

ACTON HOUSING AUTHORITY  
BOARD OF COMMISSIONERS MEETING  
68 WINDSOR AVENUE, ACTON MA 01720  
MINUTES  
NOVEMBER 25, 2014

1446.

Present: Ryan Bettez, Nancy Kolb, Ken Sghia-Hughes and Robert Whittlesey  
Absent: Bernice Baran  
Also Present: Kelley Cronin  
Attending: Virginia Loftus

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

1. The Board reviewed the minutes of the previous meeting. Ms. Kolb made a motion which was seconded by Mr. Sghia-Hughes and unanimously voted in the affirmative to:

*Approve the minutes of the October 28, 2014 meeting.*

2. Ms. Cronin updated the Board on operations, there are currently no vacancies and the office is now fully staffed. Ms. Cronin discussed some investment options for AHA LLC funds. Middlesex Bank has several CD options. The Board would like to know the penalty for early withdrawal which Ms. Cronin said she would find out before the next Board meeting. Ms. Cronin asked the Board to let her know if they have any questions regarding the third quarter financial reports. She let the Board know that the auditors said they would be leaving at the end of the month.

3. Ms. Cronin let the Board know that Action for Boston Community Development (ABCD) had approved the heat replacement at Windsor Green. They will only replace the existing heat and not pay for the removal and patching of the walls where the existing wall mounted air conditioners are. The State Department of Housing and Community Development (DHCD) had offered to pay \$5,000 for plastic inserts in the holes where the air conditioners currently are. Ms. Cronin suggested that DHCD's suggested method was not going to make the building weather and air tight and that a new project should be created and included in the capital plan for next year. Ms. Cronin expressed concern that the new air source heat pumps will have condensers that are placed in the front of the units taking up residents' outdoor space and being unsightly. ABCD had agreed to put the second floor condensers in the back of the buildings because it would take up a large amount of the second floor deck space. This means there will be some conduit that will go through the closets of each unit to connect the condensation line with the condenser for the second floor units which will be on exterior back walls of the first floor units.

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

*Approve the heat replacement project as proposed by ABCD and authorize Ms. Cronin to sign the letter agreeing to the terms as presented.*

Ms. Cronin went over the results of the bid for the door replacement project at Windsor Green. The low bidder was Alpha Contracting Associates in the amount of \$113,130. Ms. Kolb made a motion which was seconded by Mr. Bettez and unanimously voted in the affirmative to:

*Approve a contract with Alpha Contracting Associates in the amount of \$113,130 for the Windsor Green Door Replacement Project No. 002034 and authorize Ms. Cronin to sign documents. (vote attached)*

Ms. Cronin discussed the Request for Proposals advertised for the purchase of two new units of family housing. Ms. Cronin would like to hire Lou Ross of Deutsche Williams to represent the Housing Authority<sup>1447</sup> for the real estate transaction. Lou is experienced in working with DHCD on regulatory agreements and the AHA needs an attorney who understands Real Estate Law and municipal law. Mr. Bettez made a motion which was seconded by Mr. Sghia-Hughes and unanimously voted in the affirmative to:

***Retain the services of Lou Ross, Esquire, for the transactions required to purchase two new units at a fee not to exceed \$5,000.***

4. Ms. Cronin let the Board know that a new capital plan needed to be submitted to DHCD in January and she is setting up meetings with residents for feedback on items they would like to see addressed. Ms. Cronin let the Board know that DHCD had set up several working committees to begin implementing the legislative reform. Ms. Cronin is working on the monitoring working group. Mr. Sghia-Hughes let the Board know that the housing consultant proposal would be reviewed by the Community Preservation Committee the following week. The Board approved the proposal and discussed how to present the proposal. Ms. Cronin reminded the Board of the Housing Production Plan meeting being hosted by the Acton Community Housing Committee on December 11. Several Board members plan on attending.

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

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

The meeting was adjourned.

Respectfully submitted,

  
Kelley A. Cronin  
Executive Director

Attachments for the meeting, 2014:

Minutes of the October 28, 2014 meeting, specifications from Bruce Ledgerwood from ABCD for the air source heat pump installation at Windsor Green and letter of understanding, DHCD High Leverage Asset Preservation Program, Third Quarter Financials, draft Request for Proposals for two condominium units/duplex purchase, procurement policy, bid tally for door replacement project, DHCD approval letter of low bidder for the door, CPA proposal for housing consultant, October Voucher