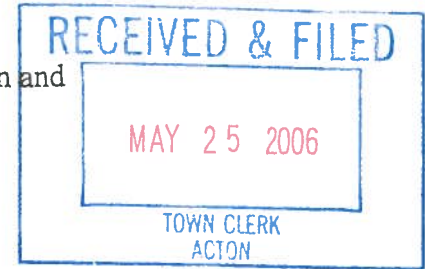


ACTON HOUSING AUTHORITY  
 BOARD OF COMMISSIONERS MEETING  
 68 WINDSOR AVENUE, ACTON MA 01720  
 MINUTES JULY 26, 2005

Present: Bernice Baran, Ken Sghia-Hughes, Dennis Sullivan and  
 Robert Whittlesey  
 Also Present: Kelley Cronin  
 Not Present: Jean Schoch



Mr. Whittlesey called the meeting to order at 7:05 PM.

1. Mr. Whittlesey moved to approve the minutes as amended from the meeting of July 12, 2005 which was seconded by Ms. Baran and voted in the affirmative.
2. Executive Director's Report
  - A. Maintenance Issues  
 Ms. Cronin informed the Board that there had been an unusual amount of maintenance required over the past month. The age of the development is showing. This was added to an increase in routine maintenance calls and a turnover of 5% of our housing units. The maintenance staff did a wonderful job of responding to the emergencies and keeping up with unit turnover.
  - B. Selectmen's Meeting  
 The Board of Selectmen voted to approve the condominium conversion at Wampus with the proviso that 4 of the units be affordable. One to be purchased by the Acton Housing Authority and 3 for affordable home ownership. The Selectmen also voted to have the ACHC move forward on the development of Willow/Central.
  - C. Meeting with Tenants  
 Ms. Cronin met with the tenants at Windsor Green and McCarthy Village to introduce herself and discuss any policy or housing issues the tenants may have. Ms. Cronin will meet with the tenant's at least three times a year and inform the Board of any issues that arise.
  - D. United Way Grant  
 It was reported that the United Way provided the AHA with a \$3,500 grant for the Family Self-Sufficiency program again this year.
3. Old Business
  - A. Septic Update  
 Ms. Cronin reported that she met Fenton, Foresite, and the electrician out at Concord Road and that the pump had been fixed. The sensors were not set at the right level and kept triggering the alarm.
  - B. Keyspan Update  
 Ms. Cronin let the Board know that Keyspan came to Windsor Green again to determine where new heaters and boilers would be placed if the system were changed from electric to gas. As soon as they come up with an estimate she will share it with the Board. Dennis Sullivan will

represent the Board in any discussions with Keyspan. DHCD informed Ms. Cronin that any utility bill savings of \$36,000 or less would be retained by the State.

- C. Credit Check Information  
Ms. Cronin met with Transunion and got some pricing for their services. Will check with other vendors and report back to the Board.
4. New Business
- A. Resource Gap for McCarthy Village Passive Recreation Space  
Ms. Cronin reported that she met the engineer, Scott Hayes of Foresite Engineering to look at the space being designed at McCarthy Village. The cost for the engineering, paving, clearing and recreational materials will exceed the \$20,000 allocated by the Town. The Board discussed going back and asking for CPA funds to make up the gap if bids come back for more than our original grant.
  - B. Next Steps for Condominium Purchase  
Ms. Cronin suggested that the developers of Wampus be approached about selling the AHA a one-bedroom unit instead of a two-bedroom. The AHA does not have any one-bedroom units for non-elder disabled and we have remaining single members of families living in two-bedroom units. Purchasing a one-bedroom would enable the remaining family member to move and free up the two-bedroom for a new family. The Board agreed that Ms. Cronin should discuss this possibility with the developers and the State.
  - C. Discussion of Willow/Central Development  
The Board discussed the uncertainties of how the Willow/Central Street development will proceed and what it means for the AHA.
  - D. Developing a Mission and Goals for the AHA  
Mr. Whittlesey discussed his desire to develop a Mission statement and Goals for the Housing Authority. The Board agreed to begin the process at a future date.
5. Other Business
- The By-Laws of the AHA were handed out and reviewed by Mr. Whittlesey. Ms. Baran suggested that the By-Laws be updated at a future meeting.

The meeting was adjourned at 8:45 PM.

Respectfully Submitted,



Kelley A. Cronin  
Executive Director