

ACTON HOUSING AUTHORITY  
BOARD OF COMMISSIONERS MEETING  
68 WINDSOR AVENUE, ACTON MA 01720  
MINUTES  
June 28, 2016

Present: Ryan Bettez, Ken Sghia-Hughes Nancy Kolb and Robert Whittlesey  
Absent: Bernice Baran  
Also Present: Kelley Cronin  
Attending: Virginia Loftus

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

1. The Board reviewed the minutes of the previous two meetings. Mr. Sghia-Hughes made a motion which was seconded by Ms. Kolb and unanimously voted in the affirmative to:

***Approve the minutes of the May 12 and June 7, 2016 meetings.***

2. Ms. Cronin went over the Board training e-mail she had forwarded to them from the State Department of Housing and Community Development (DHCD) regarding Regional Commissioner trainings being offered. No Board members were able to attend the DHCD training and will participate on the on line trainings being offered the fall.

Ms. Cronin let the Board know that the only vacancies were in the units being modernized with DHCD capital funds. The McManus Village units should be ready for occupancy in August. Ms. Cronin let the Board know she was completing the interviews for the Family Self-Sufficiency positon and would be offering the job to a candidate to begin in July.

3. Ms. Cronin let the Board know that 4 Jennifer Path is scheduled for closing in July. She asked a Board member to sign the checks for the closing. She reviewed the actual and anticipated out of pocket expenses for the purchase including legal, inspection, taxes, insurance, cleaning, painting, and minor repairs. The total out of pocket costs to the Acton Housing Authority (AHA) is expected to be around \$16,000. Ms. Cronin suggested the Board consider requesting funds from the Community Preservation fund in the future to cover costs associated with purchasing new units. The Town is covering the purchase price of \$153,140 from Acton Community Housing Corporation funds.

Ms. Cronin let the Board know that the low bidder for the Meadowbrook kitchen and bath modernization was Mike's Construction Company. Included in the Board packet was the low-bid approval letter from DHCD and positive reference check review from the architect Kaffee Kang. Ms. Kolb made a motion which was seconded by Mr. Sghia-Hughes and unanimously voted in the affirmative to:

***Authorize Ms. Cronin to enter into a contract with Mike's Construction Company for the Meadowbrook Kitchen and Bath Project # 002051 in the amount of \$61,700.***

Ms. Cronin let the Board know that the low bidder for the Windsor Green Community Room and Office heat and air conditioning replacement project was MM Environmental Engineering. Included in the Board packet was the low-bid approval letter from DHCD and reference check review letter from the engineer on the project, Norian/Siani Engineering. Ms. Kolb made a motion which was seconded by Mr. Sghia-Hughes and unanimously voted in the affirmative to:

***Authorize Ms. Cronin to enter into contract with MM Environmental Engineering for the Windsor Green Community Room and Office Heat and Air Conditioning Project #002050 in the amount of \$95,362 which includes the alternate for removing the existing duct and air conditioning units from the attic.***

Ms. Cronin reviewed the change order for the McManus Village Project No. #002049 for L&H Construction. Included in the Board packet was the change order and an itemized list with cover memo from the architect Kaffee Kang. The asbestos remediation is the largest item costing \$8,500 and will be covered by DHCD separately. All of the floors that were found to have asbestos will be removed and resurfaced, the sinks needed to be replaced because they were rusted and some of the water lines need to be relocated. Ms. Kolb made a motion which was seconded by Mr. Bettez and unanimously voted in the affirmative to:

***Approve the change order for McManus Village Modernization Project No. 002049 in the amount of \$19,804.***

4. The Board discussed potential development opportunities. Mr. Bettez reported that the committee appointed to discuss the development of the Walker site had not met yet. Mr. Sghia-Hughes reported that the Town will be voting on increasing the surcharge that pays for the community preservation act funds from 1½% to 3%.

Ms. Cronin let the Board know that Ms. Frances Osman is the new Board of Selectmen liaison to the AHA and is expected to come to the July meeting.

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

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

6. Mr. Whittlesey made a motion which was seconded by Ms. Kolb and unanimously voted in the affirmative to:

***Adjourn the meeting.***

Respectfully submitted,

Kelley A. Cronin  
Executive Director

Attachments to the June 28, 2016 meeting:

Minutes of the May 12 and June 7, 2016 meetings, Public Housing Notice 2016-20 regarding Regional Board Commissioner Trainings, E-Mail from DHCD inviting Board members to Regional Training, Itemized Actual and Estimated Expenses for Jennifer Path, Reference Letter from Kaffee Kang and Low-Bid Approval from DHCD for Mike's Construction Company Project #002051, Bid Tally for Project #002051, Reference Letter from Norian Siani and Bid Tally for MM Environmental Engineering, Inc. Project #002050, Change Order, Architect Letter and Itemized List and Invoices for McManus Village Project #002049, May Voucher