

ACTON HOUSING AUTHORITY
BOARD OF COMMISSIONERS MEETING
MINUTES
June 28, 2022, at 3:00pm
VIRTUAL MEETING

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

Ms. Kolb called the meeting to order at 3:00 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, Mr. Berry, and Ms. Wingfield present and Mr. Whittlesey absent. The Board reviewed the minutes of the May 31, 2022, meeting. Ms. Baran made a motion, which was seconded by Ms. Wingfield to;

Approve the minutes of the regular meeting for May 31, 2022.

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

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

The motion was approved.

Mr. Whittlesey joined the meeting.

Board members gave updates.

II. Executive Director Update

Ms. Cronin went through the audit questionnaire with the Board. The Board discussed COVID protocols and after learning staff were comfortable working in the office without masks and residents were not wearing them in the community room, agreed to remove any requirements to wear masks.

Ms. Cronin let the Board know the new Resident Services Coordinator, Muriel Portugal, had been hired and that she was fluent in Spanish, Portuguese, English and German. Ms. Cronin let the Board know the grant had been used to buy NARA passes and offer Budget Buddies services for families. An end of the school year ice cream party was held for families at Sachem Way where they could also meet Muriel. Minuteman held insurance information workshops for residents and were also assisting with getting someone who could help residents with technology.

III. New Business

Ms. Cronin pointed out the memo from the Department of Housing and Community Development (DHCD) increasing the mileage reimbursement rate. Mr. Berry made a motion, which was seconded by Ms. Wingfield to;

Increase the mileage reimbursement rate from \$0.45 /mile to \$0.585/mile, retroactive to March 20, 2022.

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

Bernice Baran: Aye
Nancy Kolb: Aye
Peter Berry: Aye
Melissa Wingfield: Aye
Mr. Whittlesey abstained.

The motion was approved.

The Board reviewed the by-laws. Mr. Berry made a motion, which was seconded by Ms. Wingfield to;

Approve the By-Laws as amended.

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

Bernice Baran: Aye
Nancy Kolb: Aye
Peter Berry: Aye
Melissa Wingfield: Aye
Mr. Whittlesey abstained.

The motion was approved.

The Board nominated officers. Mr. Berry made a motion, which was seconded by Ms. Baran to;

Appoint Ms. Kolb Chair of the Board.

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

Bernice Baran: Aye
Nancy Kolb: Aye
Peter Berry: Aye
Melissa Wingfield: Aye
Mr. Whittlesey abstained.

The motion was approved.

Ms. Baran made a motion, which was seconded by Ms. Wingfield to;

Appoint Mr. Berry Vice-Chair of the Board.

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

Bernice Baran: Aye
Nancy Kolb: Aye
Peter Berry: Aye
Melissa Wingfield: Aye
Mr. Whittlesey abstained.

The motion was approved.

Mr. Berry made a motion, which was seconded by Ms. Wingfield to;

Appoint Ms. Baran Treasurer of the Board.

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

Bernice Baran: Aye
Nancy Kolb: Aye
Peter Berry: Aye
Melissa Wingfield: Aye
Mr. Whittlesey abstained.

The motion was approved.

Mr. Berry made a motion, which was seconded by Ms. Baran to;

Appoint Ms. Wingfield Secretary of the Board.

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

Bernice Baran: Aye
Nancy Kolb: Aye
Peter Berry: Aye
Melissa Wingfield: Aye
Mr. Whittlesey abstained.

The motion was approved.

The Board discussed e-bikes and decided that due to liability reasons they did not want a library model at Windsor Avenue. The Board is open to looking at a donation model for families at Sachem Way.

Ms. Kolb gave the Board an update on the Main Street Campus conversations. Ms. Kolb suggested that the bathroom at McManus Manor not be made open to the public due to privacy concerns for residents. Ms. Cronin gave an update on the McManus Manor project and feedback from the State regarding wanting a larger local match.

Ms. Kolb discussed the Main Street Master Planning committee. The Town has a working group to coordinate the different uses for the Main Street parcels. Ms. Kolb let the Board know there would be a meeting with the neighbors. Jeff Bergart spoke about the senior park and hiring an architect to help design.

The Board reviewed the Net Metering Credit Contracts. Mr. Berry made a motion, which was seconded by Ms. Kolb to;

Authorize Ms. Cronin to sign the contracts pending any recommended changes from the attorney.

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

Bernice Baran: Aye
Nancy Kolb: Aye
Peter Berry: Aye
Melissa Wingfield: Aye
Mr. Whittlesey abstained.

The motion was approved.

Ms. Cronin reviewed the ARPA awards from the State with the Board. Mr. Berry made a motion, which was seconded by Ms. Kolb to;

Accept the grant from DHCD to upgrade the fire panel.

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

Bernice Baran: Aye
Nancy Kolb: Aye
Peter Berry: Aye
Melissa Wingfield: Aye
Mr. Whittlesey abstained.

The motion was approved.

The Board reviewed the Certificate of Final Completion for the McCarthy Village community room. Mr. Berry made a motion, which was seconded by Ms. Kolb to;

Approve the Certificate of Final Completion for the community room project #00207.

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

Bernice Baran: Aye
Nancy Kolb: Aye
Peter Berry: Aye
Melissa Wingfield: Aye
Mr. Whittlesey abstained.

The motion was approved.

IV. Old Business

Ms. Kolb reported that the Community Preservation Committee had been quiet this summer. Ms. Baran let the Board know the Acton Community Housing Corporation is considering increasing the small grant program for first time home buyers participating in the 40B program. Mr. Berry let the Board know that the comment period was ending soon on the Climate Action Plan.

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

Approve the May voucher as presented.

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

Bernice Baran: Aye
Nancy Kolb: Aye
Peter Berry: Aye
Melissa Wingfield: Aye
Mr. Whittlesey abstained.

The motion was unanimously approved.

- VI. Ms. Kolb asked if there were any community members who wanted to comment, and Ms. Cronin stated that Mr. Bergart had his hand raised. Mr. Bergart spoke about the Main Street campus and how nice it was to have the different committees working together. Ms. Kolb asked if there were any other comments and if not could there be a motion to adjourn. Ms. Baran made a motion, which was seconded by Mr. Berry to;

Adjourn the meeting.

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

Bernice Baran: Aye

Nancy Kolb: Aye

Peter Berry: Aye

Robert Whittlesey: Aye

Melissa Wingfield: Aye

The motion was approved.

Ms. Kolb adjourned the meeting at 4:59pm.

Respectfully submitted,

Kelley A. Cronin

Kelley A. Cronin

Executive Director

Documents and Exhibits Used During the **June 28th** meeting:

Minutes of the May 31, 2022 meeting, DHCD PHN 2021-20 Addendum #1 Mileage Reimbursement, By-Laws, Ch. 121B Sections 5, 5A, 6, 7, 7A, Ch 41 Section 11, Roberts Rules, Metro Mobility E Bikes MOU, Net Metering Agreements for Hampshire and Resonant, DHCD targeted ARPA Award, Certificate of Final Completion Project #002077, H Acton Rehab Trust Power Point, Isaac Davis Way Easement, Metro Mobility E-Bikes Memorandum of Understanding, Draft By-Laws, Mass Works Expression of Interest, Section 8 Administrative Plan Draft, VAWA Draft and Memo regarding policy updates, Community Room Furniture Quote solicited by Architect, March Voucher.