

ACTON COMMUNITY HOUSING CORPORATION
Minutes Tuesday, September 13, 2022 – online via Zoom

Pursuant to notice given, a Regular Meeting of the Acton Community Housing Corporation (ACHC) was held on Tuesday, September 13, 2022 at 4PM via zoom. Present and constituting a Quorum for the purpose of conducting business were regular members Janet Adachi, Bob Van Meter, Andy Richardt, Bernice Baran, Judy Hodge, and associate member Dan Buckley. Janet designated Dan as a voting member for today's meeting.

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

Bob left the meeting at 5:03pm; Dan left at 5:37pm

Guests:

- Kelley Cronin, AHA (Kelley left at 5pm); Alissa Nicol

Janet Adachi, Chair, called the meeting to order at 4:09 pm. Janet read the updated meeting notice, including guidelines for public participation in the meeting.

I. **4pm Appointment:** Kelley Cronin, Executive Director, Acton Housing Authority re additional contribution toward Town's local share for McManus Manor project, 362-364 Main Street. Kelley summarized project and the current status:

- Proposal to build 41 units of elderly/disabled housing on Main Street property that the Town purchased from a developer for \$1 million. 7 units set aside for people with disabilities, 4 units for people working with DDS
- AHA project was selected by DHCD to apply for a mini round of funding. AHA has submitted a pre-application to DHCD and received feedback (along with all other applicants) that they should try and get more local funds
- Town submitted an application in conjunction with AHA for a MassWorks grant to extend the sewer line. This would help with infrastructure costs, but AHA doesn't know if they will receive that grant until late October or early November. This is after One Stop application is due to be submitted, so AHA can't count on this for additional local contribution

Kelley responded to questions from ACHC members about the project, and members offered comments:

- Kelley clarified that DHCD is looking for an additional \$200K local support
- The \$1.8 million that the Town paid for the property doesn't count as a local contribution; DHCD considers the \$1 million in CPA funds that AHA used to purchase the property from the Town to be a "wash," given that the Town allocated Town funds to AHA that AHA then returned to the Town.
- ACHC currently has about \$530K of funds that are not currently designated for any purpose, including \$225K in CPA funds
- Bob thinks it would make sense for ACHC to commit \$200K to this project
- Dan asked for total overall cost of project – Kelley reported \$19 million in construction costs, and \$24 million total, including development costs; Dan voiced

concern about the high cost of these units and that ACHC has been contributing so much to elderly affordable rental units over the past few years

- ACHC has already contributed \$75K to this project
- Judy acknowledged high cost, but sees a great need for affordable rental housing and thinks it's reasonable for the ACHC to contribute
- Andy asked some clarifying questions about the DHCD grant – there are a lot of intricacies in state funding with the different rounds and the requirements from DHCD
- Kelley reported that AHA has to submit their application to DHCD this Friday
- Janet asked if DHCD looks for a specific percentage of the project to come from local match
- Dan asked some more questions about the need – Kelley reported there are thousands of people on the AHA waiting list and the need is high
- Dan moved that ACHC provide \$200K to AHA project, contingent on AHA receiving their tax credit funding, Judy seconded – Lara took a roll call vote and the motion passed unanimously (Bernice abstained since she is on AHA board)

II. **Regular Business**

- **Minutes** – Janet forgot to include the minutes from 7/12/22 in today's meeting packet, so ACHC will put off approving these until next meeting

- **Financial Report**

Andy reported the following:

- Town gave ACHC \$5,200 from the PO Square developer to be used for energy efficiency improvements to units on the SHI
 - A few questions followed regarding the specifics of how these funds could be used. Janet will have an offline conversation with Lara about this.
- Interest rate on savings account increased to about .020%
- Total ACHC assets as of 8/31/22 – \$69,344.88
- Balance for undesignated gifts funds is \$244,126.22. (excludes \$7,500 earmarked for monitoring or RHSO)
- Total all funds available for expenditures (checking account + gift funds + CPA) = \$532,569.18
- Janet and Andy affirmed that they have both reviewed the monthly financial statements.
- Judy moved to accept financial report and Bernice seconded – roll call vote was taken and the motion passed unanimously.

- **Regional Housing Services Offices Update**

Lara reported the following:

- RHSO and has been talking with the Town about the next steps to implement the Town Meeting article that set aside \$2,500 for a consultant to do a study on a rehab housing trust.
- The affordable resale unit at 22 Gabriel Lane
- RHSO received an inquiry from a community member regarding a deed

restricted resale unit at 25 Brewster Lane. Community member wants to see the appraisal that was used to determine the resale price. After consulting with the Town, the person inquiring was advised to submit a public records request to the Town to receive the appraisal.

- **Chair Update** –

- The Mass Legislature extended the special exception to allow all-virtual meetings to 3/31/23. Absent a further extension, ACHC will have to start meeting in-person by this coming April.
- A developer is considering a potential large scale rental development on Town water and sewer – the developer may meet with ACHC next month
- Steve Joncas is facing increasing costs at Tavernier Place, with spending eating into the construction contingency allowance
- 516 Mass Ave project is on hold and may or may not be back

- **Member Updates – None**

III. New Business

- **Community Preservation Committee** – Respond to CPC Charman's request for ACHC's anticipated Community Preservation Act near-term funding needs (next 3-5 years).
 - ACHC doesn't really have a 5-year plan
 - Potential expenditure on special needs housing project? – Andy doesn't feel the ACHC needs to hold money back for this project since he and Bob ran into dead ends with their previous work on this
 - ACHC typically doesn't apply for CPA funds for specific projects, but to replenish funds so that they're available when funding opportunities arise
 - Janet will consider the above points in providing a response
- **ACHC use of funds:** Discussion of developing written guidance for future financial commitments to affordable housing projects and other housing-related work
 - Janet is going to set up time to talk with Dan and Andy separately about this issue

IV. Old Business - None

- MBTA communities, multi-family zoning requirement: issuance of final guidelines, Town formation of task force – Bob was asked to serve on the task force and Janet asked him to clarify that he was serving on behalf of ACHC – Bob affirmed that he will keep the ACHC apprised of what the Town is doing to comply with this new legislation
- Project Updates – none other than those stated above

V. Future Agenda Items

- To be determined

Bernice moved to adjourn the meeting at 5:49pm and Andy seconded. Lara took a roll call vote – motion passed unanimously.

The next ACHC meeting will be on October 11, 2022, 4pm via Zoom

STATEMENT OF DOCUMENTS PRESENTED AT THIS MEETING:

Agenda, September 13, 2022

Financial Reports through 8/31/22, including bank account and housing gift funds

Capital Improvement Program Application, updated 7/22

CPC 5-year plan info request

MBTA Communities Zoning Requirement – Planning Department memo re: compliance 8/16/22