

ACTON HOUSING AUTHORITY  
BOARD OF COMMISSIONERS MEETING  
68 WINDSOR AVENUE, ACTON MA 01720  
MINUTES  
MAY 27, 2014

RECEIVED  
AUG 6 2014  
TOWN CLERK  
ACTON

Present: Bernice Baran, Ryan Bettez, Nancy Kolb, Ken Sghia-Hughes and  
Robert Whittlesey

Also Present: Kelley Cronin

Mr. Whittlesey called the meeting to order at 4:00 p.m.

1. The Board reviewed the minutes of the previous meeting. Ms. Baran made a motion which was seconded by Ms. Kolb and unanimously voted in the affirmative to:

*Approve the minutes of the April 29, 2014 meeting as amended.*

2. Ms. Cronin updated the Board on operations. Ms. Cronin let the Board know that the only unit that is vacant is having capital improvements made. She let the Board know that the local Housing Authority meeting in Littleton took place. Jennifer Raitt, Housing Coordinator for the Metropolitan Area Planning Council is the consultant for the local authorities collaboration grant and she wants to come to a Board meeting. The Board decided to invite her to the July meeting. Ms. Cronin updated the Board on recent business of the Massachusetts Chapter of the National Association of Housing and Redevelopment Authorities, (MA NAHRO) and the annual conference.

The Board reviewed the updated Rent Collection Policy. Mr. Bettez made a motion which was seconded by Ms. Baran and unanimously voted in the affirmative to:

*Approve the updated Rent Collection Policy.*

3. The Board discussed the possibility of developing some additional affordable units in Acton. The Board decided to invite Peter Berry, Board of Selectmen liaison to the Housing Authority Board, to a meeting to discuss a process for moving forward with a production agenda in Town.

Ms. Cronin presented the low bid for the kitchen replacement project at 85 Hosmer Street, unit C6. Ms. Kolb made a motion which was seconded by Ms. Baran and unanimously voted in the affirmative to:

*Award A-One Building Company, LLC a contract in the amount of \$27,835 for Project #002039, kitchen cabinet, baseboard heaters and flooring replacement at 85 Hosmer Street, C6.*

Ms. Cronin presented the low bid for the sidewalk repair at Windsor Green and McCarthy Village. Ms. Kolb made a motion which was seconded by Mr. Sghia-Hughes and unanimously voted in the affirmative to:

*Award Superior Sealcoat, Inc. a contract in the amount of \$13,777 for Project # 002036 to repair sidewalks at Windsor Avenue and McCarthy Village.*

Ms. Cronin updated the Board on recent small housing authority audits in the area. The State Auditor's office has been spending months at individual small housing authorities. Acton is having John Ross, CPA conduct the single audit next month. Ms. Cronin expects the State Auditors will come to Acton soon since they have not been here since 2008.

4. Ms. Cronin let the Board know that the Joint Committee on Housing has postponed issuing their proposal to reform public housing until mid-June.

5. Ms. Baran made a motion which was seconded by Mr. Sghia-Hughes and unanimously voted in the affirmative to:

*Approve the April voucher (monthly list of accounts payable) as presented.*

The meeting was adjourned.

Respectfully submitted,

Kelley A. Cronin  
Executive Director

Attachments for the meeting May 27, 2014:

Minutes of the April 29, 2014 meeting, Rent Collection Policy and Procedures, Bid Results for Project #002039 and copy of low-bid from A-One Building with copy of contract and certificate of vote of authorization, Bid Results for Project #002036 and copy of low bid from Superior Sealcoat with a copy of contract and certificate of vote of authorization, April Voucher.