discussed that Ms. Bible's contract is up for renewal. At this time the maximum is approximately \$113,000 with a potential 2% increase. The following year McManus Manor will be online and will change factors that go into the contract. It was discussed that at the next meeting an Executive Session will be scheduled for the purposes of contract negotiation.

XII. Voucher

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

Approve the voucher in the amount of \$617,112.49.

Bernice Baran: Aye
Peter Berry: Aye
Nancy Kolb: Aye
The motion was approved.

XIII. Public Comment.
There was no public comment.

At 4: 15 pm Ms. Baran made a motion that was seconded by Mr. Berry to adjourn.
and upon roll call the “Ayes” and “Nays” were as follows:

Bernice Baran: Aye
Peter Berry: Aye
Nancy Kolb: Aye

The motion was approved.

Respectfully submitted,
Melissa Bible
Executive Director

Documents and Exhibits Used During the meeting include minutes for May 27, 2025, and July 8, 2025, Contract template for Thomas Lichtner, Quarterly Financials, SEMAP measurement, Low Bidder Documentation for Aden Construction.