

RECEIVED
JUN 17 2010

ACTON HOUSING AUTHORITY
BOARD OF COMMISSIONERS MEETING
68 WINDSOR AVENUE, ACTON MA 01720
MINUTES
May 26, 2009

TOWN CLERK, ACTON

Present: Bernice Baran, Nancy Kolb, Ken Sghia-Hughes, Dennis Sullivan and Robert Whittlesey
Also Present: Kelley Cronin, Liz O'Doherty and Teresa O'Doherty

Mr. Whittlesey called the meeting to order at 7:35 p.m.

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

Approve the minutes of the April 28, 2009 meeting.

2. New Business

The Board reviewed the scope of work for the development consultant. The draft scope was developed by Massachusetts Housing Partnership (MHP) consultants John Stainton and Charlene Reagan. The Board discussed the importance of moving the process forward as quickly as possible. The Board also discussed the State mandates as they relate to the bid process and designer selection. The development consultant will assist the AHA with all of the development elements.

Ms. Cronin updated the Board on the Willow Central Condominium Association. The lawn is in need of repair. Ms. Cronin is soliciting estimates from landscapers. There was discussion about the need to include management fees in the condominium association budget of any future small developments that the AHA purchases condominium units in.

The Board reviewed the proposed contract for services between the AHA and Howard Gordon, Certified Public Accountant. Ms. Kolb made a motion which was seconded by Ms. Baran and unanimously voted in the affirmative to:

Engage Howard Gordon, CPA for accounting reporting and consulting services as described in the contract in connection with the State Housing Program for \$9,372 annually and for accounting services as described in the contract in connection with the Federal Program for \$6,312 in year 1 and \$6,720 in year 2.

3. Executive Director's Report

Ms. Cronin updated the Board on the roof and deck projects at Windsor Avenue and on staffing issues.

4. Old Business

Mr. Sghia-Hughes gave the Board an update on CPA funds. The State's match is expected to go down to 29% this year because of a decrease in revenue. Last year was the first year that the State did not make a dollar for dollar contribution.

Ms. Baran updated the Board on Acton Community Housing Committee activities.

Ms. Cronin updated the Board on issues regarding the North Acton Treatment Plant. The Nagog Woods Condominium Association has put out an RFP to determine a fair price for the purchase of the plant.

5. April Voucher

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

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

The meeting was adjourned.

Respectfully Submitted,



Kelley A. Cronin
Executive Director