

**ACTON COMMUNITY HOUSING CORPORATION**  
**Minutes Tuesday, July 12, 2022 – online via Zoom**

Pursuant to notice given, a Regular Meeting of the Acton Community Housing Corporation (ACHC) was held on Tuesday, July 12, 2022 at 4PM via zoom. Present and constituting a Quorum for the purpose of conducting business were regular members Janet Adachi, Bernice Baran, Andy Richardt, Bob Van Meter and associate member Dan Buckley. Janet designated Dan as a voting member for today's meeting.

Bob left the meeting at 4:43pm.

Lara Plaskon from RHSO serves as ACHC's off-board Clerk and was present for the meeting.

Janet Adachi, Chair, called the meeting to order at 4:04 pm. Janet read the updated meeting notice, including guidelines for public participation in the meeting.

**I. Regular Business**

- **Minutes** – The minutes from 6/14/22 were read – Dan moved to approve minutes and Bob seconded – a roll call vote was taken and the motion passed unanimously.

- **Financial Report**

Andy reported the following:

- Additional \$50K in new CPA funds were deposited into ACHC account
- Total ACHC assets as of 6/30/22 –\$69,330.02
- Balance for undesignated gifts funds is \$238,926.22. (excludes \$7,500 earmarked for monitoring or RHSO)
- Total all funds available for expenditures (checking account + gift funds + CPA) = \$527,354.32
- Janet affirmed that she and Andy have both reviewed the monthly financial statements.
- Bernice moved to accept financial report and Bob seconded – roll call vote was taken and the motion passed unanimously.
- Andy reported that he was contacted by the Town auditor and the audit is going to begin.

- **Regional Housing Services Offices Update**

Lara reported the following:

- The winner of the Acton Meadows lottery loves the house and is moving forward. Lara is working with the family and a P&S will likely be signed next week.
- Liz Rust started the process of hiring to replace Liz Valenta.
- Bob reported that the Town is moving forward with a housing stability staff person since the Select Board voted to make this a priority, and he thought the

RHSO would probably be involved. Lara reported that John Mangiaratti brought this up at the annual RHSO Town Manager meeting and asked if RHSO could take this on if the Town chooses to move forward. RHSO is assessing staff capacity and the need for this service. Suzi is doing a project – contacting Town social workers and other staff to assess the need for these services in all RHSO towns and what services are already offered.

- Janet asked about Tavernier Place applications and Lara reported that she forwarded the application information to everyone who had contacted the RHSO office and Senator Eldridge’s office. Peabody Properties is managing the lottery.

- **Chair Update** –

- Reminder from Janet that if anyone is beginning a new term on ACHC that it is necessary to certify as having received the Open Meeting Law guidelines and to take an ethics training.
- Larry Kenah died suddenly of a heart attack in late June – he was Chairman of the Economic Development Committee and longtime volunteer in various capacities in Acton. Janet didn’t have any information on services, memorial, etc.

- **Member Updates** – None

## **II. New Business**

- **Emergency Capital Assistance** – Authorize Chair and Treasurer to spend up to \$5,000 for requests to ACHC between meetings.
  - This authorization is related to the revisions to the Capital Improvement program that were discussed during ACHC’s June meeting.
  - Bob moved, and Bernice seconded, to authorize Janet and Andy to respond to emergency requests for capital improvements up to \$5,000 when the requests occur in between ACHC meetings. A roll call vote was taken and the motion passed unanimously.
  - A discussion took place about the possibility that the family moving to Acton Meadows might request closing cost assistance before the next ACHC meeting since they are scheduled to close in early September.
  - Bob moved, and Bernice seconded, to authorize Janet and Andy to respond to a closing cost request for up to \$2,500 from the Acton Meadows buyer if they submit a request before next ACHC meeting.

## **III. Old Business - None**

## **IV. Future Agenda Items**

- Bernice suggested being more proactive and inviting developers to a future ACHC meeting. ACHC had some discussion about how to encourage development of additional affordable housing and how ACHC could use some of

its funds.

- Bob offered that DHCD is releasing the final provisions for the MBTA communities legislation later this month and suggested this could encourage development of more affordable housing.

Dan moved to adjourn the meeting at 4:49pm and Andy seconded. Lara took a roll call vote – motion passed unanimously.

The next ACHC meeting will be on September 13, 2022, 7pm in Room 9

**STATEMENT OF DOCUMENTS PRESENTED AT THIS MEETING:**

Agenda, July 12, 2022

Draft Minutes from June 14, 2022

Financial Reports through 6/30/22, including bank account and housing gift funds

2022 CPA Grant Letter/ACHC Acceptance