

ACTON HOUSING AUTHORITY  
BOARD OF COMMISSIONERS MEETING  
68 WINDSOR AVE, ACTON, MA 01720  
MINUTES  
October 29, 2019 at 4:00pm

Present: Bernice Baran, Ryan Bettez and Robert Whittlesey  
Absent: Nancy Kolb  
Also Present: Kelley Cronin  
Attending: Lisa Franklin and Marvin Siflinger

Mr. Whittlesey called the meeting to order at 4:05 p.m.

1. The Board reviewed the minutes of the September 30, 2019 meeting. Ms. Baran made a motion which was seconded by Mr. Bettez and unanimously voted in the affirmative to:

***Approve the minutes of the regular meeting for September 30, 2019.***

2. Mr. Whittlesey welcomed Mr. Siflinger from Housing Partners, Inc. (HPI) to the meeting. Mr. Siflinger reviewed the feasibility analysis that HPI has been working on with the Board. Mr. Siflinger said that the State has decided to change the Low-Income Housing Qualified Application plan for the use of tax credits. The Board discussed this and decided to look at varying options to try and contain the price/unit of the Main Street development.

The Board reviewed the quarterly operating statements and tenant account receivables. Ms. Cronin let the Board know that the state subsidy payment had not been received in the third quarter. This meant the third quarter actual income was less than budgeted. Ms. Cronin let the Board know that the State funds were received at the beginning of the fourth quarter.

The Board reviewed the amendment #10 to the capital improvement plan. Ms. Baran made a motion which was seconded by Mr. Bettez and unanimously voted in the affirmative to:

***Approve the resolution authorizing amendment #10 to the contract for financial assistance for the state-aided capital improvement workplan 5001 for all developments.***

The Board discussed the designer review committee members. Ms. Cronin let the Board know that Ms. Adachi, Mr. Van Meter, Ms. Post (abutter), Ms. Franklin and Ms. Hutchings had all agreed, but she did not have an architect or engineer which was required. Ms. Cronin said she would reach out to a local firm.

Ms. Cronin reviewed the legal services proposals. Ms. Cronin and HPI discussed the proposals and recommended Nixon Peabody due to their not to exceed price, their responding to the 40B legal services request and positive references, including the work they did on Whittlesey Village. Ms. Baran made a motion which was seconded by Mr. Bettez and unanimously voted in the affirmative to:

***Authorize Ms. Cronin to enter into a contract with Nixon Peabody for the 40B and Legal services work on Main Street for a price not to exceed the written proposal.***

The Board reviewed the draft agreement with the Town for Main Street. Ms. Cronin let the Board know that she would ask Nixon Peabody to provide input on the draft. The Board also reviewed the pre-development budget provided by HPI. Ms. Cronin said they needed more resources than the existing feasibility grant and the Acton Community Housing Corporation funds to pay for the cost associated with getting a 40B permit which is required to apply for construction financing. Ms. Cronin said the gap was \$500,000 and asked the Board if they wanted to submit the Community Preservation application for that amount. Mr. Bettez agreed and said the CPC could recommend a lower amount if there were too many competing needs in this year's funding requests. The Board instructed Ms. Cronin to apply for \$500,000 for pre-development. Ms. Cronin let the Board know that Housing Partners had recommended that Ms. Cronin ask for quotes for marketing/appraising the Main Street site. The Board told Ms. Cronin she could request quotes.

3. Ms. Baran updated the Board on Acton Community Housing Corporation (ACHC). Ms. Baran let the Board know that the ACHC was going to submit a proposal to the Community Preservation Committee (CPC) for a feasibility study to build housing for people with disabilities.

Ms. Cronin reminded the board that the application for CPC funding was due in November. The Board discussed the conversation with Mr. Siflinger. The Board decided time was of the essence in finishing the pre-development work. The Town expressed a desire for a quick turnaround in the draft agreement for transferring the property. In order to meet the timeline the Board decided to submit the application for \$500,000 so that the full pre-development work could be completed in 2020 .

4. The Board reviewed the September voucher. Ms. Baran made a motion which was seconded by Mr. Bettez and unanimously voted in the affirmative to:

*Approve the September voucher as presented.*

5. Mr. Whittlesey asked if there were any comments or further discussion. Hearing no further comments Ms. Baran made a motion which was seconded by Mr. Bettez and unanimously voted in the affirmative to:

*Adjourn the meeting at 5:25 pm.*

Respectfully submitted,  
Kelley A. Cronin  
Kelley A. Cronin  
Executive Director

Documents and Exhibits Used During the **October 29<sup>th</sup>** meeting:

Minutes of the September 30, 2019 meeting, Third Quarter Operating Statements and Tenant Account Receivables, State Capital Plan Amendment #10 letter, contract and Board vote, E-mail from Ms. Cronin to Board with recommendations for Local Screening Committee, Housing Partners Inc. memo recommending legal services consultant with summarization of proposals, Draft Agreement from Town for Main Street, Draft Request for Appraisal/Market Analysis Quote, Pre-Development Budget, September Voucher