

ACTON COMMUNITY HOUSING CORPORATION
Minutes Monday, November 27, 2017 Room 126, Acton Town Hall

Pursuant to notice given a Regular Meeting of the Acton Community Housing Corporation (ACHC) was held on Monday, November 27, 2017 at 7:30 PM in room 126 of the Acton Town Hall. Present and constituting a Quorum for the purpose of conducting business were regular members Nancy Tavernier, Lara Plaskon, Bob VanMeter, Jennifer Patenaude, and associate member Dan Buckley.

Guests: None

Nancy Tavernier, Chair, called the meeting to order at 7:30 PM. Lara Plaskon was appointed Clerk for the meeting.

I. The **Minutes** from the Meeting of 10/23/17 were read and approved. There was one edit to the notes – Jennifer was present at the 10/23 meeting.

II. Financial Report

Audit - Audit is complete and it went fine.

Monthly Report - Balances as of 10/31/17

- Checking beginning balance - \$1,067.46; ending balance - \$6,024.93
- Savings beginning balance - \$188,089.03; ending balance – \$233,160.17 (after deposit of \$50,000 from Concord Mews account for pre-development costs for 446 Mass Ave, and transfer of \$5,000 from checking account)

Nancy and Jennifer both reviewed the monthly statements. ACHC voted to approve the financial report.

Pre-development funding – ACHC received the first invoice re: 446 Mass Ave. Nancy made a payment of \$7,728.64.

III. Updates

Regional Housing Services Office (RHSO) –

- RHSO office moved last month to a newly renovated Town of Concord office building in Acton – 37 Knox Trail.
- The self-declaration letters have been coming in – about 65-70% of owners have returned their letters so far.

Current developments

- Post Office Square – construction activity has started. The site plan has changed – the affordable units had to be moved from their originally planned locations.
- Martin Street – Originally, there was going to be one two-bedroom unit in the mix of affordable units. However, ACHC is considering advocating for 3-beds and one 4-bed instead.

Capital Improvement – furnace – ACHC paid to fix the furnace at one of the units at Acton Meadows. The original furnace was defective.

V. Old Business

Previously discussed potential development proposals–

- 446 Mass Ave – design now includes 31 one-bedroom units.
- Powder Mill Place development – still in process – progress is slow but steady.
- 184 Main Street – Mark O'Hagan's development across from the Discovery Museum. DHCD issued a letter that states that Mark will continue to work with the Town to reduce the massing of the development.
- 146 Prospect Street – newly proposed 40B. December 7th – information session is scheduled at Town Hall and abutters have been informed.

Cherry Ridge –

- Mark Starr is planning to build a house for a disabled veteran on the site. Nancy and Mark talked to Town Counsel. Town Counsel advocated for a simple transaction that does not initially include an affordability restriction. The only restriction will be that the house must be sold to a veteran, preferably a disabled veteran.
- Mark Starr has talked to the neighborhood and has received a positive response.
- Town Meeting will need to authorize the BOS to convey the property for a public purpose and initiate an RFP.

Memorandum of Understanding, 446 Mass Ave. – Nancy has not yet received a revised draft back. Nancy will ask attorney, Steve Graham, to review the MOU when she receives it.

VI. New Business

CPA request list – ACHC did not make a request this past year. For the coming year, ACHC will request funding for two years of RHO services; Acton Housing Authority asking for \$150,000; Habitat for Humanity asking for \$91,650 for the School Street project.

School St. duplex – Habitat – Town took the property for back taxes a year ago; A lot of work was done to clear out the building; Habitat is excited for the project.

New proposals – Nancy received a phone call from someone who is interested in purchasing Piper Rd. property; Nancy advised them to contact MassHousing.

Meeting schedule 2018 – Nancy reserved Room #126 for ACHC's monthly meetings for 2018.

The meeting was adjourned at 8:26pm. **The next ACHC meeting will be on December 18, 2017 (if needed).**

STATEMENT OF DOCUMENTS PRESENTED AT THIS MEETING:

Agenda, November 27, 2017

Minutes from October 23, 2017

Invoice from Common Ground for pre-development funds

Chart of 40B's in the pipeline for 2017

Chart of CPA fund applications for 2018

Copy of conference room reservation form for 2018 ACHC meetings