

ACTON HOUSING AUTHORITY
BOARD OF COMMISSIONERS
MEETING MINUTES
May 26, 2020 at 4:00pm
VIRTUAL MEETING

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

Present Remotely: Nancy Kolb

Also Present: Kelley Cronin

Attending: Robert Hummel and Maura Camosse-Tsongas

Mr. Whittlesey called the meeting to order at 4:00 PM via a virtual meeting with no Board members in physical attendance and broadcasted via Zoom.us virtual meeting platform called the meeting to order at 4:00 p.m.

1. Mr. Bettez read the script for remote meetings provided by the Town of Acton and Mr. Whittlesey conducted a roll call for attendance with all Board members being present remotely. Mr. Bettez explained the rules of the meeting. The Board reviewed the minutes of the February 24, 2020 meeting. Ms. Kolb made a motion which was seconded by Ms. Baran to;

Approve the minutes of the regular meeting for February 24, 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 minutes of the March 11, 2020 meeting. Mr. Bettez made a motion which was seconded by Ms. Baran to;

Approve the minutes of the regular meeting for March 11, 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.

2. Ms. Cronin introduced Maura Camosse-Tsongas, housing consultant for the Main Street project. Ms. Camosse-Tsongas discussed past similar projects she had worked on and let the Board know she was looking forward to working with them. The Board discussed the Town agreement and hopes that the details would be settled on soon.

Ms. Cronin let the Board know that the fourteen architectural firms that had responded to the request for proposals would be ranked by the State Designer Selection Committee and sent back to the Acton Housing Authority (AHA). The Local Screening Committee will then interview the short list of firms and make a recommendation to the Board.

3. Ms. Cronin let the Board know that the Department of Housing and Community Development (DHCD) was going to provide guidance regarding the Governor's phased reopening plan. Mr. Bettez said that he did not expect his company was going to continue working remotely and did not think they would be open to the public anytime soon. Ms. Cronin discussed the difficulties with their office space and the close quarters staff works in. Ms. Cronin said she would bring the guidance to the next meeting.

Ms. Cronin discussed staffing. DHCD had approved the budget in March and Ms. Cronin did not advertise the new full-time maintenance position due to COVID and not wanting to train someone in person. Ms. Cronin is now concerned about hiring someone because it is expected the State will have to make cuts to the budget and she does not want to have to lay-off staff.

4. Ms. Kolb said that the Acton Housing Authority proposal for Main Street was on the Town Meeting agenda for Community Preservation (CPC) funds. She let the Board know that all CPC items were being presented together.

Ms. Baran let the Board know that Nancy Tavernier was stepping down from the Acton Community Housing Corporation (ACHC) and that Bob Van Meter and Janet Adachi would be Co-Chairs. Ms. Tavernier will be the Treasurer for one year. Ms. Baran said that the ACHC appreciated that Ms. Tavernier was going to continue to play a role for another year.

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

Approve the March and April 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 5:20 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 **May 26th** meeting:
Minutes of the February 24 and March 11, 2020 meetings, Draft Town Agreement for Main Street, List of Design Firms Responding to RFS, March and April vouchers.