

ACTON HOUSING AUTHORITY
BOARD OF COMMISSIONERS MEETING
MINUTES
August 19, 2021, at 4:00pm
VIRTUAL MEETING

Present: Bernice Baran, Peter Berry, Nancy Kolb, and Robert Whittlesey
Also Present: Kelley Cronin Melissa Wingfield
Attending: Fred Kinch, Prasad Komminemi

Mr. Whittlesey called the meeting to order at 4:05 PM via a virtual meeting platform with no Board members in physical attendance and broadcasted via Zoom virtual meeting platform.

- I. Ms. Kolb read the rules of the remote meeting and Mr. Whittlesey conducted a roll call for attendance with all Board members being present. Ms. Kolb welcomed Ms. Wingfield as the newest member to the Board who will be a voting member at the next meeting after she is sworn in. Ms. Wingfield thanked Ms. Kolb for the welcome and introduction. The Board reviewed the minutes of the July 15, and July 26, 2021, meetings. Ms. Baran made a motion, which was seconded by Ms. Kolb to;

Approve the minutes of the regular meetings for July 15 and 26, 2021.

and upon roll call the “Ayes” and “Nays” were as follows:

Bernice Baran: Aye
Nancy Kolb: Aye
Robert Whittlesey: Aye
Peter Berry: Aye

The motion was approved.

II. Executive Director Update

Ms. Cronin let the Board know that the State Department of Housing and Community Development (DHCD) issued a public housing notice regarding COVID. The notice says it was up to boards on how to decide to deal with community rooms. Ms. Cronin reported she believes the Governor has announced that he is requiring all executive office employees to wear masks and perhaps to be vaccinated. Ms. Cronin said she would like to put up signs requiring masks in the community room again and require masking in office when staff can't distance. Mr. Berry asked for clarification about the office being open to the public. Ms. Cronin said the office was opened to the public after the fourth of July weekend. Mr. Berry made a motion, which was seconded by Ms. Baran to;

Require mask wearing when people come into the office or community room.

and upon roll call the “Ayes” and “Nays” were as follows:

Bernice Baran: Aye
Nancy Kolb: Aye
Robert Whittlesey: Aye
Peter Berry: Aye

The motion was approved.

Ms. Cronin asked if there were any questions on the second quarter financials. Mr. Berry asked about the surplus showing. Ms. Cronin said there was a surplus showing due to the resident services coordinator grant and the vacant maintenance positions. Ms. Cronin said that there have been serious

rent collection issues during COVID which may impact the surplus even though the federal government is making money available to pay back rent. Mr. Berry also asked about the GASB which shows a deficit due to the retirement funds. Mr. Berry said the health insurance liability is something the Town is setting aside money to cover future costs. Ms. Cronin said she would invite the fee accountant to the next meeting to discuss funding and planning for long term commitments for retired employees and health insurance.

III. New Business

The Board welcomed Ms. Wingfield again to the committee. Ms. Baran said how impressed she was with Ms. Wingfield's presentation and unanimous vote at the Selectboard meeting. Ms. Baran said she was pleased Ms. Wingfield was bringing her experience from the Commission on Disabilities and Housing for All to the Acton Housing Authority (AHA). Ms. Kolb asked Ms. Cronin to give an update on the advisory committee. Ms. Cronin went through the names on the memorandum to the Board and which program they participate in. The Board discussed the role and the staffing of the Resident Advisory Committee (RAC). Ms. Cronin explained the intent is for the RAC to have input on policies that the AHA is considering implementing. Ms. Baran made a motion, which was seconded by Ms. Kolb to;

Appoint the members of the Resident Advisory Committee which the Board would liaison to through Ms. Cronin.

and upon roll call the “Ayes” and “Nays” were as follows:

Bernice Baran: Aye

Nancy Kolb: Aye

Robert Whittlesey: Aye

Peter Berry: Aye

The motion was approved.

Ms. Cronin reviewed the parts of the Annual Plan draft and reminded the board that there was an advertised hearing on the plan at the next meeting. Ms. Cronin asked Board members to review the draft annual plan and pointed out changes to the capital plan being recommended. Ms. Cronin reviewed the capital plan and pointed out the new projects, repaving the driveway and parking lot at Windsor Green and new windows at Windsor Avenue.

Ms. Cronin gave an update on the Main Street project and let the Board know the dates of the zoning hearing and conservation commission. Ms. Cronin let the Board know there would be more than one zoning hearing and that a peer review engineer would be hired to provide the ZBA with a report before the second hearing. Ms. Cronin reminded the Board that the landscape architect would be conducting a site visit to the property and meet with abutters to discuss plantings and screening. Mr. Berry said he would attend that meeting on behalf of the board. Ms. Cronin discussed the park for seniors being proposed by the Council on Aging for the parcel between the housing development and the dog park. Ms. Cronin discussed what a nice amenity that would be for residents of the senior housing and how it would improve the site appearance as well.

Ms. Cronin presented a proposal for legal services for the comprehensive permit process. The previous attorney, Ruth Silman, had passed away and attorney Mark Bobrowski of Blatman, Bobrowski & Haverty, LLC in Concord was recommended to represent the housing authority. Ms. Cronin let the board know he had good references from the Town and architects. Mr. Berry made a motion, which was seconded by Ms. Baran to;

Authorize Ms. Cronin to sign the fee agreement with Blatman, Bobrowski and Haverty LLC for representation on the comprehensive permit application.

and upon roll call the “Ayes” and “Nays” were as follows:

Bernice Baran: Aye

Nancy Kolb: Aye

Robert Whittlesey: Aye

Peter Berry: Aye

The motion was approved.

Ms. Cronin discussed naming the Main Street project prior to applying for financing so that the permanent name would be on all the documents. Ms. Baran discussed how Ryan Bettez, former Board member, had recommended that the development be named after Betty McManus. Ms. Baran let the board know that the new units on Massachusetts Avenue were going to be named after Nancy Tavernier. The Board discussed different possible names. Ms. Cronin discussed having one of the units at Main Street be set aside for a service staff. Ms. Cronin said that there was a lot of interest in the units for people with disabilities and the Andy Richardt had set up a meeting with Minuteman Arc about support services.

Ms. Cronin presented a change order for the sliding door project at Windsor Green. The contractor installed some decking to bring the patio up to the height of the sliding doors for the handicapped accessible units. Mr. Berry made a motion, which was seconded by Ms. Kolb to;

Approve the change order for the sliding door project with L&H Construction for \$5,980.

and upon roll call the “Ayes” and “Nays” were as follows:

Bernice Baran: Aye

Nancy Kolb: Aye

Robert Whittlesey: Aye

Peter Berry: Aye

The motion was approved.

Ms. Cronin presented the work order for the condominium unit renovation project for three units at Great Road Condominiums and a unit at Yankee Village. The project is estimated to cost \$197,000 and the work order for design services is for \$13,750. Ms. Kolb made a motion, which was seconded by Ms. Baran to;

Authorize the work order with Andrew Brockway for \$13,750.

and upon roll call the “Ayes” and “Nays” were as follows:

Bernice Baran: Aye

Nancy Kolb: Aye

Robert Whittlesey: Aye

Peter Berry: Aye

The motion was approved.

Ms. Cronin updated the board on the Creative Placemaking Project and applying for a cultural council grant. Mr. Berry suggested that the AHA add a regular agenda item to update the Board on the Town’s Climate Plan. Ms. Cronin updated the Board on the Selectboard vote to approve the new rents for the

Local Initiative Program. Ms. Cronin reviewed the information on the electric bikes program the Town was seeking funds for. The idea is to make electric bikes available to housing authority residents. The Board discussed different models for the program and agreed that the AHA should support this effort and could work out the details later.

IV. Old Business

Ms. Kolb updated the Board on the Community Preservation Committee (CPC). Ms. Kolb said the draft plan would be out soon and that the Board should decide what to apply for. Ms. Wingfield asked how the money gets determined. Ms. Kolb explained the percentage that goes to housing is 10%. Ms. Baran said that we should coordinate with the Acton Community Housing Committee (ACHC) and that there may be a Habitat project. Ms. Kolb said CPC may not support a full amount, but we could consider applying for more than one project.

Ms. Baran updated the board on ACHC meetings and let the Board know they did not meet in August. Ms. Baran asked Ms. Cronin to follow up with Janet Adachi about CPC applications. Mr. Berry said there was a Habitat proposal for Carlisle Road.

V. The Board reviewed the July voucher. Ms. Baran made a motion, which was seconded by Mr. Berry and unanimously voted in the affirmative to:

Approve the July voucher as presented.

and upon roll call the “Ayes” and “Nays” were as follows:

Bernice Baran: Aye

Peter Berry: Aye

Nancy Kolb: Aye

Robert Whittlesey: Aye

The motion was unanimously approved.

VI. Ms. Kolb asked if there were any public comment. Ms. Cronin let the Board know that Mr. Kinch had chatted that the Dog Park Committee was excited about the possibility of a senior park on Main Street but had no further comment. Ms. Cronin reminded everyone she was going on vacation and that Mr. Whittlesey’s 100th birthday event was on September 22nd. Ms. Kolb asked for a motion to adjourn. Mr. Whittlesey made a motion, which was seconded by Ms. Kolb and unanimously voted in the affirmative to:

Adjourn the meeting at 5:32 pm.

and upon roll call the “Ayes” and “Nays” were as follows:

Bernice Baran: Aye

Peter Berry: Aye

Nancy Kolb: Aye

Robert Whittlesey: Aye

The motion was unanimously approved.

Respectfully submitted,

Kelley A. Cronin

Kelley A. Cronin
Executive Director

Documents and Exhibits Used During the **August 19th** meeting:

Minutes of the July 15th and 26th meetings, DHCD PHN on COVID, Advisory Committee memo, Letter supporting Town electronic bike proposal, Local Initiative Program rent memo, fee proposal for legal services from Mark Bobrowski, Tenant Board letters of intent and memos, Capital Plan FY22, Annual Plan Draft, change order for sliding doors, List of Capital Projects, July voucher