

**ACTON HOUSING AUTHORITY
BOARD OF COMMISSIONERS MEETING
MINUTES
November 30, 2021, at 4:00pm
VIRTUAL MEETING**

Present: Bernice Baran, Peter Berry, Nancy Kolb, Robert Whittlesey, and Melissa Wingfield
Also Present: Kelley Cronin
Attending: Paulette Farmer, Charlie Kadlec, Jeff Bergart, Himaja Nagireddy, and Fred Kinch

Mr. Whittlesey called the meeting to order at 4:00 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. The Board reviewed the minutes of the October 26, 2021, meeting. Ms. Baran made a motion, which was seconded by Mr. Whittlesey to;

Approve the minutes as amended of the regular meeting for October 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
Melissa Wingfield: Aye

The motion was approved.

II. Executive Director Update

The Board discussed the recent Select Board meeting. Ms. Cronin reviewed the work order history at the unit discussed at the Select Board meeting. Ms. Cronin reminded the Board that the Acton Housing Authority (AHA) fee accountant would be coming to the next Board meeting to review the budget.

III. New Business

The Board discussed doing outreach and education to the community regarding what the AHA does. The Board discussed recent Beacon articles on state public housing. Mr. Berry discussed doing letters to the editor and other outreach activities. Ms. Cronin said that Mr. Kadlec who was in the audience had his hand raised. Mr. Kadlec offered to do a story in the Acton Forum and said until the Select Board meeting, he did not really know that much about the AHA.

Ms. Cronin reviewed the proposal from MCO Housing for conducting a lottery to create a two-bedroom waiting list for the Local Initiative Program units. Ms. Cronin explained because she was on the Sudbury Housing Trust the AHA could not contract with Regional Housing Services Organization (RHSO). The lottery proceeds from the RHSO go to the Sudbury Housing Trust which Ms. Cronin said was a conflict of interest. Ms. Baran made a motion, which was seconded by Mr. Whittlesey to;

Approve lottery proposal from MCO Housing Services.

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

Bernice Baran: Aye
Nancy Kolb: Aye

Robert Whittlesey: Aye

Peter Berry: Aye

Melissa Wingfield: Aye

The motion was approved.

The Board discussed the upcoming zoning hearing. Ms. Cronin let the Board know that the pre-application for One-Stop funding was approved by the State and the AHA could submit the proposal for McManus Manor as long as the zoning variance was approved. Ms. Cronin let the Board know that the development consultant would like the AHA to apply for a Home Rule petition to get a waiver from the sub-bid requirements for construction. Ms. Cronin said she would get more information for discussion at the next Board meeting.

Ms. Cronin reviewed the change orders for the Deck replacement project #002080 at 27 Concord Road. Mr. Berry made a motion, which was seconded by Mr. Whittlesey to;

Approve Change Order 1 in the amount of \$992.28 and Change Order 2 in the amount of \$9,061.64 for project #002080.

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

Bernice Baran: Aye

Nancy Kolb: Aye

Robert Whittlesey: Aye

Peter Berry: Aye

Melissa Wingfield: Aye

The motion was approved.

Ms. Cronin reviewed the change the certificate of substantial and final completion for the interior improvement at a condominium unit on Great Road, project #002074. Ms. Baran made a motion, which was seconded by Mr. Whittlesey to;

Approve the certificate of substantial and final completion for the Great Road improvement project #002074 for a final project cost of \$45,100.

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

Bernice Baran: Aye

Nancy Kolb: Aye

Robert Whittlesey: Aye

Peter Berry: Aye

Melissa Wingfield: Aye

The motion was approved.

IV. Old Business

Ms. Kolb said the Community Preservation Application from the AHA for \$270,000 had been submitted and the schedule for project review was beginning. Ms. Baran said the Acton Community Housing Corporation had submitted a proposal for \$100,000 for future housing projects. Mr. Berry updated the Board on the Climate Action Plan.

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

Approve the October 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

Melissa Wingfield: Aye

The motion was unanimously approved.

VI. The Board discussed the time of the next meeting on December 14th and agreed to start the meeting at 3:00pm. Ms. Kolb asked if there were any further comment and there was none. Mr. Whittlesey made a motion, which was seconded by Mr. Berry and unanimously voted in the affirmative to:

Adjourn the meeting at 5:22 pm.

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

Bernice Baran: Aye

Peter Berry: Aye

Nancy Kolb: Aye

Robert Whittlesey: Aye

Melissa Wingfield: Aye

The motion was unanimously approved.

Respectfully submitted,

Kelley A. Cronin

Kelley A. Cronin

Executive Director

Documents and Exhibits Used During the **November 30th** meeting:

Minutes of the October 26, 2021, meetings, Sample Notice of Rent, Work order listing, Change Order 1 and 2 for Project #002080, Punch list and Certificate of Substantial Completion for Project #002074, October voucher