

ACTON COMMUNITY HOUSING CORPORATION
Minutes, Wednesday, November 12, 2025 – online via Zoom

Pursuant to notice given, a Regular Meeting of the Acton Community Housing Corporation (ACHC) was held November 12, 2025 at 7:00 pm via Zoom. Present and constituting a quorum for the purpose of conducting business were regular members Janet Adachi and Judy Hodge and associate member Dan Buckley. Janet authorized Dan to be a voting member for this meeting.

Janet recorded the minutes.

Audience: Emi Azar, Council on Aging liaison to ACHC

Janet Adachi, Chair, called the meeting to order at 7:05 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 draft minutes for the regular monthly October 21, 2025 meeting; Dan seconded. Roll call vote, motion passed unanimously.

- **Financial Report**

Dan summarized the financial report through October 31, 2025.

- Dan and Janet both affirmed that they reviewed Dan's financial report.
- Dan moved to approve the October financial report; Judy seconded. Roll call vote, motion passed unanimously.

- **Regional Housing Services Offices Update**

Janet reported the following from 11/4/2025 RHSO update meeting:

- Janet noted that RHSO historically has issued written quarterly updates for all member-towns. Janet in past has shared some quarterly reports with ACHC, but hereafter will aim to share all.
- Proposed strategic plan for ACHC: There are some unused funds from the state grant for the 2025 update of the Housing Production Plan that the state has advised could be used to hire a consultant to work with ACHC on a strategic plan that among other things would further the 2025 HPP goal of strengthening ACHC. RHSO Executive Director Kristen Guichard and Janet will discuss the idea further at the December RHSO update meeting.
- Major grants to developers: To assist ACHC in developing a more structured process for making major grants to developers, Kristen will collect information on how other RHSO member-towns handle financial grants to developers.
- West Road sale: New offer but transaction not yet concluded/closed.
- First-time homeowners: RHSO does provide training to new owners about

maintenance/upkeep issues, such as of septic system, furnace, etc.

- **Chair Update**

- Joint meeting of Select Board, Planning Board & ACHC to hear MAPC presentation about inclusionary zoning options. Won't be Monday, 11/17. Planning Director Kaila Sauer hopes to re-schedule on Monday, 12/1.

- **Member Updates**

- Dan said Bernice was in good spirits when he visited her today at the rehabilitation center in Winchester.

II. New Business

- Update about Habitat project, 416 Great Road: Carolyn Read, Executive Director, Habitat for Humanity North Central MA, reported the following:
 - Habitat has building permit.
 - Habitat has organized local project committee.
 - Groundbreaking will be Friday, 11/21/2025, 10:00 am.
 - Financing: Habitat applied unsuccessfully for Underutilized Property grant; pursuing grant via Neighborhood Stabilization Program; FHLB financing of 90K available; plan to apply for Community Preservation Act funds. And have line of credit. Total development costs (including supervisors): 653K, so short 350K.
 - Local Initiative/Local Action Unit application: Town and RHSO have reviewed and provided comments; Habitat hopes to file the application soon. Project currently encompasses just 3 units in the existing house. House interior gutted to studs. Will do interior framing, HVAC; need to have sprinkler system due to proposed small office, which is necessary to comply with zoning.
 - Structural issues: Additions over time that weren't structurally true. Structural engineer will address.
 - Environmental analysis for house: 4 small pieces of asbestos-containing paper and some lead paint that will be encapsulated.
 - Barn: Still need to work out wastewater coverage. Have met with Acton Water District.
 - Carolyn will forward more detail about project budget.
- 2025-2026 Community Preservation Act application (application deadline 11/24/2025): Janet will complete draft, finalized and submit, conferring with Dan about the financial information to include in support of ACHC's need to aggregate sizable funds.
- ACHC grants to developers - proposal of ACHC Treasurer: Dan proposed that ACHC have a minimum of \$500K in uncommitted funds before making a substantial commitment to a development project. Dan moved, Judy seconded. Roll call vote motion passed unanimously.

III. Old Business

Judy moved to adjourn the meeting at 8:24 pm and Dan seconded. Roll call vote, motion passed unanimously.

STATEMENT OF DOCUMENTS PRESENTED AT THIS MEETING:

Agenda 11/12/2025

Draft Minutes, October 21, 2025

Bank & Housing Funds report through 10/31/2025