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TOWN CLERK, ACTON

ACTON HOUSING AUTHORITY
BOARD OF COMMISSIONERS MEETING
68 WINDSOR AVENUE, ACTON MA 01720

MINUTES
April 26, 2011

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 4:00 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 March 22, 2011 meeting.

2. Ms. Cronin updated the Board on operations. Ms. Cronin updated the Board on resident issues. Ms. Cronin attended a conference on Elder Asians in Housing. Many non-profits and Housing Authorities are seeing a new demographic of elder Chinese residents moving into their units. Ms. Cronin attended the conference to see if there were some resources in the larger community to assist with language barriers. Ms. Cronin informed the Board that the Acton Chinese Language School (ACLS) has been helpful in finding volunteers to help translate at AHA meetings. Most recently the ACLS provided a translator for a meeting with Windsor Green residents and the Council on Aging (COA). The new Director of the COA, Sharon Mercurio, had an open house meeting at Windsor Green to let residents know about all the services available at the COA. The ACLS also provided translation for a Community Garden meeting at McCarthy Village.

Ms. Cronin updated the Board on the Metropolitan Area Planning Council Sustainable Communities meeting. She also let the Board know that she and Fran Spayne visited the Marlborough Employment and Training Center to try and strengthen the AHA's ability to provide appropriate referrals to education, training and employment programs for our residents.

Ms. Cronin asked if anyone other than Mr. Sullivan would like to attend the upcoming MA NAHRO Conference.

Mr. Whittlesey read the attached resolution authorizing Contract for Capital Improvement Work Plan Contract for State-Aided Capital Improvement Work Plan No. 1004. Mr. Whittlesey made a motion which was seconded by Mr. Sullivan and unanimously voted in the affirmative that:

The attached resolution is adopted as introduced and read.

Ms. Cronin asked the Board if they had any questions regarding the First Quarter Financial Report. Mr. Whittlesey inquired about the high level of spending for the MRVP program compared to the year to date appropriation. Ms. Cronin explained that DHCD had recently increased the number of AHVP's the AHA could lease up but the budget had not yet been amended to reflect the increase.

Ms. Cronin informed the Board that the Family Self-Sufficiency position was funded and that HUD had increased the amount to more completely cover the costs of benefits to the AHA.

3. Ms. Cronin let the Board know that the Sachem Way application was submitted to DHCD. The funding announcements are expected in the fall. The AHA received a funding commitment from Mass Housing Partnership for a first mortgage of \$991,000 and a second mortgage of \$750,000.

Ms. Cronin discussed the legal services proposal submitted by Manette Donovan, Esquire, to provide legal services for the Housing Choice Voucher (HCV) Program. Ms. Cronin attended a Section 8 HCV training where Ms. Donovan was a presenter and Ms. Cronin was very impressed with her work. Ms. Cronin has used Ms. Donovan to advise her on two Section 8 resident matters and considers Ms. Donovan's knowledge of the program regulations and applicable case law to be thorough and comprehensive. Mr. Sullivan made a motion which was seconded by Ms. Kolb and unanimously voted in the affirmative to:


Contract for legal services on the Section 8 Housing Choice Voucher Program with Ms. Donovan in an amount not to exceed \$150/hour.

4. Mr. Sghia-Hughes updated the Board on Community Planning Committee activities. He reported that all of the CPA articles were approved at Town meeting with no controversy. Ms. Baran updated the Board on Acton Community Housing Committee activities. She reported that the Towne Building was moving forward and the closing was expected to occur in May.

Ms. Baran made a motion which was seconded by Mr. Sghia-Hughes and unanimously voted in the affirmative to:

Approve the January and February vouchers (monthly list of accounts payable) as presented.

The meeting was adjourned.


Respectfully submitted,
Kelley A. Cronin, Executive Director

Attachments: March 22, 2011 Minutes, DHCD CFA Extension 1004, Board Resolution and Certifications for CFA Extension 1004, First Quarter Financial Statements, HUD FSS Award, MHP Award, Capital Improvement Report, Manette Donovan, Esq. Proposal



ACTON HOUSING AUTHORITY

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EXTRACTS FROM THE MINUTES OF A REGULAR MEETING OF THE ACTON HOUSING AUTHORITY HELD ON TUESDAY, APRIL 26, 2011

The members of the Acton Housing Authority met in regular session at 68 Windsor Avenue in the Town of Acton, Massachusetts, at 4:00p.m. on Tuesday, April 26, 2011. The Meeting was called to order by the Chairperson, and upon roll call, those present and absent were as follows:

PRESENT: Robert Whittlesey, Chairman
Dennis Sullivan, Vice-Chair
Bernice Baran, Treasurer
Ken Sghia-Hughes, Assistant Treasurer
Nancy Kolb, Secretary

The following resolution was introduced by Mr. Whittlesey, read in full and considered:

RESOLUTION AUTHORIZING CONTRACT FOR CAPITAL
IMPROVEMENT WORK PLAN CONTRACT
FOR
STATE-AIDED CAPITAL IMPROVEMENT WORK PLAN NO. 1004 FOR
HOUSING PROGRAM 667-2/705-1 MCCARTHY VILLAGE AND 705-3
PARKER STREET HEATING UPGRADE. NOW, THEREFORE, BE IT
HEREBY RESOLVED BY THE MEMBERS OF THE ACTON HOUSING
AUTHORITY, AS FOLLOWS,

Section 1. The Authority shall enter into a contract with the Commonwealth of Massachusetts in the form submitted at this meeting and contract in the name of Acton Housing Authority under its corporate seal, and the Secretary is hereby authorized to attest to the same.

Section 2. The Authority hereby requests the Director of the Department of Housing and Community Development (Commissioner of the Department of Community Affairs) enter into such contract with the Authority and the Commonwealth of Massachusetts to approve such contract.

Section 3. The Officers of this Authority shall be, and they are hereby authorized and directed, on and after the execution of said contract by the respective parties thereto, to do and perform on behalf of the Authority all acts and the things required of the Authority to perform fully all of its obligations thereunder.

Section 4. This resolution shall be effective immediately. Robert Whittlesey moved that the foregoing resolutions be adopted as introduced and read, which motion was seconded by Dennis Sullivan, and upon roll call the "Ayes" and "Nays" were as follows:

Ayes 5 Nays 0

The Chairperson thereupon declared said motion carried and said resolution adopted.

(ATTACHMENT NO. 1)
CERTIFICATE

I, the undersigned, the duly appointed, qualified and acting Secretary of the Acton Housing Authority, do hereby certify:

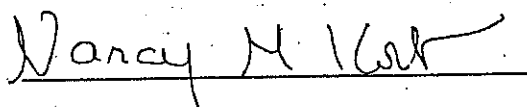
THAT the attached extract from the minutes of the Regular meeting of the members of said Authority held on April 26, 2011 is a true and correct copy of the original minutes relating to the matters set forth in said attached extract.

THAT the copy of the Resolution appearing in said attached extract and of the form of Contract for Capital Improvement Work Extension, State-Aided Capital Improvement Work Plan No. 1004 of the Document Book is a true and correct copy of the Resolution adopted and Contract approved at said meeting and on file and of record that the form of the contract referred to its identical with the form of the executed contract a conformed copy of which is attached hereto.

THAT on the date of this meeting each member present and voting was a resident of the Town of Acton.

THAT notice of such meeting was duly filed forty-eight hours prior thereto with the Town clerk of the Town of Acton in accordance with the requirements of M.G.L. c.39 sec.23B as amended.

IN WITNESS WHEREOF, I have hereunto set my hand and the seal of said Authority this 26th day of April, 2011.



Nancy Kolb, Secretary

(ATTACHMENT NO. 2)

A copy of the NOTICE OF MEETING, Pursuant to M.G.L. c.39 sec.23B, as amended, with the CERTIFICATE AS TO SERVICE OF NOTICE OF MEETING attached thereto was read and ordered spread upon the minutes of this meeting and filed for the record.

NOTICE OF MEETING

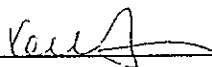
Notice is hereby given in accordance with M.G.L. c39 sec.23B, as amended, that a meeting of the Acton Housing Authority will be held at 4:00 p.m. on Tuesday, April 26, 2011 at the Acton Housing Authority, 68 Windsor Avenue in the Town of Acton.

By: Kelley A. Cronin
Title: Executive Director

CERTIFICATE AS TO SERVICE OF NOTICE OF MEETING
(M.G.L. c.39 sec.23B, as amended)

I, duly appointed, qualified, and acting Clerk of the Acton Housing Authority do hereby certify that on April 15, 2011 I filed in the manner provided by M.G.L. c.39 sec.23B, as amended, with the Clerk of the Town of Acton A NOTICE OF MEETING of which the foregoing is a true and correct copy.

IN TESTIMONY WHEREOF, I have hereunto set my hand and the seal of said Authority this 26th day April, 2011.

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Executive Director