

ACTON HOUSING AUTHORITY
2005

Minutes of the Regular Meeting of May 24, 2005 at 7:00 PM at 68 Windsor Avenue
Acton, MA

Attendance: Ken Sghia-Hughes, Jean Schoch, Dennis Sullivan, and Bob Whittlesey.
Naomi McManus/Acton Housing Authority

- 1). Jean Schoch, Vice Chair, called the Regular Meeting to order at 7:00 PM.
- 2). Ken Sghia-Hughes moved to approve the amended minutes of the Regular Meeting of April 26, 2005. Dennis Sullivan seconded the motion and all members voted in favor.
- 3). Executive Director's Report
 - A). The Board reviewed Brenda Royer's letter, Acton Housing Authority's Asset Manager from Department of Housing & Community Development (DHCD) in which she discussed the concerns of a Windsor Green resident regarding residents smoking and the need to change the State lease and to set aside specific units where smoking tenants will not reside. Ms. Royer's letter expressed the State's sensitivity to the tenant's concerns regarding second hand smoke but the limited supply of low income housing prohibits the agencies from designating apartments for smokers and non-smokers.
 - B). The Board Members were given DHCD's proposed regulations (760CMR 4.00) General Administration of Local Housing Authorities which if adopted will supercede 760 CMR 4.00 that became effect October 1, 1998.
 - C). CHAPA's Housing Briefs were made available. It was noted that the Senate Committee on Ways & Means recommended FY 2006 state operating budget increasing DHCD's budget \$4 million more than the 86.1 million approved by the House.
 - D). Comprehensive Permit Policy
A joint committee representing members from the Acton Selectmen, the Planning Board and the Acton Community Housing Corporation are working with Judy Barret, a consultant hired by the Town to develop a joint Comprehensive Permit Policy.
 - E). Blanchard Place
A proposed 40B project located at 139 Prospect Street. The existing house will be razed and a 4-unit farmhouse style building will be constructed in its place. Located behind the farm style house will be two 6-unit buildings (12 units in total) all units will be 2000sq. feet, 3 bedrooms and one car garages. There will be a 5' pedestrian way to Mass Avenue. Site is 2.9 acres with 1.85 of uplands. 27% of the 2.9 acres will be covered with buildings and pavement. The density is 5.5 units per acre and 1/3 of site are wet land.

4). Old Business

A). McCarthy Village Passive Recreation Area

The Executive Director has sent out Requests for Proposals to three engineering firms. The proposals submitted will be opened June 15, 2005 at 2:00 PM.

B). Eliot House's Septic System Replacement

Fenton & Sons have been issued a Notice to Proceed. It is anticipated that the project will be completed by the end of June.

C). Wampus Apartment Condo Conversion

Bob Whittlesey and Naomi McManus as well as representatives of the Acton Community Housing Corporation (ACHC) negotiated with the developers for 4 or 5 units to be offered to the Town for "Affordable Housing". Ms. McManus has negotiated for the developers who will offer the Authority a 2 bedroom, standard rehabbed, second floor condo unit at a sales price of \$150,000. The Selectmen's Public Hearing for the Condo Conversion will be held July 18, 2005.

D). Willow/Central Street

The ACHC has been working with an architect to design three units to be constructed on the site. The ACHC has had 2 informational meetings at Windsor Green with the abutters to the project. The proposed plans are to have a bungalow facing Willow Street and a duplex facing Central Street. Currently the Town of Acton holds the land. Ms. McManus has stated that the Authority might be very interested in purchasing one of the duplexes in the future. The ACHC members will be meeting with the Acton Selectmen on July 18, 2005 to request site control of the property.

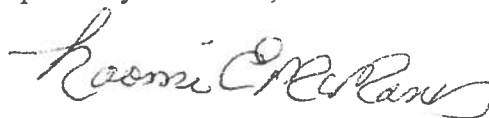
E). Woodlands at Laurel Hills

The Board reviewed Ms. McManus's draft of a letter to be sent to the Board of Appeals supporting the project with recommendations. Ken Sghia-Hughes and Bob Whittlesey offered to rewrite one of the sections to include specific language regarding the affordable units for households with incomes between 60 to 80% of the median income for the Acton area. Their amended section will be circulated to the Board before final submission.

5). Search Committee members charged with making a recommendation to the AHA's Board of Commissioners on a candidate for the Executive Director's position stated their first choice was Michelle Sweeney and their second choice was Kelley Cronin. Ken Sghia-Hughes moved that the Acton Housing Authority's Board of Commissioners offer the Executive Director's position to Michelle Sweeney for a one (1) year contract at a salary level of \$46,964. Dennis Sullivan seconded the motion and all members voted in favor.

6). The Regular Meeting adjourned at 9:45 PM.

Respectfully submitted,

A handwritten signature in cursive script, appearing to read "Naomi E. McManus".

Naomi E. McManus
Executive Director