

ACTON HOUSING AUTHORITY  
BOARD OF COMMISSIONERS MEETING  
68 WINDSOR AVENUE, ACTON MA 01720  
MINUTES  
March 27, 2018

Present: Bernice Baran, Ryan Bettez, Nancy Kolb and Robert Whittlesey  
Also Present: Kelley Cronin  
Also Attending: Howard Gordon 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) December meeting. Mr. Bettez made a motion which was seconded by Ms. Baran and unanimously voted in the affirmative to:

***Approve the minutes of the January 30 and February 8, 2018 meetings.***

2. Mr. Gordon reviewed the proposed budgets for 2018 which had been sent to the Board a couple weeks prior. He reminded the Board that the State did not issue the budget guidelines until January and that the budget is due by April 30. The changes from last year are that the State has allowed a 10% increase in the annual, a 5% increase for administrative staff and a \$10,000 technology fund to update computers, websites, etc. The Board asked specific line item questions which Mr. Gordon answered. Ms. Baran made a motion which was seconded by Mr. Bettez and unanimously voted in the affirmative to:

***That the proposed Operating Budget for State Aided Housing Program 400-1 for fiscal year ending 12/31/2018 showing total revenue of \$867,364 and total expenses of \$850,060 thereby requesting a subsidy of \$312,994 be submitted to the Department of Housing and Community Development (DHCD) for its review and approval***

***And***

***That the proposed Operating Budget for State Aided Housing Program AHVP for fiscal year ending 12/31/2018 showing total revenue of \$149,010 and total expenses of \$149,145 thereby requesting a subsidy of \$149,330 be submitted to the Department of Housing and Community Development (DHCD) for its review and approval***

***And***

***That the proposed Operating Budget for State Aided Housing Program 689 for fiscal year ending 12/31/2018 showing total revenue of \$35,917 and total expenses of \$35,949 thereby requesting a subsidy of \$0 be submitted to the Department of Housing and Community Development (DHCD) for its review and approval.***

Ms. Cronin updated the Board on the housing engagement meetings held with the assistance of Citizens Housing and Planning Association and were going well.

3. Ms. Cronin presented the amendment to the Capital Plan from DHCD that had been sent by e-mail the previous week. DHCD was providing funding for future capital projects that had been submitted in the capital plan. Ms. Kolb read the resolution attached to these minutes. Ms. Kolb made a motion which was seconded by Ms. Baran and unanimously voted in the affirmative to:

***Approve the amendment #8 to the contract for financial assistance for State-Aided Capital Improvement Work Plan 5001 for all developments.***

Ms. Cronin reviewed the memorandum she sent the Board regarding the modernization project at McCarthy Village for the siding and the decking. She reviewed the letters from the architect and DHCD rejecting the low bidder due to poor references and lack of experience on exterior siding jobs. The second lowest bidder was recommended who had positive references and similar relative construction experience. Ms. Baran made a motion which was seconded by Mr. Bettez and unanimously voted in the affirmative to:

***Contract with DDC Construction for \$193,630 for the siding and decking project #002053 at McCarthy Village.***

Ms. Cronin reviewed the memorandum she sent the Board regarding the modernization projects that were bid in the past two months and presented the low-bidders whose references were reviewed and approved by DHCD and the Regional Capital Assistance Team. Ms. Kolb made a motion which was seconded by Mr. Bettez and unanimously voted in the affirmative to:

***Contract with Talty Flooring, Inc, in the amount of \$22,000.00 for the Floor Replacement project 002063 at 27 Concord Road and***

***Contract with Amx Construction in the amount of \$17,750 for the roof replacement project 002066 at 27 Concord Road and***

***Contract with MV Electrical in the amount of \$17,458 for the smoke and carbon monoxide detector project 002059 located at Windsor Green and McCarthy Village.***

Ms. Cronin reviewed the proposal from Guyder Hurley to extend their auditing contract. Ms. Cronin let the Board know they will have to bid and use a different firm after five years due to State regulations. Ms. Baran made a motion which was seconded by Ms. Kolb and unanimously voted in the affirmative to:

***Approve the contract with Guyder Hurley to audit the financials of the Acton Housing Authority (AHA) for fiscal year 2017 and 2018 in an amount not to exceed \$11,880/year.***

The Board discussed the Governor's appointee position which Mr. Whittlesey holds. The Board opened the issue to discussion and Mr. Factor recommended that the Board seek interest from the community. The Board responded that Mr. Whittlesey had decades of experience in affordable housing, was recognized as a local, State and National leader on affordable housing and that there was no better candidate. The Board asked Ms. Cronin to submit a request to DHCD for the Governor to reappoint Mr. Whittlesey.

Ms. Cronin asked the Board to approve the contract for financial assistance with DHCD for the Alternate Housing Voucher Program. Mr. Bettez made a motion which was seconded by Ms. Baran and unanimously voted in the affirmative to:

***Renew the contract for financial assistance with DHCD for the Alternate Housing Voucher Program.***

Ms. Cronin went over the requirements for the Wage Match System and the training which both she and Ms. Bible had reviewed. The Board authorized the certification for the Wage Match system and Ms. Cronin and Mr. Whittlesey signed the certification.

4. Mr. Whittlesey let the Board know that the River Street Committee had begun meeting and that he was attending. He said he would give periodic updates. The Town has assistance from an academic organization on the planning and discussions about what to do with the site. Mr. Bettez let the Board know that there had been no new activity on the Main Street process.

Ms. Baran let the Board know that the Commonground project on Massachusetts Avenue had a community meeting and there were no opponents in attendance and that the project was being recommended by the Board of Selectmen.

Ms. Kolb reminded the Board that the Community Preservation applications by the Acton Housing Authority would be voted on at Town Meeting. She discussed the need to be prepared to discuss the merits of the AHA applications should there be any opposition to the proposals.

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

***Approve the January and February (monthly list of accounts payable) as presented.***

5. Mr. Whittlesey asked if there were any comments from the public. Mr. Factor let the Board know that Ms. Cronin had been invited to attend the Green Acton committee. There was no further discussion. Ms. Baran made a motion which was seconded by Mr. Bettez and unanimously voted in the affirmative to:

***To adjourn the meeting and enter into Executive Session to discuss the Executive Director contract.***

Respectfully submitted,

*Kelley A. Cronin*  
Kelley A. Cronin  
Executive Director

Attachments to the March 27<sup>th</sup> meeting:

Minutes of the January 30<sup>th</sup> and February 8<sup>th</sup>, 2018 meeting, 2018 Budget, Memo from Ms. Cronin, Regional Capital Assistance Team, Architect and DHCD for the following bids; 27 Concord Road flooring and roofing, McCarthy Village siding, Smoke and Carbon monoxide detectors, Contract for Financial Assistance Amendment #8 for capital modernization projects, Contract for Financial Assistance for the Alternate Housing Voucher Program, Wage Match certification, January and February Vouchers