

ACTON HOUSING AUTHORITY
BOARD OF COMMISSIONERS
MEETING MINUTES
December 15, 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, Michael Burnham, James Griffin, Acton
Women's Club

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

1. Ms. Kolb 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.
2. The Board reviewed the minutes of the November 24, 2020 meeting. Ms. Baran made a motion which was seconded by Ms. Kolb to;

Approve the minutes of the regular meeting for November 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.

Ms. Cronin introduced the Acton Housing Authority's (AHA) fee accountant, James Griffin, who reviewed the 2021 budget with the Board. He explained the State budget guidelines allow for a 3% cost of living increase for the administrative staff but not the maintenance staff or Executive Director. The Executive Director salary schedule has not changed since 2019 and the maintenance staff salary is set by the Department of Labor every Spring. Mr. Griffin also explained that the State has not covered the full cost of the condominium fees this year. The Board reviewed the budget with Mr. Griffin. Mr. Bettez made a motion which was seconded by Ms. Baran to approve;

The proposed Operating Budget for State-Aided Housing of the Acton Housing Authority Program Number 400-1 for Fiscal year ending 12/31/2021 showing total revenue of \$517,480 and total expenses of \$939,704 thereby requesting a subsidy of \$405,574 and further that the Executive Director's total annual salary of \$98,038 for fiscal year ending 12/31/2021 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.

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

The proposed Operating Budget for State-Aided Housing of the Acton Housing Authority Program Number 689 for Fiscal year ending 12/31/2021 showing total revenue of \$38,777 and total expenses of \$38,777 thereby requesting a subsidy of \$0 for fiscal year ending 12/31/2021 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.

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

The proposed Operating Budget for State-Aided Housing of the Acton Housing Authority Program Number MRVP/AHVP for Fiscal year ending 12/31/2021 showing total revenue of \$9,600 and total expenses of \$178,261 thereby requesting a subsidy of \$173,400 for fiscal year ending 12/31/2021 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.

The Board discussed the Executive Director contract renewal. Ms. Cronin had sent them the Department of Housing and Community Development (DHCD) contract template, cover sheet and appendixes, and recommended for simplicity sake to use that for the renewal instead of the version used in 2018. Ms. Cronin reminded the Board that the State had not changed the salary schedule so her pay was frozen for at least another year. Mr. Bettez made a motion which was seconded by Ms. Baran to:

Approve the contract of Employment for the Executive Director, Kelley Cronin, and the Acton Housing Authority for a term of three years beginning January 1, 2021 and ending December 31, 2023, approve the terms of the contract as specified in the DHCD Executive Director contract template and cover sheet, approve the Executive Director job description as included in Appendix A and affirm the Executive Director job is full-time, is 37.5 hours/week and the salary is \$98,038.

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 discussed the snow removal quotes she had sent the Board. She let the Board know she was concerned about COVID’s impact on operations and the importance of tenant safety during ice and snowstorms. The Housing Authority has received Cares Act funds and Ms. Cronin had asked the Board if she could enter into snow removal contracts for the year to ensure the driveways, walkways and parking lots are safe for residents even if staff is out due to COVID. Mr. Bettez made a motion which was seconded by Ms. Kolb to:

Authorize Ms. Cronin to enter into service contracts for snow and ice removal, salting and sanding for the 2020-2021 snow season.

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. Kolb and Ms. Cronin let the Board know they had a zoom meeting with several residents interested in being on the Board. Ms. Cronin said since there was so much interest, she would like the Board to approve having a tenant advisory committee so that there could still be a role for residents who wanted to be involved. The Board agreed that was a good idea. Ms. Cronin introduced Michael Burnham who was interested in being on the Board. Mr. Burnham let the Board know that he grew up on Sachem Way and would like to give back to the AHA and residents. Ms. Cronin explained the process of filling out an application for the Volunteer Committee at the Town and that the Board of Selectmen would ultimately appoint a resident to serve on the Board.

Ms. Cronin asked the Board to confirm dates for the Main Street designer to review the latest designs with the Board and everyone was available on January 5, 2021. The Board agreed the community meeting should occur the following week on Thursday, January 14, 2021, and asked Ms. Cronin to notify neighbors and Town committees.

Ms. Cronin updated the Board on capital projects including the exterior door project at McManus Village and the driveway at McCarthy Village. The Board reviewed certificate of substantial and final completion for the door project. Mr. Bettez made a motion which was seconded by Ms. Baran and unanimously voted in the affirmative to:

Approve certificates of substantial and final completion for the exterior door replacement project #002072 with original contract award of \$62,150.00 with approved change orders and final contract sum of \$63,006.16.

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

Approve certificates of final completion for the Walkway, Driveway and Parking Lot project #002069 with original contract award of \$184,200 with approved change orders in the amount of \$4,500 and final contract sum of \$188,700.

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. Ms. Kolb updated the Board on Community Preservation Committee (CPC) activities and let the Board know that the AHA application was being reviewed Tuesday, January 12th at 7:40pm. Ms. Baran updated the Board on Acton Community Housing Committee (ACHC) activities and let the Board know what other housing proposals were being submitted to the CPC.
5. The Board reviewed the voucher. Ms. Baran made a motion which was seconded by Ms. Kolb to;

Approve the November 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.

6. Mr. Whittlesey asked if there were any comments or further discussion. Jim Snyder-Grant discussed the process for the tenant board member selection with the Board. Mr. Whittlesey asked if there were any more comments and hearing none, asked for a motion to adjourn. Ms. Kolb made a motion which was seconded by Mr. Bettez and unanimously voted in the affirmative to:

Adjourn the meeting at 5:35 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 **December 15th** meeting:

Minutes of the November 24th meeting, Script for Remote Meeting, Budget and certifications for 2021, Executive Director contract template, cover sheet, appendixes, Punch list and change orders from Andy Brockway and Associates for McManus Village Door Replacement, Certificates of substantial and final completion for projects #002069 and #002072, Punch list from Allen and Major for McCarthy Driveway, AHA Community Preservation application for Main Street, Tenant Board member legislation, Public Housing Notice 2020-37 regarding Housing Authority insurance procurement and insurance invoice, November voucher