

**ACTON COMMUNITY HOUSING CORPORATION**  
**Minutes Tuesday, February 14, 2023 – online via Zoom**

Pursuant to notice given, a Regular Meeting of the Acton Community Housing Corporation (ACHC) was held on Tuesday, February 14, 2023 at 4PM via zoom. Present and constituting a Quorum for the purpose of conducting business were regular members Janet Adachi, Andy Richardt, Bernice Baran, and Judy Hodge (joined at 4:08pm), and associate members Dan Buckley and Corrina Kreuze. Janet designated Dan and Corrina as a voting members for today's meeting.

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

Guests:

- David Martin, Fran Arsenault - Select Board; Lou York, Sonja Pyle, one call-in participant – community members

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 of January 10, 2022 – Andy moved to approve the minutes of the January 10<sup>th</sup> ACHC meeting and Dan seconded – Lara took a roll call vote and the motion passed unanimously; Bernice abstained because she didn't have a chance to read the minutes.

• Monthly Financial Reports through 1/31/23

Andy reported the following:

- Total ACHC assets as of 1/31/23 – \$69,413.19 – only change from previous month was interest earned
- 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) = \$532,637.49 - \$200K of which has been approved to go to McManus Manor and \$100K of which has been conditionally approved for Tavernier Place
- Janet and Andy affirmed that they have both reviewed the monthly financial statements.
- Dan requested that the money that's been earmarked for projects be noted in future financial reports. Andy will make this change.
- Dan moved to accept financial report and Corrina seconded – roll call vote was taken and the motion passed unanimously.

- **Regional Housing Services Offices Update –**

- A “Tenant Services” section has been added to the RHO website in response to the request from Acton tenants group that more resources be available to assist tenants. There are limited resources listed on website for now, but one of the new RHO staff members is working on it
- Lottery was held for the affordable resale ownership unit at 212 Central Street; There were 4 applicants, but two were ineligible, and the two eligible applicants ended up passing on purchasing the unit. Lara will re-advertise as a first-come, first-served opportunity.
- Annual monitoring of Acton’s affordable homeowners has been going well. RHO has received self-certifications from 70%+ of Acton’s owners. A follow up email went out last week, and a follow-up letter will be going out this week.

- **Chair Update –**

- Janet had zoom discussion on 1/17 with WR Grace to follow up on initial meeting – Janet sent memo entitled “Guidelines for Affordable Housing Development in Acton – the Review Process” (included in meeting packet) to WR Grace to clarify what information is needed from them
  - Janet updated Guidelines memo from 2016 that details the interaction developers should have with AHC and other Town entities, including submission of detailed plan from developer; approval from AHC; approval from Town Boards; feedback from Design Review Board, etc.
  - Dan asked for memo to be added to AHC webpage so that the information is also available to abutters, interested citizens, etc. Janet will work on making updates to AHC webpage.
- 26 Carlisle Rd – Habitat had a mid-build ceremony on January 19<sup>th</sup> – attendees were able to go inside the re-framed 1,200 square foot house
  - Janet shared pictures from before Habitat began work, and from the ceremony after much work has been done
  - Minuteman Tech students are contributing to the work being done on the house
  - A young family with 3 kids will be the new owners – they’ve been contributing sweat equity
- South Acton Visioning – event at library 1/23-1/25 organized by the Planning Department. Janet attended first day – great turnout – attendees were engaged in the exhibits, asking questions, etc.
- Fair Housing – Janet had signed up for a training in late January, but wasn’t able to attend due to family obligations, so she will watch video of training
- February 6<sup>th</sup> – Laura Ducharme requested, and Select Board approved expansion of rental assistance program (funded by ARPA funds) to include mortgage assistance and other types of emergency assistance; Grants of \$1,000 are available through the program to be paid directly to where the money is owed.

- **Member Updates – None**

**II. New Business - None**

**III. Old Business – None**

**IV. Future Agenda Items**

- Tavernier Place update – Steve Joncas will hopefully come to ACHC meeting in March with an update
- W.R. Grace proposal update
- Brainstorming session to identify things that ACHC can work on

Judy moved to adjourn the meeting at 4:36pm and Bernice seconded. Lara took a roll call vote – motion passed unanimously.

The next ACHC meeting will be on March 14, 2023, 7pm

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

Agenda, February 14, 2023

Financial Reports through 1/31/23, including bank account and housing gift funds

Draft Minutes from 1/10/23 ACHC meeting

Acton Chapter 40B Affordable Housing Development Guidelines 2016 (updated Feb. 2023)

DHCD Funding Confirmation for McManus Manor, 12/8/22