

ACTON HOUSING AUTHORITY  
BOARD OF COMMISSIONERS  
MEETING MINUTES  
September 29, 2020 at 4:00pm  
VIRTUAL MEETING

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

Also Present: Kelley Cronin

Attending: Jim Snyder-Grant, Lisa Franklin, Clare Siska, Karen Martin, Virginia Loftus, Joe Will,  
John Winslow, Philip Reville, Maura Comasse-Tsongas

Mr. Bettez called the meeting to order at 4:05 PM via a virtual meeting platform with no Board members in physical attendance and broadcasted via Zoom.

1. Mr. Bettez read the script for remote meetings provided by the Town of Acton and conducted a roll call for attendance with all Board members being present remotely. Mr. Bettez explained the rules of the meeting.
2. Mr. Bettez announced that this part of the agenda was a hearing on the Acton Housing Authority annual plan so that members of the community and (AHA) residents could comment on the annual plan. Ms. Cronin let attendees know that every year she held meetings with residents to solicit input on the capital plan but this was the first year that the State had requested that Housing Authorities create annual plans and hold hearings for comment. Ms. Cronin explained the components of the plan and reminded people it had been posted on the AHA website since August for review. Mr. Bettez asked if there were any comments from people in attendance. Ms. Loftus asked about the capital plan projects related to Windsor Green. Ms. Cronin discussed the Windsor Green sliding door replacement project which is on the schedule for the Spring. Ms. Franklin said she reviewed but did not have any comments at this time. Mr. Bettez asked if there were any further community comments and hearing none Mr. Bettez made a motion which was seconded by Ms. Kolb to:

***Close the hearing for the Annual Plan.***

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. Ms. Cronin introduced John Winslow and Philip Reville from Winslow Architects and welcomed them and Maura Camosse- Tsongas, the development consultant, to the meeting. Ms. Comasse Tsongas reviewed the pro-forma with the Board. Mr. Winslow and Mr. Reville reviewed some preliminary designs and site plans with the Board. Mr. Reville discussed the topography and the difficulty of putting septic on the right side of Isaac Davis Way and explained that the lower level parcel along route 2 would be more conducive to a leaching field. Ms. Baran asked about the elevators and the size of the units. The Board discussed the pros and cons of the different models and

not wanting the design to look like a box. Mr. Snyder Grant asked about the passive house standards which Mr. Winslow explained. Mr. Whittlesey asked some questions about the design. The Board discussed the community meeting to solicit input from neighbors and other Acton residents. Ms. Cronin proposed October 15<sup>th</sup> for the community meeting.

The Board discussed the dog park. Mr. Bettez said that the neighbors were still not happy with the idea of a dog park on the other parcel. Ms. Siska mentioned that the Dog Park Committee had been asked by the Board of Selectmen to look at other locations including Morrison Farm. Ms. Franklin mentioned the Commission on Disabilities had voted to support it if the AHA supported it. Mr. Winslow said that their landscape architects would be happy to look at the design. Mr. Bettez thanked the architects and development consultant for coming.

Ms. Cronin reviewed the Capital Plan Amendment. The AHA received formal capital plan funding from the State for 2023, a health and safety award for tree removal and money for the Creative Space Making grant. Ms. Baran made a motion which was seconded by Mr. Bettez to;

***Approve the resolution for Capital Plan Amendment #11.***

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. Cronin reviewed the three bids for tree removal and recommended the Board select the low bidder. Ms. Kolb made a motion which was seconded by Ms. Baran to;

***Approve the contract with BrightView Tree Care Services in the amount of \$8,280 for tree removal project #002079.***

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 reviewed the minutes of the August 13, 2020 meeting. Ms. Kolb made a motion which was seconded by Ms. Baran to;

***Approve the minutes of the regular meeting for August 13, 2020.***

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

Bernice Baran: Aye

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

- Ms. Baran updated the Board on Acton Community Housing Committee and reminded Ms. Cronin that the ACHC Chair and Vice Chair would be coming to the next Board meeting.

Ms. Kolb said that the Community Preservation Committee was having a community hearing on the draft plan.

- The Board reviewed the voucher. Ms. Baran made a motion which was seconded by Ms. Kolb to;

*Approve the August voucher. .*

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.

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

*Adjourn the meeting at 5:59 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

Documents and Exhibits Used During the **September 29<sup>th</sup>** meeting:

Minutes of the August 13 meeting, Draft Annual Plan, Preliminary Concept Designs and Site Plan dated September 1 from Winslow Architects, Pro-Forma from Stone Soup Collaborative, Capital Plan Amendment contract and letter, Bid Tally for Tree Removal, Tree Removal Contract, August Voucher