

ACTON HOUSING AUTHORITY
BOARD OF COMMISSIONERS MEETING
MINUTES

February 17, 2022, at 3:00pm
VIRTUAL MEETING

Present: Bernice Baran, Peter Berry, Nancy Kolb, Robert Whittlesey, and Melissa Wingfield
Also Present: Kelley Cronin
Attending: Karen Martin

Ms. Kolb called the meeting to order at 3:05 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 Ms. Kolb conducted a roll call for attendance with Ms. Kolb, Ms. Baran and Ms. Wingfield present. The Board reviewed the minutes of the January 27, 2022, meeting. Ms. Baran made a motion, which was seconded by Ms. Wingfield to;

Approve the minutes of the regular meeting for January 27, 2022.

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

Bernice Baran: Aye
Nancy Kolb: Aye
Melissa Wingfield: Aye

The motion was approved.

II. Executive Director Update

Ms. Cronin updated the Board on proposed projects for the Town ARPA funds. Ms. Cronin said this year’s funding of \$40,000 can be used for small projects, replacing flooring, tub surrounds, baseboards, or counters. Ms. Cronin proposed using the \$60,000 for next year for modernizing a kitchen and bath in a vacant family unit at turnover. Ms. Baran made a motion, which was seconded by Ms. Kolb to;

Approve the use of the ARPA funds for replacing components in kitchens, baths, and flooring.

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

Bernice Baran: Aye
Nancy Kolb: Aye
Melissa Wingfield: Aye

The motion was approved.

Ms. Cronin discussed with the Board the content for the Annual Report.

Mr. Whittlesey joined the meeting at approximately 3:22.

Mr. Berry joined the meeting at approximately 3:25.

III. New Business

Ms. Cronin reviewed the Public Housing Notice 2022-02 which explains the Executive Director salary scheduled. Ms. Cronin let the Board know that the accountant, James Griffin, had completed the form, for their approval. Mr. Whittlesey made a motion, which was seconded by Ms. Baran to;

Approve the new Executive Director salary per the DHCD salary schedule for \$102,438, effective January 1, 2022.

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

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

The motion was approved.

The Board reviewed the end of year certifications and financial statements. Ms. Cronin discussed the solar credits, COVID funds and contract costs. Mr. Whittlesey made a motion, which was seconded by Ms. Baran to;

Approve the end of year financials and certifications.

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

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

The motion was approved.

Ms. Cronin said that funding for the E-Bike program was approved by the State, and she would send them the documents when she received them. Ms. Cronin reviewed the change order and certificate of final completion for the deck replacement project at 27 Concord Road. Ms. Baran made a motion, which was seconded by Mr. Berry to;

Approve the change order and certificate of final completion for the deck replacement project #002080 for a final contract cost of \$64,243.92.

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

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

The motion was approved.

IV. Old Business

Ms. Kolb let the Board know the Community Preservation Committee (CPC) would begin deliberations on applications for funding the following week. Ms. Kolb updated the Board on CPC discussions regarding the different housing proposals. Ms. Baran gave an update on the Acton Community Housing Committee (ACHC) activities. Ms. Baran let the Board know the ACHC was discussing the tenant advocate position and discussing the housing projects proposed to the CPC for funding.

Ms. Cronin reviewed the rates Power Options had provided for electricity through Constellation energy. Mr. Berry discussed fluctuations in the market. Mr. Berry made a motion, which was seconded by Ms. Wingfield to;

Authorize Ms. Cronin to enter a three-year term contract with Constellation Energy.

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

Bernice Baran: Aye

Nancy Kolb: Aye

Robert Whittlesey: Aye

Peter Berry: Aye

Melissa Wingfield: Aye

The motion was approved.

Mr. Berry gave an update on the Green Advisory Board (GAB) and let the Board know he was involved in efforts to restrict the use of polystyrene products in Acton. Mr. Berry said he would draft a letter thanking the Green Advisory Board for providing funds to replace old appliances in Acton Housing Authority units. Ms. Cronin let the Board know some residents were concerned about the chlorine smell in the water and providing information to residents about water in Acton.

- V. The Board reviewed the January voucher. Ms. Baran made a motion, which was seconded by Mr. Whittlesey and unanimously voted in the affirmative to:

Approve the January voucher as presented.

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

Bernice Baran: Aye

Nancy Kolb: Aye

Robert Whittlesey: Aye

Peter Berry: Aye

Melissa Wingfield: Aye

The motion was unanimously approved.

- VI. Ms. Kolb asked if there were any community members who wanted to comment, and Ms. Cronin stated that Karen Martin and the unknown phone number had been in attendance but were no longer there. Mr. Berry recommended inviting the new Economic Director to attend an AHA meeting. The Board decided it was a good idea to still wear masks in the community room and office and would discuss the issue again in March.

Ms. Kolb adjourned the meeting at 4:23pm.

Respectfully submitted,
Kelley A. Cronin
Executive Director

Documents and Exhibits Used During the **February 17th** meeting:

Minutes of the January 27, 2022, End of Year financial report and certifications, tenant account receivable report, lead paint certification and top five employee certification, Public Housing Notice 2022-02 Executive Director Salary Schedule, Executive Director Salary worksheet, Change Order and Certificate of Final Completion for Project#002080, ARPA Application, Constellation Energy Rate Quote, January Voucher.