

ACTON HOUSING AUTHORITY
BOARD OF COMMISSIONERS MEETING
MINUTES
September 27, 2021, at 4:00pm
VIRTUAL MEETING

Present: Bernice Baran, Peter Berry, Nancy Kolb, Robert Whittlesey and Melissa Wingfield
Also Present: Kelley Cronin
Attending: Fred Kinch, Lisa Franklin, Clare Siska, Nancy Corcoran, Sarah Koolsbergen, James Griffin

Mr. Whittlesey called the meeting to order at 4:06 PM via a virtual meeting platform with no Board members in physical attendance and broadcasted via Zoom virtual meeting platform.

- I. Ms. Kolb read the rules of the remote meeting and Mr. Whittlesey conducted a roll call for attendance with all Board members being present. Ms. Kolb welcomed Ms. Wingfield again as the newest member to the Board and asked Ms. Cronin to identify the people in attendance of the meeting. Ms. Cronin identified the audience members.

Ms. Kolb stated she wanted to start the meeting by wishing Mr. Whittlesey a Happy 100th Birthday and said how wonderful the event celebrating his life and work on affordable housing was. Ms. Baran also said how lucky Acton was to have a nationally recognized housing leader on the Acton Housing Authority (AHA) Board.

- II. Ms. Kolb asked if people had reviewed the minutes. Ms. Cronin let the Board know Ms. Wingfield had pointed out some corrections to be made which Ms. Cronin had done and sent the new version to the Board. Mr. Berry made a motion, which was seconded by Ms. Baran to;

Approve the minutes of the regular meetings as amended for August 19, 2021.

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

Bernice Baran: Aye
Peter Berry: Aye
Nancy Kolb: Aye
Robert Whittlesey: Aye
Melissa Wingfield: Aye

The motion was approved.

- III. New Business

Ms. Kolb said the Board would now hear any comments from the audience on the annual and capital plan. She said if there is any comment, we'll hear that now and vote at the October meeting. Ms. Cronin identified Sarah Koolsbergen as having her hand raised for comment. MS. Koolsbergen said she reviewed the plan on the AHA website and that she wanted to confirm it was related to the public housing units and not the Section 8 program. Ms. Cronin confirmed that it was related to the public housing program only. There were no other comments on the plan.

Ms. Kolb introduced the AHA's accountant who had been invited to discuss the GASB and the retirement liabilities of the Authority. Mr. Berry said he had asked the accountant to come because the Town had come up with a plan to put aside money to cover future liabilities for retirees' health

insurance benefits and asked Mr. Griffin if he knew of similar efforts by DHCD. Mr. Griffin said he did not know of other Housing Authorities having set up accounts to save money for retirement. He said DHCD would not allow the AHA to take money out of their reserves for it. He said undesignated reserves could be set aside but would not count against the liability on the balance sheet. Mr. Griffin explained that the liability on the balance sheet states the total amount the housing authority would have to pay if it ceased to exist tomorrow. He explained that it is paid for annually and not all at once so the liability as listed on the balance sheet will not have to be paid all at once. Mr. Griffin explained that the benefits are paid out of multiple programs each year when we are assessed by the retirement board. Mr. Berry said the Board needed to continue to look at and discuss this issue and thanked Mr. Griffin for coming.

Ms. Kolb asked Ms. Cronin to review the list of ARPA projects the Select Board was considering for discussion. The Board discussed the different projects on the list and which ones they thought were a priority for the AHA and would benefit AHA residents. Ms. Baran asked if there were any comments from the participants and Ms. Cronin said Ms. Corcoran had a comment. Ms. Corcoran expressed support for a Town social worker. Ms. Siska then asked the Board if they could spell out in their letter why the sewer project was important and how it would help with other uses on the site as well.

Ms. Kolb discussed the Zoning Board (ZB) hearing. The Board discussed the ZB's focus on traffic concerns. Ms. Kolb asked about the site visit and if that had an impact on their concerns about the traffic for senior housing. Ms. Cronin said they did the site visit and Mr. Berry participated as did Town Staff, and Dog Park Members. Mr. Berry said site visits are helpful so that the ZB can get a perspective about the lay out of the project. He said they are primarily concerned about safety. Ms. Baran suggested that a Board member should start the presentation at the next meeting and explain the minimal traffic impact senior housing would have on Main Street as compared to the former proposed use as a day care facility. Ms. Kolb said she was going to be away and asked if Mr. Berry could step in for the presentation and he agreed.

Ms. Kolb asked Ms. Cronin to discuss the supported services being considered for the Main Street project. Ms. Cronin reminded the Board that members of the community have been advocated for units for people with developmental disabilities. She said that she met with Andy Richardt and Minuteman Arc and Minuteman Arc is considering a model with a staff person living in housing that could provide support to residents who are living independently but need someone to check in with regularly. Ms. Cronin asked the Board if they were comfortable having a unit set aside for a staff person and having the unit be assigned to a service agency to staff. Ms. Kolb said that was definitely a need people in the community have mentioned and she thought it was a good idea. Mr. Berry asked if having one person be responsible all the time might be too taxing. Ms. Cronin said the provider would be responsible for having other staff available during hours the live-in person was off. Mr. Whittlesey said he thought the service piece was important for the program.

Ms. Kolb discussed the naming of the Main Street development and suggested McManus Manor. Ms. Baran said she loved that name. Mr. Berry asked if anyone had reached out to Kevin McManus. Ms. Kolb said she was on the Doli Atamian Board with him and would discuss it. Ms. Baran made a motion, which was seconded by Mr. Berry to;

Approve the naming of the new units on Main Street, McManus Manor, in honor of Betty McManus.

and upon roll call the "Ayes" and "Nays" were as follows:

Bernice Baran: Aye
Peter Berry: Aye
Nancy Kolb: Aye
Robert Whittlesey: Aye
Melissa Wingfield: Aye

The motion was approved.

Ms. Kolb asked if there was any public comment and recognized Lisa Franklin who had her hand raised. Lisa asked about setting aside units for constituents of a particular program. She suggested could have a negative impact on other disabled applicants who do not receive services from a particular program. Ms. Kolb thanked Ms. Franklin for her feedback.

Ms. Kolb asked Ms. Cronin to review the capital project items. Ms. Cronin let the Board know that there was a change order for the Deck Replacement Project #002080 at 27 Concord Road. The Building Department required that some earth be removed for the installation that was not in the scope of services. Ms. Baran made a motion, which was seconded by Mr. Whittlesey to;

Approve the change order in the amount of \$992.28 for Deck Replacement project #002080.

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

Bernice Baran: Aye
Peter Berry: Aye
Nancy Kolb: Aye
Robert Whittlesey: Aye
Melissa Wingfield: Aye

The motion was approved.

Ms. Cronin presented the Certificate of Substantial Completion and punch list for the Windsor Green Sliding Door Project #002075. Ms. Cronin said there would be a change order at the next meeting to put some ramps at the end of the four decks that were installed for making the sliding doors more accessible. Mr. Berry made a motion, which was seconded by Ms. Baran to;

Approve the certificate of final completion for the Windsor Green Sliding Door Project.

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

Bernice Baran: Aye
Peter Berry: Aye
Nancy Kolb: Aye
Robert Whittlesey: Aye
Melissa Wingfield: Aye

The motion was approved.

Ms. Cronin presented the low bid, bid tally and designer recommendation for the McCarthy Village Community Room Project #002077. Mr. Berry made a motion, which was seconded by Ms. Wingfield to;

Approve a contract with the low bidder , Belle Contracting Inc., in an amount not to exceed \$29,300.

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

Bernice Baran: Aye

Peter Berry: Aye

Nancy Kolb: Aye

Robert Whittlesey: Aye

Melissa Wingfield: Aye

The motion was approved.

IV. Executive Director Update

Ms. Cronin let the Board know she had sent them the budget guidelines and that she was inviting the accountant to come to the November meeting to review the budget for 2022. DHCD had provided a 4% increase this year in the budget guidelines.

V. New Business

Ms. Kolb said the Community Preservation application was due in November. The Board discussed the window replacement project at Windsor Green and how much to apply for. Ms. Cronin said the project manager had estimated \$270,000 and that the application could be for a combination of State and CPA funds.

Ms. Baran said that ACHC may be supporting a Habitat Project for CPA funds. She also discussed the Rehab Trust being discussed.

Mr. Berry gave an update on the Green Advisory Board. He said they are trying to have a climate action plan drafted by the end of the year. He mentioned the natural components of the plan and the importance of mature trees in dealing with carbon emission.

VI. Voucher

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

Approve the August voucher as presented.

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

Bernice Baran: Aye

Peter Berry: Aye

Nancy Kolb: Aye

Robert Whittlesey: Aye

Melissa Wingfield: Aye

The motion was approved.

VII. Ms. Kolb asked if there were any public comment. Ms. Cronin let the Board know that Mr. Kinch had chatted he had to leave but thanked everyone. Ms. Kolb asked for a motion to adjourn. Ms.

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

Adjourn the meeting at 5:40 pm.

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

Bernice Baran: Aye

Peter Berry: Aye

Nancy Kolb: Aye

Robert Whittlesey: Aye

Melissa Wingfield: Aye

The motion was unanimously approved.

Respectfully submitted,

Kelley A. Cronin

Kelley A. Cronin

Executive Director

Documents and Exhibits Used During the **August 19th** meeting:

Minutes of the July 15th and 26th meetings, DHCD PHN on COVID, Advisory Committee memo, Letter supporting Town electronic bike proposal, Local Initiative Program rent memo, fee proposal for legal services from Mark Bobrowski, Tenant Board letters of intent and memos, Capital Plan FY22, Annual Plan Draft, change order for sliding doors, List of Capital Projects, July voucher