

ACTON HOUSING AUTHORITY
BOARD OF COMMISSIONERS MEETING
68 WINDSOR AVENUE, ACTON MA 01720
MINUTES
November 28, 2017

Present: Bernice Baran, Ryan Bettez, Nancy Kolb and Robert Whittlesey
Also Present: Kelley Cronin
Also Attending: Peter Berry and Danny Factor

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 Acton Housing Authority (AHA) October meeting. Mr. Bettez made a motion which was seconded by Ms. Baran and unanimously voted in the affirmative to:

Approve the minutes of the October 30, 2017 meeting.

2. Ms. Cronin let the Board know that she was holding meetings with tenants to get input on the capital plan. She reviewed the most recent 5-year plan with the Board. Ms. Cronin told the Board she would send them a draft plan with tenant comments prior to the next meeting.

Ms. Cronin reviewed concerns she had about the Executive Director contract template that the MA Department of Housing and Community Development (DHCD) had issued for Housing Authorities (HA's). Ms. Cronin let the Board know that MA NAHRO was meeting with DHCD to discuss common HA concerns and that she should have information prior to the next meeting. She also let the Board know that DHCD had told HA's that if they did not submit contracts they would not approve their budgets so HA's don't really have a choice.

Ms. Cronin let the Board know that DHCD still had not issued Budget Guidelines that were supposed to be issued before the July 1st fiscal year. The AHA fiscal year begins January 1st and DHCD said HA's would be given two months from the guidelines issuance to submit their budgets. The Executive Director contract is supposed to be submitted with the budget. DHCD had drafted a new salary schedule but have not released that either. It was supposed to be issued prior to the budget guidelines but there seems to be issues with them at Administration and Finance.

3. Ms. Cronin submitted the wage match certification for the Board to review and sign. Ms. Cronin reviewed the utility allowance and payment standards for the Board to approve for the Housing Choice Voucher Program in Acton, Boxborough, Littleton and Maynard. The Payment Standard is the Fair Market rent levels set by the Federal Department of Housing and Urban Development. Mr. Bettez made a motion which was seconded by Ms. Baran and unanimously voted in the affirmative to:

Approve the payment standards and utility schedule for the Housing Choice Voucher Program as presented for the communities of Acton, Boxborough, Littleton and Maynard.

Ms. Cronin let the Board know that one of the Hearing Officers had left the Housing Authority where she was working and Ms. Cronin recommended her replacement in addition to the other two Hearing

Officers for tenant and voucher holder hearings. Ms. Kolb made a motion, which was seconded by Ms. Baran and unanimously voted in the affirmative to:

Appoint Jaclyn Beaulieu in addition to Robert Larkin and Marianne Nelson as the Acton Housing Authority's Hearing Officers.

Ms. Cronin let the Board know that Manette Donovan, who was providing legal assistance to the AHA on the Section 8 Housing Choice Voucher Program, was no longer interested in being involved in termination cases. Ms. Cronin recommended contracting with Driscoll and Driscoll PC for legal services on the Housing Choice Voucher Program. The Driscolls represent many large and small HA's and have been conducting trainings for the industry for years and come highly recommended. Ms. Kolb made a motion, which was seconded by Ms. Baran and unanimously voted in the affirmative to:

Authorize Ms. Cronin to enter into a contract with Driscoll and Driscoll, PC for legal services on the Housing Choice Voucher program.

Ms. Cronin reviewed the terms for net metering she had received from several vendors. Mr. Berry suggested the AHA talk to the school department who had assisted the Town with setting up solar panels.

Ms. Cronin let the Board know that DHCD has put in the Executive Director (ED) contract guidelines that if ED's work outside of the 8am-6pm hours and want their time counted towards their hours worked for the week they need Board approval. Mr. Bettez raised concerns about hourly versus salaried employees. He said that there had been legal issues regarding salaried workers who work more than the contracted amount of hours/week. He said some salaried employees sued for pay for overtime work. Ms. Cronin explained that the AHA's written policy is for compensation time not overtime for salaried administrative employees. Maintenance employees get overtime but not the office staff. Mr. Bettez made a motion, which was seconded by Ms. Kolb and unanimously voted in the affirmative to:

Allow the Executive Director to count time spent at night or weekend meetings, by salaried staff, which are directly related to Authority business, towards the hours worked per week.

4. Mr. Bettez updated the Board on the Main Street Committee activities. Mr. Bettez had provided the Committee with the feasibility analysis for affordable and accessible elder housing on the site and it was favorably received. He let the Board know that the Town was applying for a grant to look at the feasibility of putting a hotel and restaurant on the site. There would be more public meetings after that analysis was completed.

Ms. Kolb let the Board know that the AHA was presenting their proposals to the Community Preservation Committee the following week. Ms. Baran updated the Board on Acton Community Housing Committee meetings.

Ms. Baran made a motion, which was seconded by Mr. Bettez and unanimously voted in the affirmative to:

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

5. Mr. Whittlesey opened the meeting to public comments. Mr. Factor let the Board know about the Commission on Disabilities activities. Mr. Factor also suggested that the Board allow public comment after every agenda item. The Board told Mr. Factor they would be discussing the timing of public comments at the next couple of Board meetings.
6. Ms. Kolb 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
Kelley A. Cronin
Executive Director

Attachments to the November 28th meeting:
Minutes of the October 30, 2017 meeting, 2017 Capital Plan, Public Housing Administration Notice 2017-24 regarding the Wage Match Program and Certification, Payment Standards and Utility Allowances for Housing Choice Voucher Program, Cronin Memo to Board regarding Net Metering Proposals, Cronin Memo to Board regarding Hearing Officer and Legal Services, Driscoll contract, Progressive Discipline Chart, Main Street feasibility, Executive Director Contract, October voucher

