

ACTON COMMUNITY HOUSING CORPORATION

Pursuant to notice given a Regular Meeting of the Acton Community Housing Corporation (ACHC) was held May 1, 2008 at 7:00 PM in room 126 of the Acton Town Hall. Present and constituting a quorum for the purpose of conducting business were: Dan Buckley, Kevin McManus, Naomi McManus, Nancy Tavernier and Bernice Baran designated a voting member for the Regular Meeting.
Finance Committee Representative: Pat Clifford

- 1). Nancy Tavernier, Chair, called the Regular Meeting to order at 7:00 PM.
- 2). Bernice Baran moved to approve the minutes of the Regular Meeting of April 3, 2008. Kevin McManus seconded the motion and all members voted to approve.
- 3). Administration
 - A). Election of Officers
Kevin McManus moved to place in nomination the following members for officer's position:
 - Nancy Tavernier- Chair
 - Dan Buckley- Vice Chair
 - Kevin McManus- Treasurer
 - Naomi McManus- Clerk

Bernice Baran seconded the motion and all members voted in favor.

- B). Meeting Times
Starting June 1st the ACHC will hold their Regular Meetings at 7:00 AM instead of 7:00 PM and revert back to 7:00 PM September 1st. Naomi McManus will check on reserving a room and notify the Town Clerk of the time change.

- C). Membership
There currently is an open seat for a full membership and additional associate members. Ms. Tavernier asked for the members to consider possible candidates. The open seats will be advertised as well.

- D). Revised Website
Ms. Tavernier informed the members that the ACHC's website has been revised by the Town. New links have been added.

- 4). Updates
 - A). Steinberg-Lalli Development- 442 Mass Avenue
The Public Information Session will be held June 3, 2008 at 7:30 PM. All abutters will be notified as well as Town Boards. Ms. Tavernier noted that the developer is proposing a tri-plex design plus rehabbing the current house. The rehabbed house will be offered to a Town employee, resident or someone who works in town at below market price of mid- \$200s and the other three 1200 square feet 2 bedroom

units will be new construction and all sold as affordable to First Time Homebuyers.

B). Willow Central

The developer anticipates completion the middle of May, landscaping to be started next week, walk through May 7, 2008 at 1:00 PM, the plaque designating the funding provided by Steinberg- Lally Foundation has been ordered, the lottery winner of the 3 bedroom bungalow unit is a local family of five who will receive down payment assistance of \$6000 from the ACHC's CPA funds. The 2 bedroom lottery winner is a non-local single woman. The members discussed having a formal ceremony inviting those individuals whose contribution lead to the final completion of the project. It was felt that in June when the Acton Housing Authority has purchased their three bedroom duplex it would be an ideal time to hold a dedication ceremony. Ms. Tavernier and Ms. Baran will confirm with the AHA's Executive Director.

C). Blanchard Place

Ms. Tavernier informed the members that she has received an application for financial assistance in closing cost from the lottery winner of the two bedroom unit. Dan Buckley moved that the ACHC provide \$2,548.48 from CPA funds to be paid at closing. Kevin McManus seconded the motion and all members approved the motion.

D). Old High School Commons

Massachusetts Housing Partnership has sent a letter to the Selectmen approving the proposed project. The Developer has met with the Town Manager and plans to submit a Comprehensive Permit Application to the Board of Appeals.

E). Somerset Hills

Of the three units that were offered to the Town/ACHC as affordable, one bedroom has been sold with the ACHC reducing the sales price by \$15,000 for the First Time Homebuyer, a two bedroom was sold to the Acton Housing Authority with the ACHC providing \$100,000 from their CPA funds to the AHA for the Authority's purchase for their low income rental program and \$15,000 to the developer to buy down the unit price to \$130,000 as previously agreed. The consultant is still in the process of locating an eligible family for the remaining two bedroom unit for the ACHC.

5).Old Business

A). Trammel Crowe (Alexan) Project

No further update information, Town Manager has met with the developer, the proposed development was designated a large project by the town of Concord. It is possible that Acton must give permission for the additional units over 300. The ACHC discussed their original comments submitted to the BOA and agreed they would stand by them as written.

6). New Business

A). Down Payment/Closing Cost Assistance Program

The members reviewed a draft application that Ms. Tavernier prepared for First Time Homebuyers needing financial assistance in closing cost when purchasing affordable units. The sole use of the application is for the Acton Community Housing Corporation to establish the preliminary requirements necessary to provide assistance for the purchase of a deed restricted unit.

B). Future Development

Ms. Tavernier stated she had been contacted by a developer who is interested in developing a 6 acre site located on Great Road. Further information will be available as the site is explored for the possibility.

7). The Regular Meeting adjourned at 9:30 PM. Next Regular Meeting was scheduled for May 15, 2008 at 7:00 PM.

Respectfully submitted,

Nomi E. McManus
Clerk