

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

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

Mr. Whittlesey called the meeting to order at 6:30 p.m.

1. Ms. Kolb made a motion which was seconded by Mr. Sullivan and unanimously voted in the affirmative to:
Approve the minutes of the November 25, 2008 meeting.

2. Ms. Cronin reported that Steve Steinberg had donated \$9,000 to local agencies for food vouchers. Donelan's Supermarket contributed an additional \$1,000 and the vouchers can be used to purchase food and household goods at Donelan's. The Housing Authority received \$4,000 in vouchers and the Council on Aging and Acton Food Pantry received \$3,000 each. The AHA will distribute the vouchers at the holidays.

3. Howard Gordon, the Accountant for the AHA, presented the budget for 2009. After discussion with the Board Mr. Sghia Hughes made a motion which was seconded by Mr. Sullivan and unanimously voted in the affirmative to:

Submit the budget as presented. The State-Aided 689 Housing program showing Total Revenue of \$31,256 and Total Expenses of \$28,351 there by requesting a subsidy of \$0, the State-Aided MRVP Housing Program showing Total Revenue of \$3,000 and Total Expenses of \$89,943 there by requesting a subsidy of \$87,500, and the State-Aided 400-1 Housing Program showing Total Revenue of \$518,963 and Total Expenses of \$717,678 there by requesting a subsidy of \$177,255.

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

Approve the Executive Director's contract for a term of one year, beginning January 1, 2009, at an annual salary of \$64,785.

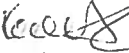
5. The Board discussed reimbursing the staff and the Housing Authority for time spent getting the three new condominium units on line. The Board agreed to use \$11,000 in funds from the Family Housing Initiative to pay for staff compensation and to reimburse the Housing Authority for staff time.

6. The Board discussed the meeting schedule for the 2009 Calendar year and agreed to meet once/month instead of twice/month.

The Board discussed Sachem Way development. The Board decided to pick a date to have the Engineer walk the site with the neighbors and inform the neighbors by written invitation regarding the date and time.

Ms. Cronin updated the Board on the meeting with Concord Road neighbors, the Town Manager, Board of Selectmen Chair, and Eliot House staff.

The meeting was adjourned.

Respectfully Submitted, 
Kelley A. Cronin, Executive Director

Housing And Finance Information System

Extract (Rev : 0)

Regular Meeting (regular/special)

Acton Housing Authority

Date : 12/9/2008 Time : 6:30pm

Members Present: Ken Sghia-Hughes, Dennis Sullivan, Robert Whittlesey, Nancy Kalk

Members Absent: Bernice Baran

Others Present: Kelley Cronin

Annual Operating Budget for State-Aided Housing Fiscal Year : 2009

Motion : Ken Sghia-Hughes moved that the proposed Operating budget for State-Aided Housing of the Acton Housing Authority (Chapter 2000/667/705/689/MRVP), Program Number 400-1 for Fiscal Year Ending 12/31/2009 showing Total Revenue of \$ 518,963.00 and Total Expenses of \$ 717,678.00, there by requesting a subsidy of \$ 177,255.00 be submitted to the Department of Housing and Community Development for its review and approval. Dennis Sullivan seconded the motion which, upon roll-call, was passed by a vote of 4 to 0.

Certified as a true and correct copy of a resolution adopted at said meeting and on file and of record by:

Nancy Kalk Secretary Acton Housing Authority 12.9.08 Date of Certification

(SEAL)

Budget Certification

We, the undersigned members of the Acton Housing Authority, do hereby certify that in the preparation of the Authority's Annual Operating budget for Program No. 400-1 for the Fiscal Year beginning JANUARY 1 2009. The Authority has complied with the provisions of the Massachusetts General Laws, Ch. 121B the contact(s) for Financial Assistance, as well as all rules regulations and requirements that may apply to the Administration of State-Aided Public Housing programs as set forth by DHCD. No person or persons employed at the Authority receive financial compensation for more than one position. In addition, to the best of the Authority's knowledge, the attached Budget establishes funding for the requested Budget Year. We, the undersigned board members of the Acton Housing Authority further certify that we have received and read the quarterly operating statements for the previous quarters of the then current fiscal year for Program No. 400-1. We also acknowledge that we will receive and will read the year end statements for Program No. 400-1.

Please select the appropriate statement below:

- [X] We further certify that no relationships of staff to any board member or other staff member of the Acton Housing Authority exist.
[] We further certify that no relationships of staff to any board member or other staff member exist at the Acton Housing Authority other than those disclosed on an attachment hereto.

Secretary, Ex Officio

Chairman
Nancy Kalk

Signed this 9th day of December 2008

DHCD Approval

The electronic Budget submission is APPROVED in accordance with M.G.L Chapter 121B as amended. Specifics of the approval are contained in the attached approval letter to the local housing authority and as shown in the electronic budget request.

Date :

Department of Housing and Community Development

Housing And Finance Information System

Regular Extract (Rev : 0) Meeting
(regular/special)

Acton Housing Authority

Date: 12/9/2008 Time: 6:30pm

Members Present: Ken Sghia-Hughes, Dennis Sullivan, Robert Whittlesey Nancy Kell

Members Absent: Bernice Baran

Others Present: Kelley Cronin

Annual Operating Budget for State-Aided Housing Fiscal Year: 2009

Motion: Ken Sghia-Hughes moved that the proposed Operating budget for State-Aided Housing of the Acton Housing Authority (Chapter 2000/667/705/689/MRVP), Program Number MRV-P for Fiscal Year Ending 12/31/2009 showing Total Revenue of \$ 3,000.00 and Total Expenses of \$ 89,943.00, there by requesting a subsidy of \$ 87,500.00 be submitted to the Department of Housing and Community Development for its review and approval. Dennis Sullivan seconded the motion which, upon roll-call, was passed by a vote of 4 to 0.

Certified as a true and correct copy of a resolution adopted at said meeting and on file and of record by:

Nancy Kell Secretary Acton Housing Authority
12.9.08 Date of Certification

(SEAL)

Budget Certification

We, the undersigned members of the Acton Housing Authority, do hereby certify that in the preparation of the Authority's Annual Operating budget for Program No. MRV-P for the Fiscal Year beginning JANUARY 1 2009. The Authority has complied with the provisions of the Massachusetts General Laws, Ch. 121B the contact(s) for Financial Assistance, as well as all rules regulations and requirements that may apply to the Administration of State-Aided Public Housing programs as set forth by DHCD. No person or persons employed at the Authority receive financial compensation for more than one position. In addition, to the best of the Authority's knowledge, the attached Budget establishes funding for the requested Budget Year. We, the undersigned board members of the Acton Housing Authority further certify that we have received and read the quarterly operating statements for the previous quarters of the then current fiscal year for Program No. MRV-P. We also acknowledge that we will receive and will read the year end statements for Program No. MRV-P.

Please select the appropriate statement below:

- We further certify that no relationships of staff to any board member or other staff member of the Acton Housing Authority exist.
We further certify that no relationships of staff to any board member or other staff member exist at the Acton Housing Authority other than those disclosed on an attachment hereto.

Secretary, Ex Officio

Chairman
Dennis Sullivan
Nancy Kell

Signed this 9th day of December 2008

DHCD Approval

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By: Date:

Department of Housing and Community Development

Housing And Finance Information System

Extract (Rev : 0)

Regular Meeting (regular/special)

Acton Housing Authority

Date: 12/9/2008 Time: 6:30pm

Members Present: Ken Sghia-Hughes, Dennis Sullivan, Robert Whittlesey Nancy Kolk

Members Absent: Bernice Baran

Others Present: Kelley Cronin

Annual Operating Budget for State-Aided Housing Fiscal Year: 2009

Motion: Ken Sghia-Hughes moved that the proposed Operating budget for State-Aided Housing of the Acton Housing Authority (Chapter 2000/667/705/689/MRVP), Program Number 689-1 for Fiscal Year Ending 12/31/2009 showing Total Revenue of \$ 31,256.00 and Total Expenses of \$ 28,351.00, there by requesting a subsidy of \$ 0.00 be submitted to the Department of Housing and Community Development for its review and approval. Dennis Sullivan seconded the motion which, upon roll-call, was passed by a vote of 4 to 0.

Certified as a true and correct copy of a resolution adopted at said meeting and on file and of record by:

Nancy Kolk Acton Housing Authority Secretary 12.9.08 Date of Certification

(SEAL)

Budget Certification

We, the undersigned members of the Acton Housing Authority, do hereby certify that in the preparation of the Authority's Annual Operating budget for Program No. 689-1 for the Fiscal Year beginning JANUARY 1 2009. The Authority has complied with the provisions of the Massachusetts General Laws, Ch. 121B the contact(s) for Financial Assistance, as well as all rules regulations and requirements that may apply to the Administration of State-Aided Public Housing programs as set forth by DHCD. No person or persons employed at the Authority receive financial compensation for more than one position. In addition, to the best of the Authority's knowledge, the attached Budget establishes funding for the requested Budget Year. We, the undersigned board members of the Acton Housing Authority further certify that we have received and read the quarterly operating statements for the previous quarters of the then current fiscal year for Program No. 689-1. We also acknowledge that we will receive and will read the year end statements for Program No. 689-1.

Please select the appropriate statement below:

- We further certify that no relationships of staff to any board member or other staff member of the Acton Housing Authority exist.
We further certify that no relationships of staff to any board member or other staff member exist at the Acton Housing Authority other than those disclosed on an attachment hereto.

Kelley Cronin Secretary, Ex Officio

Robert B. Whittlesey Chairman
Dennis Sullivan
Nancy Kolk

Signed this 9th day of December 20 08

DHCD Approval

The electronic Budget submission is APPROVED in accordance with M.G.L Chapter 121B as amended. Specifics of the approval are contained in the attached approval letter to the local housing authority and as shown in the electronic budget request.

By: Date:

Department of Housing and Community Development