

ACTON HOUSING AUTHORITY  
 BOARD OF COMMISSIONERS MEETING  
 68 WINDSOR AVENUE, ACTON MA 01720  
 MINUTES  
 August 5, 2008

Present: Bernice Baran, Ken Sghia-Hughes, and Robert Whittlesey  
 Absent: Nancy Kolb and Dennis Sullivan  
 Also Present: Kelley Cronin

Mr. Whittlesey called the meeting to order at 7:35 p.m.

1. Mr. Sghia- Hughes made a motion which was seconded by Ms. Baran and unanimously voted in the affirmative to:

*Approve the minutes of the July 22, 2008 meeting as amended.*

2. Executive Director's Report

Ms. Cronin let the Board know that the federal audit was completed and that the state audit had begun. The state is auditing fiscal years 2006, 2007 and 2008 through the present. Ms. Cronin also reported that 7% of the State units had turned over in the past two months alone putting a real strain on staff resources.

3. Old Business

The Board discussed next steps for Sachem Way. The Board is inviting Nancy Tavernier of the ACHC and Mike Jacobs to a meeting on September 23<sup>rd</sup> to discuss the potential for future development.

Ms. Cronin presented estimates for replacement windows and sliders from three vendors. The least expensive was Maynard Windows and Door.

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

*Authorize the Executive Director to contract with Maynard Window and Doors for the replacement of windows and sliders at Rose Stone Village Condominiums in the amount of \$18,690.*

Ms. Cronin discussed issues related to the Willow Central Condominium Association. The Condominium Association met to elect officers and discuss property management issues. The Willow Central Condominium Association, (WCCA) elected Ms. Cronin Treasurer. Mr. Sghia-Hughes made a motion which was seconded by Ms. Baran and unanimously voted in the affirmative to:

*Authorize Kelley Cronin to be the Treasurer of the Willow Central Condominium Association, as elected by the WCCA. Ms. Cronin is authorized to fulfill the duties of Treasurer as outlined in the WCCA By-Laws. She is also authorized to be a co-signer on the Willow Central Condominium Association Bank Accounts.*

A description of the Treasurer's duties is attached to the minutes.

4. New Business

Ms. Cronin presented a check signing and payroll policy. Mr. Sghia-Hughes made a motion which was seconded by Ms. Baran and unanimously voted in the affirmative to:

*Approve the Check Signing and Payroll Policies as presented at the meeting.*

Ms. Cronin presented a letter drafted by the State Auditors for the Executive Director and Chair to sign. The "representations letter" states that the information presented to the Auditors during the audit was truthful.

Ms. Baran updated the Board on ACHC activities and Mr. Sghia-Hughes updated the Board on CPC activities.

The meeting was adjourned at 9:30 pm.

Respectfully Submitted,



Kelley A. Cronin  
Executive Director