

RECEIVED
JUL 14 2011

1323.

TOWN CLERK, ACTON

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

February 15, 2011

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

Mr. Whittlesey called the meeting to order at 4:00 p.m.

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

Approve the minutes of the December 15, 2010 meeting.

2. Ms. Cronin updated the Board on operations. Ms. Cronin informed the Board that two residents and a former resident of Windsor Green had all passed away in the past month. Ms. Cronin has asked Eliot Community Health if they would do a workshop with residents to address some of the fear and anxiety that occurs with loss. Ms. Cronin included the Quarterly Financial Statement from Howard Gordon for period ending December 31, 2010. She asked the Board to let her know if they have any questions.

Ms. Cronin gave the Board the three proposals for the annual audit. The Board wanted Ms. Cronin to request a recommendation from the fee accountant, Howard Gordon.

Ms. Cronin discussed the lack of funding from DHCD for the Sachem Way project. DHCD did not fund any first time applicants, including the AHA. Mr. Whittlesey suggested applying to CEDAC for resources.

3. The Board voted to amend the Contract for Financial Assistance for Boiler Replacement at McCarthy Village, Sachem Way and Rose Stone Village Condominiums. Resolution and Vote are attached.

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

Authorize Kelley Cronin to execute and deliver on behalf of the Acton Housing Authority a contract with Charles Moran Plumbing and Heating in an amount not to exceed \$255,000.00 for work to be done on Boiler Replacement Project No. 2020.

The Board also discussed the sale of condominium units at Great Road in Acton. Ms. Cronin explained that final authorization has not been granted by DHCD. DHCD

wants to hear what the Private Housing Staff has to say about the feasibility of the application for Sachem Way before authorizing the sale of the units. A phone conference to de-brief the AHA is being scheduled.

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

Approve the December voucher (monthly list of accounts payable) as presented.

The meeting was adjourned.

Respectfully Submitted,



Kelley A. Cronin
Executive Director

Attachments: December 15th Minutes of the Meeting, DHCD Contract for Financial Assistance (CFA) Amendment for the Boiler Replacement Project No. 2020, DHCD Award Letter for CFA Amendment, Draft Resolution for Boiler Replacement Project, Single Audit Proposals, Quarterly Financial Statements from Howard Gordon for period ending December 31, 2010

CERTIFICATE OF VOTE OF AUTHORIZATION

February 15, 2011

I hereby certify that a meeting of the Board of Directors of the:

Acton Housing Authority

NAME OF CORPORATION

duly called and held at 68 Windsor Avenue, Acton, MA 01720 on the 15th day of February 2011
At which a quorum was present and acting, it was voted that Kelley A. Cronin, Executive Director
Name of Corporate Officer

of the Acton Housing Authority, be and hereby is authorized to execute and deliver for
Charles M. Moran
and on behalf of the Corporation a Contract with Plumbing & Heating, Inc. For \$255,000.00

work to be done at State-Aided Housing Project No. 2020 In the City/Town of Acton
And to act as principal to execute bonds in connection therewith, which Contract and Bonds were presented to and made part of the records of said meeting.

I further certify that Kelley A. Cronin Is duly qualified and acting
Name of Corporate Officer

Executive Director of the Corporation and that said vote has not been
Title

Repealed, rescinded or amended.

A true copy of the record,

ATTEST: Nancy Kolb

(CORPORATE SEAL)

On this 15th day of February 2011, before me, the undersigned Notary Public, personally appeared NANCY KOLB, duly designated by the board of directors and proved to me, through satisfactory evidence of identification, which was MASS DR, LLC, that s/he is the person whose name is signed on the foregoing documents, and acknowledged to me that s/he signed it voluntarily for its stated purpose and that it was her/his free act and deed.

Richard L. Brewer

Notary Public

My Commission Expires:



RICHARD L. BREWER
NOTARY PUBLIC
Commonwealth of Massachusetts
My Commission Expires
July 11, 2014