

ACTON HOUSING AUTHORITY
BOARD OF COMMISSIONERS MEETING
68 WINDSOR AVENUE, ACTON MA 01720
MINUTES
September 9, 2008

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

Mr. Whittlesey called the meeting to order at 7:40 p.m.

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

Approve the minutes of the August 5, 2008 meeting as amended.

2. Executive Director's Report

Ms. Cronin let the Board know that Minuteman Senior Services came to Windsor Green to inform residents about what services are available through their agency. Twenty four residents from Sachem Way and Windsor Avenue attended. She reported that a local attorney was going to come in October to give residents information regarding how to set up medical proxies and other legal documents. Ms. Cronin also reported that 8.5% of AHA units had turned over in the past three months. Annualized the rate would be 34%. This combined with the three new condominium units and back to back audits have been a real strain on staff resources. She also informed the Board on issues related to the North Acton Treatment Plant.

3. Old Business

The Board discussed the ACHC offer of funds to purchase another condominium unit. The issue will be discussed further with Nancy Tavernier when she comes to the meeting on September 23rd.

Ms. Cronin updated the Board on the three new condominium units. There have been a lot of unforeseen maintenance issues, the Wampus Avenue units have had many issues with their appliances- dishwasher, dryer and washing machines have not worked properly and parts have needed to be replaced. Ms. Cronin has worked with the management company and supplier to address these issues. The Central Street units' kitchen cabinets had to be moved because the dishwasher could not be opened with out hitting the refrigerator. There is water in the basement and one of the main drains is leaking. Ms. Cronin is working with the developer to address these issues. Ms. Cronin is working with the Accountant to come up with a formula for paying staff for their time on these units.

4. New Business

Ms. Cronin gave Board members a copy of the single audit. There were no findings. She also let the Board know that the State audit for fiscal year 2006, 2007 and through June 2008 was complete. The Auditors office reported that there were no findings and she will give the Board the State report when she receives it.

Ms. Cronin informed the Board that one of our tenants, June Allyn passed away and that she had no assets. Mr. Sullivan made a motion which was seconded by Ms. Baran and unanimously voted in the affirmative to:

Forgive Ms. Allyn's debt in the amount of \$1,180.46.

Ms. Cronin informed the Board that she had received a phone call from Al Murphy, chair of the Boxborough Housing Board. The Boxborough Housing Board is hoping to develop some affordable housing units and would like the AHA to manage them. Ms. Cronin invited Mr. Murphy to come to a future meeting of the AHA Board to discuss his ideas.

Ms. Cronin presented the Fair Share Certification for health care coverage of public employees. Mr. Sullivan made a motion which was seconded by Ms. Baran and unanimously voted in the affirmative to:

Authorize Ms. Cronin to certify that the Acton Housing Authority has met the requirements of Massachusetts General Laws 32B and pays at least 50% of the health insurance premiums of all its enrolled employees.

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

5. July Voucher

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

Approve the July voucher (monthly list of accounts payable) as presented.

The meeting was adjourned at 9:00 pm.

Respectfully Submitted,



Kelley A. Cronin
Executive Director