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ACTON HOUSING AUTHORITY  
BOARD OF COMMISSIONERS MEETING  
68 WINDSOR AVENUE, ACTON MA 01720  
MINUTES  
March 23, 2010

Present: Bernice Baran, Ken Sghia-Hughes, Nancy Kolb, Dennis Sullivan and Robert Whittlesey  
Also Present: Kelley Cronin  
Attending: Janet Adachi, Rebecca Mautner, Steve Baker, and Bennie Ber

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

1. Janet Adachi addressed the Board and introduced herself as a candidate for the Board of Selectmen. Both other candidates were invited to the meeting. She spoke about her commitment to affordable housing. The Board thanked her for coming and for her service on the Community Preservation Committee.
2. The design team came out to discuss new concept designs. Steve Baker and Bennie Ber from Baker/Wohl Architects, presented the latest concept design to the Board for their feedback and approval. The Board decided to present a few alternatives to the Community at the Community meeting for feedback before deciding on a particular concept. Rebecca Mautner, development consultant, went over the cost estimates for the project and gap in funding. She explained that the site costs were higher than expected and that the project may not be feasible if the septic system needs to be constructed. Ms. Cronin explained there was a chance that the AHA may be able to tie into the existing treatment plant.
3. Ms. Baran made a motion which was seconded by Ms. Kolb and unanimously voted in the affirmative to:

*Approve the minutes of the March 23rd, 2010 meeting.*

4. The Board voted to approve the extension of the Contract for Financial Assistance for the Deck Replacement Project at Windsor Green. Board resolution and vote attached.

Ms. Cronin presented a memo from the project architect, Robert Livermore, explaining the change order request from the Contractor, Meadows Construction, for work on the decks at Windsor Green. There was extensive rot on the side of building 10 and under some windows that were not part of the scope of work. Ms. Kolb made a motion which was seconded by Mr. Sullivan and unanimously voted in the affirmative to:

*Approve the change order in the amount of \$7,989.25 to replace and repair joists, plywood, framing and sheathing that were not part of the original scope of work at Windsor Green.*

5. Ms. Cronin discussed the funding award from DHCD to replace all of the boilers at Sachem Way. Originally the State was only going to provide funding for the family units but will now pay for the replacement of the elderly units as well. Ms. Cronin is waiting for the contract to be sent from the State.

Ms. Cronin went over the State Ethics Conflict of Interest Summary and collected the forms from the Board to file with the Town Clerk's Office.

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

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

The meeting was adjourned.



Respectfully Submitted,  
Kelley A. Cronin  
Executive Director



## ACTON HOUSING AUTHORITY

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### EXTRACTS FROM THE MINUTES OF A REGULAR MEETING OF THE ACTON HOUSING AUTHORITY HELD ON TUESDAY, MARCH 23, 2010

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, March 23, 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  
Dennis Sullivan, Vice-Chair  
Ken Sghia-Hughes, Assistant Treasurer  
Bernice Baran, Treasurer  
Nancy Kolb, Secretary

ABSENT:

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

RESOLUTION AUTHORIZING EXTENSION TO CONTRACT FOR  
CAPITAL IMPROVEMENT WORK PLAN CONTRACT  
FOR  
STATE-AIDED CAPITAL IMPROVEMENT WORK PLAN NO. 1003  
FOR HOUSING PROGRAM 667-1 68 WINDSOR AVENUE. 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 Nancy Kolb, 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.