

ACTON HOUSING AUTHORITY
BOARD OF COMMISSIONERS MEETING
68 WINDSOR AVENUE, ACTON MA 01720
MINUTES
October 25, 2016

Present: Bernice Baran, Ryan Bettez, Nancy Kolb, Ken Sghia-Hughes and Robert Whittlesey
Also Present: Kelley Cronin
Attending: Andy Richardt, Fran Osman, Virginia Loftus and Terra Friedrichs

Mr. Whittlesey called the meeting to order at 4:00 p.m. and explained the rules of the meeting.

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

Approve the minutes of the September 13, 2016 meeting.

2. Mr. Whittlesey moved the order of the meeting and introduced Andy Richardt who lives in Acton and is a founder of the Miracle League in Acton. The Miracle League is a baseball league developed so that children with disabilities can play baseball. The model uses buddies to assist children who need help hitting a ball and running bases and Mr. Richardt would like to grow the model to create diverse, inclusive housing that provides accessible units mixed in with other housing types. Mr. Richardt let the Board know that 70% of disabled people live with their families and not independently.

The Board let Mr. Richardt know that they are exploring various locations in Town where there is the potential to build housing. Ms. Cronin stated that the Acton Housing Authority (AHA) has identified barrier free housing with support services as a need in Acton, particularly for seniors, and that the current model of housing the AHA operates mixes housing for people under 60 with disabilities with senior housing. Mr. Bettez said that the AHA would be very interested in looking at a mix of uses including barrier free, with a parcel that could accommodate a sizable number of units and that he would like Mr. Richardt to be part of the community process. The Board thanked Mr. Richardt and let him know they would keep him abreast of the AHA's next steps and asked him to keep them in the loop of his activities as well.

3. Ms. Cronin let the Board know that the State Department of Housing and Community Development (DHCD) still had not developed the on-line training which is supposed to be available to all Board members so that they can comply with the training requirements of the new law. She let the Board know about training opportunities that are available through the Massachusetts chapter of the National Association of Housing and Redevelopment Officials (MA NAHRO) and at the MA NAHRO Fall and Spring Conferences. Ms. Cronin also included the Fall Conference information in the Board packet.

Ms. Cronin reviewed the third quarter report and budget revision which had been sent to the Board. She explained the budget revision was due to more non-routine maintenance items than had been budgeted such as appliance and flooring replacement and employee benefit increases by the Group Insurance Commission and Middlesex Retirement Board which were implemented in the middle of the fiscal year. Ms. Kolb made a motion which was seconded by Ms. Baran and unanimously voted in the affirmative to:

Approve the budget revisions for the State Public Housing Program 400-1, 689 and MRVP/AHVP and certify as attached to the minutes of the meeting.

Ms. Cronin let the Board know she would be sending them a draft budget and capital plan for 2017 prior to Thanksgiving. She also let them know their fee accountant, Howard Gordon, would be attending the meeting to review the budgets with the Board.

Ms. Cronin reviewed the Administrative Plan updates for the Housing Choice Voucher program that had been sent to the Board. Most of the updates are to respond to regulatory changes by the Department of Housing and Urban Development. The AHA reviews the regulatory changes and updates the plan as needed using the services of a lawyer, Manette Donovan, who specializes in HCV rules and regulations and conducts trainings throughout the North East. The AHA does the review with other local Housing Authorities, sharing the cost of the update process and Ms. Donovan's fees. Mr. Bettez made a motion which was seconded by Ms. Kolb and unanimously voted in the affirmative to:

Approve the 2016 updates to the Administrative Plan for the Housing Choice Voucher program.

Ms. Cronin discussed the Air Conditioner Removal and Window Installation Project at Windsor Green. The residents have been very happy with the new windows and the light that it brings into their kitchen. The contractor has completed the punch list created by the staff and architect and Ms. Cronin presented the certificate of final completion. Mr. Sghia-Hughes made a motion which was seconded by Ms. Kolb and unanimously voted in the affirmative to:

Approve the certificate of final completion and final payment for AC removal and window installation at Windsor Green project number 002048. The final payment of \$3,050 is approved for the contract with Quality Renovations which was in the amount of \$61,000 with no change orders.

Ms. Cronin let the Board know that the interior improvement project for the two condominiums at Meadowbrook have been substantially completed. There was a change order due to not being able to find tiles that were the same size to replace the damaged tiles on the walls of the bathroom, not in the tub surround. The change order was to remove the existing damaged tile and sheetrock, replace with gypsum board, compound sand and paint. Ms. Kolb made a motion which was seconded by Ms. Baran and unanimously voted in the affirmative to:

Approve the certificate of substantial completion and change order in the amount of \$1,500 for Meadowbrook interior modernization project number 002051.

4. Mr. Sghia-Hughes updated the Board on Community Preservation Committee (CPC) activities and reminded everyone that the application for funding was due in two weeks. The Board finalized their discussion of funding priorities and determined that the AHA should apply for \$75,000 to be used towards the pre-development costs of new affordable housing units. The Town is in the process of determining the future development potential of two properties and housing is a potential use of the sites. The Board would like to use the money towards the purchase of new affordable unit if there are no new housing sites. Mr. Sghia-Hughes also reminded the Board that the feasibility funds that were awarded last year needed to be spent.

Ms. Baran updated the Board on the Acton Community Housing Corporation (ACHC) activities and let the Board know that the ACHC is proposing to apply for housing development funds and is also supporting housing funds go to the staffing of the Regional Housing Services Organization, which monitors affordable units.

5. Ms. Baran made a motion which was seconded by Ms. Kolb and unanimously voted in the affirmative to:

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

6. Mr. Whittlesey opened the meeting to public comment. Ms. Osman let the Board know that the Town would be appointing a committee to discuss the development priorities for the Lazaro property on River Street. She also said the Town was looking at the potential uses of the house on Morrison Farm again. Ms. Friedrichs said she liked the idea of purchasing condominium units with CPC funds. Ms. Loftus asked for an update on the community room projects. Ms. Cronin let her know the floor would be done after the heating project was completed.

7. Mr. Whittlesey made a motion which was seconded by Mr. Bettez and unanimously voted in the affirmative to:

To adjourn the meeting.

Respectfully submitted,

Kelley A. Cronin
Executive Director

Attachments to the October 25, 2016 meeting:

Minutes of the September 13, 2016 meeting, Quarterly Operating Report and Budget Revision and Certifications, MA NAHRO Fall Conference Flier and Board Training information, HCV Administrative Plan Update Memo, Certificate of Final Completion for Windsor Green AC replacement/Window Installation Project, Change Order and Certificate of Substantial Completion for Meadowbrook Interior Modernization Project, September Voucher. The Complete Housing Choice Voucher Administrative Plan Update was e-mailed but not attached due to the large number of pages.