

ACTON HOUSING AUTHORITY
BOARD OF COMMISSIONERS MEETING
68 WINDSOR AVE, ACTON, MA 01720
MINUTES

December 18, 2019 at 2:00pm

Present: Bernice Baran, Nancy Kolb and Robert Whittlesey
Present Remotely: Ryan Bettez
Also Present: Kelley Cronin

Mr. Whittlesey called the meeting to order at 2:00 p.m.

1. Mr. Whittlesey announced that there was a quorum present and that Mr. Bettez was on the phone to participate in the meeting remotely. Mr. Whittlesey announced that all votes would be taken by roll call. The Board reviewed the minutes of the October 29, 2019 meeting. Ms. Baran made a motion which was seconded by Ms. Kolb to;

Approve the minutes of the regular meeting for October 29, 2019.

and upon roll call the “Ayes” and “Nays” were as follows:

Bernice Baran: Aye

Ryan Bettez: Aye

Nancy Kolb: Aye

Robert Whittlesey: Aye

The motion was unanimously approved.

2. The Board discussed the proposed budget for 2020 which Ms. Cronin had sent to them in November. Ms. Cronin highlighted changes from last year. The Budget guidelines issued by the Department of Housing and Community Development (DHCD) allow for a 10% Allowable Non-Utility Expense Level (ANUEL). Ms. Cronin proposed a reorganization of staff job descriptions to meet the additional demands of the centralized waiting list and DHCD’s performance management reviews. The reorganization would allow for a 5% salary increase for the administrative staff, the increase in the part-time custodial maintenance position to full-time and the addition of another part-time/temporary administrative staff person. Ms. Cronin reminded the Board that the maintenance positions salaries are controlled by the Department of Labor and they announce the hourly rates in the Spring. Ms. Cronin reviewed the salary schedule paperwork completed by Howard Gordon, CPA, for the Executive Director position. Ms. Cronin’s salary is set by DHCD per the ED salary schedule and is based on the number of units and programs administered by the AHA. The new salary schedule allows for a Ms. Cronin to get a 2.6% salary increase. The other change in the budget is DHCD added an additional \$200/unit that the AHA can use for extraordinary maintenance. Ms. Cronin proposed using that money again to continue to replace appliances in tenant units. Some appliances are original and 40 years old. The Board discussed the budget changes. Ms. Baran made a motion which was seconded by Ms. Kolb to;

The proposed Operating Budget for State-Aided Housing of the Acton Housing Authority Program Number 400-1 for Fiscal year ending 12/31/2020 showing total revenue of \$590,022 and total expenses of \$992,612 thereby requesting a subsidy of \$395,990 and further that the Executive Director’s total annual salary of \$98,038 for fiscal year ending 12/31/2020 be

submitted to the Department of Housing and Community Development for its review and approval.

and upon roll call the “Ayes” and “Nays” were as follows:

Bernice Baran: Aye

Ryan Bettez: Aye

Nancy Kolb: Aye

Robert Whittlesey: Aye

The motion was unanimously approved.

Ms. Baran made a motion which was seconded by Ms. Kolb to;

The proposed Operating Budget for State-Aided Housing of the Acton Housing Authority Program Number 689 for Fiscal year ending 12/31/2020 showing total revenue of \$38,796 and total expenses of \$38,112 thereby requesting a subsidy of \$0 for fiscal year ending 12/31/2020 be submitted to the Department of Housing and Community Development for its review and approval.

and upon roll call the “Ayes” and “Nays” were as follows:

Bernice Baran: Aye

Ryan Bettez: Aye

Nancy Kolb: Aye

Robert Whittlesey: Aye

The motion was unanimously approved.

Ms. Baran made a motion which was seconded by Ms. Kolb to;

The proposed Operating Budget for State-Aided Housing of the Acton Housing Authority Program Number MRVP/AHVP for Fiscal year ending 12/31/2020 showing total revenue of \$7,680 and total expenses of \$176,441 thereby requesting a subsidy of \$171,840 for fiscal year ending 12/31/2020 be submitted to the Department of Housing and Community Development for its review and approval.

and upon roll call the “Ayes” and “Nays” were as follows:

Bernice Baran: Aye

Ryan Bettez: Aye

Nancy Kolb: Aye

Robert Whittlesey: Aye

The motion was unanimously approved.

Ms. Kolb made a motion which was seconded by Mr. Bettez to;

Approve the Executive Director salary in the amount of \$98, 038 and authorize Mr. Whittlesey to sign the Executive Director salary worksheet.

and upon roll call the “Ayes” and “Nays” were as follows:

Bernice Baran: Aye

Ryan Bettez: Aye

Nancy Kolb: Aye
Robert Whittlesey: Aye

The motion was unanimously approved.

3. The Board discussed progress on the Main Street development. Ms. Cronin let the Board know the first local screening committee went well. The Committee understands the process that they will review applications, interview architects and make a designer selection recommendation to the Board.

Ms. Cronin included the results from the solicitation of quotes for a Market Analysis of the Main Street property. Several quotes were solicited and two were received, the lowest quote for \$6,000 coming from Kirk and Company. Ms. Kolb made a motion which was seconded by Ms. Baran to;

Approve a contract for marketing services with Kirk and Company for \$6,000.

and upon roll call the “Ayes” and “Nays” were as follows:

Bernice Baran: Aye
Ryan Bettez: Aye
Nancy Kolb: Aye
Robert Whittlesey: Aye

The motion was unanimously approved.

The Board discussed the draft Town agreement. The Board asked Ms. Cronin to communicate the concerns raised by Nixon Peabody about some of the language to the Town Manager.

The Board reviewed the bid tallies for the service contracts for plumbing, electrical and Air Source Heat Pumps. Ms. Baran made a motion which was seconded by Ms. Kolb to;

Approve the service contracts for one year with the option to renew for two additional one year periods for the following the three low bidders; 1) Supreme Electrical for electrical services and repair in the amount of \$6,510, 2) Boston Mechanical for plumbing services and repair in the amount of \$8,105 and 3) Cooling & Heating Specialists, Inc for ductless mini-split services and repair in the amount of \$12,908 .

and upon roll call the “Ayes” and “Nays” were as follows:

Bernice Baran: Aye
Ryan Bettez: Aye
Nancy Kolb: Aye
Robert Whittlesey: Aye

The motion was unanimously approved.

The Board reviewed the utility allowance and payment standards for the Section 8 voucher programs. The payment standards are based on the Federal Department of Housing and Urban Development (HUD) fair market rents and the utility allowance schedule is completed by North East Utility Consultants. Mr. Bettez made a motion which was seconded by Ms. Baran to;

Approve the utility allowance schedule and payment standards for Acton, Boxborough, Littleton and Maynard effective February 1, 2020.

and upon roll call the “Ayes” and “Nays” were as follows:

Bernice Baran: Aye

Ryan Bettez: Aye

Nancy Kolb: Aye

Robert Whittlesey: Aye

The motion was unanimously approved.

The Board reviewed the change order and certificate of substantial completion for the Sachem Way Paving Project. The change order was due to large boulders which needed to be removed to reconstruct the sidewalk and to remove sediment from the catch basins. Ms. Baran made a motion which was seconded by Ms. Kolb to;

Approve the change order in the amount of \$4,500 which increased the total contract to \$188,700 and approve the substantial completion certification and invoice in the amount of \$174,990 for project #002069.

and upon roll call the “Ayes” and “Nays” were as follows:

Bernice Baran: Aye

Ryan Bettez: Aye

Nancy Kolb: Aye

Robert Whittlesey: Aye

The motion was unanimously approved.

The Board reviewed a change order for the McManus exterior door replacement project. The door for the handicapped accessible unit required the addition of side lite panel which was not included in the original scope. Ms. Kolb made a motion which was seconded by Ms. Baran to;

Approve the change order in the amount of \$1,106.16 which increased the total contract to \$63,256.16 for project #002072.

and upon roll call the “Ayes” and “Nays” were as follows:

Bernice Baran: Aye

Ryan Bettez: Aye

Nancy Kolb: Aye

Robert Whittlesey: Aye

The motion was unanimously approved.

4. The Board discussed the Community Preservation Committee (CPC) application and the upcoming presentation to the committee. Ms. Kolb encouraged Board members to attend and explained that there were applications for more money than the CPC has available for grants this year.

Ms. Baran updated the Board on the Acton Community Housing Corporation (ACHC). Ms. Baran let the Board know that Ms. Tavernier was stepping down as the Chair in the Spring and the position would be taken by Bob Van Meter who has been the co-chair.

5. The Board reviewed the September voucher. Ms. Baran made a motion which was seconded by Mr. Bettez and unanimously voted in the affirmative to:

Approve the October voucher as presented.

and upon roll call the “Ayes” and “Nays” were as follows:

Bernice Baran: Aye

Ryan Bettez: Aye

Nancy Kolb: Aye

Robert Whittlesey: Aye

The motion was unanimously approved.

6. Mr. Whittlesey asked if there were any comments or further discussion. Hearing no further comments Ms. Baran made a motion which was seconded by Mr. Bettez and unanimously voted in the affirmative to:

Adjourn the meeting at 5:25 pm.

and upon roll call the “Ayes” and “Nays” were as follows:

Bernice Baran: Aye

Ryan Bettez: Aye

Nancy Kolb: Aye

Robert Whittlesey: Aye

The motion was unanimously approved.

Respectfully submitted,
Kelley A. Cronin
Kelley A. Cronin
Executive Director

Documents and Exhibits Used During the **December 18th** meeting:

Minutes of the October 29, 2019 meeting, 2020 Budget and certification pages, Executive Director salary worksheet, marketing agent proposals from Kirk and Co and Bondzi, draft Town agreement for Main Street, e-mail from Jeff Sacks regarding Town draft, Local Screening Committee member list, pre-development budget for Main Street, creative place making space notice, bid tallies and contracts for low bidders for electrical, plumbing and ductless mini-split service contracts, Section 8 payment standards and utility allowances for Acton, Boxborough, Littleton and Maynard, change order with designer cover letter and certificate of substantial completion for Sachem Way paving project #002069, change order with designer cover letter for McManus Village door replacement project #002072, October voucher. Materials e-mailed to Board prior to Public Housing Notice 2019-29 Clarifying Executive Director Contracts sent December 12th and Public Housing Notice 2019-22 Budget Guidelines and addendum sent November 20th