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1299.

TOWN CLERK, ACTON

ACTON HOUSING AUTHORITY
BOARD OF COMMISSIONERS MEETING
68 WINDSOR AVENUE, ACTON MA 01720
MINUTES
July 28, 2010

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

Mr. Whittlesey called the meeting to order at 6:00 p.m.

1. Ms. Baran made a motion which was seconded by Mr. Sghia-Hughes and unanimously voted in the affirmative to:
Approve the minutes of the June 22, 2010 meeting as amended.
2. Victor Normand, Harvard Community Housing Trust, met with the Board to discuss two properties that the Trust owns in Harvard. The Trust is unable to manage the affordable rental properties and would like the AHA to take them over. There are serious capital needs for the property and the operating subsidy is not enough to keep up with the demand. The Board would like to focus on the development of Sachem Way and does not feel the AHA has the capacity to take on any other new projects.

Ms. Cronin updated the Board on the Zoning application for the development of 12 units at Sachem Way. The Zoning Hearing is to be held on Monday, August 2, 2010. The Assessing Department had given the AHA an abutters list in 2008 when Foresite Engineering was hired to provide a concept plan. Ms. Cronin got an updated list from the Assessing Department this Spring for meeting notifications. When the AHA filed the 40B application the Planning Department decided that the driveway easement should be used to identify abutters for the purposes of Hearing notification. Ms. Cronin let the Board know that it included addresses that were not previously provided to the Housing Authority as being abutters. We have copies of those certified lists. None of these people were included on the abutter list provided by the Assessing Department prior to the 40B application. All Acton residents have been informed about the development proposal by Town Warrant in 2008, 2009, 2010 and the development was discussed at the last two Town meetings. There was also a front page article in the Beacon regarding the development this Spring.

The Board looked over the most recent Pro-forma and operating costs provided by Rebecca Mautner, development consultant. Ms. Cronin expressed concern that there were still gaps on the development costs and new gaps identified in the operating costs. When Ms. Mautner created the operating budget she did it based on septic design. The operating budget was recently updated to include the sewer costs. Ms. Cronin reminded the Board that the sewer costs were extremely high at Sachem Way. The private sewer operator has increased the fees to cover large deferred capital

expenses over the past 5 years. Ms. Cronin stated that the AHA could not afford to pay for any operating deficit created by new units.

3. Mr. Sghia-Hughes let the Board know that Community Preservation Committee will hold their hearing on Community needs in September.

Ms. Cronin let the Board know that the ACHC had some resources that the AHA could apply for to improve the landscaping at the new development. There was no consensus on how much the ACHC would consider providing so Ms. Baran said she would check in with the Committee and make a proposal at the next Board meeting.

4. The Board voted to accept the Capital Improvement Program funds provided by the Department of Housing and Community Development. The resolution and vote are attached. Ms. Cronin told the Board that she and her staff were working on a capital plan that she would bring to the September Board meeting.

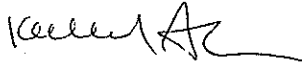
Ms. Cronin let the Board know that she went to the Open Meeting Law training and would bring the materials to the next Board meeting. She also let the Board know that she was working on updating the Administrative Plan for Section 8.

5. Mr. Whittlesey made a motion which was seconded by Ms. Baran and unanimously voted in the affirmative to:

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

The meeting was adjourned.

Respectfully Submitted,



Kelley A. Cronin
Executive Director

Attachments: June Minutes, Harvard Housing Trust operating budget and estimate for capital improvements, Letter from DHCD and contracts for Capital Improvement Program, Resolution Authorizing Contract for Capital Improvement Work Plan Contract No. 5001, Project No. 2023, Sachem Way Pro-forma and Operating Budget, Project Eligibility Letter from Mass Housing Partnership, List of Requested Exemptions/Waivers from the Acton Zoning By-Law and Subdivision Rules for Sachem Way, Comprehensive Permit Application, June Voucher

**ACTON HOUSING AUTHORITY**

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**EXTRACTS FROM THE MINUTES OF
A REGULAR MEETING OF THE
ACTON HOUSING AUTHORITY
HELD ON WEDNESDAY, JULY 28, 2010**

The members of the Acton Housing Authority met in regular session at 68 Windsor Avenue in the Town of Acton, Massachusetts, at 6:00p.m. on Wednesday, July 28, 2010. The Meeting was called to order by the Chairperson, and upon roll call, those present and absent were as follows:

PRESENT: Robert Whittlesey, Chairman
Ken Sghia-Hughes, Assistant Treasurer
Bernice Baran, Treasurer

ABSENT: Dennis Sullivan, Vice-Chair
Nancy Kolb, Secretary

The following resolution was introduced by Ms. Bernice Baran,
read in full and considered:

1302.

RESOLUTION AUTHORIZING CONTRACT FOR CAPITAL
IMPROVEMENT WORK PLAN CONTRACT
FOR
STATE-AIDED CAPITAL IMPROVEMENT WORK PLAN NO. 5001,
PROJECT NO. 2023 FOR HOUSING PROGRAM FOR ALL
DEVELOPMENTS, INCLUDED BUT NOT LIMITED TO 667-1, 667-2, 689-
1, 705-1, 705C-1-6. 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. Bernice Baran moved that the foregoing resolutions be adopted as introduced and read, which motion was seconded by Ken Sghia-Hughes, and upon roll call the "Ayes" and "Nays" were as follows:

Ayes 3 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 July 28, 2010 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 Plan, State-Aided Capital Improvement Work Plan No. 5001 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 28th day of July, 2010.



Kelley Cronin, 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 6:00 p.m. on Wednesday, July 28, 2010 at the Acton Housing Authority, 68 Windsor Avenue in the Town of Acton.

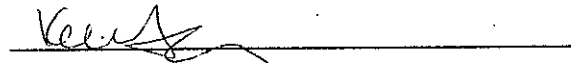
Acton Housing Authority
July 28, 2010

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 July 22, 2010 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 28th day of July, 2010.



Kelley A. Cronin, Executive Director