

ACTON HOUSING AUTHORITY  
BOARD OF COMMISSIONERS MEETING  
MINUTES

April 25, 2023, at 3:00pm  
VIRTUAL MEETING

Present: Bernice Baran, Peter Berry, Nancy Kolb, and Melissa Wingfield  
Absent: Sahana Purohit  
Also Present: Kelley Cronin  
Attending: Fran Arsenault and Paulette Farmer

Ms. Kolb called the meeting to order at 3:00 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 conducted a roll call with three members in attendance; Ms. Baran joined the meeting at 3:09.

II. New Business

Ms. Kolb asked for a motion to approve the minutes. Mr. Berry made a motion, which was seconded by Ms. Wingfield to;

***Approve the minutes of the April 25, 2023.***

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

Peter Berry: Aye

Nancy Kolb: Aye

Melissa Wingfield: Aye

The motion was approved.

Ms. Kolb asked for a motion to approve the minutes. Ms. Wingfield made a motion, which was seconded by Mr. Berry to;

***Approve the Executive Session minutes, of the January 19, 2023, as amended.***

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

Peter Berry: Aye

Nancy Kolb: Aye

Melissa Wingfield: Aye

The motion was approved.

Ms. Kolb mentioned the Acton Lions Club meeting and thanked Ms. Cronin for her presentation. Mr. Berry discussed the upcoming meeting planned for Representative Cataldo. Ms. Cronin updated the Board on MassNAHRO advocacy for funding and let them know that Representative Sena had filed an amendment for an increase in housing authority operating funds. Ms. Cronin mentioned that Mr. Berry was receiving the Francis Faulkner award for his Exemplary Volunteer Service.

Ms. Cronin discussed the inductive stoves the Town would like the AHA to purchase with Energy Efficiency Funds. Ms. Becera had agreed doing a trial at a family unit for the induction stove would make sense for the replacements due to resident concerns raised about these stoves in elder/disabled units at this time.

Ms. Cronin explained the public housing notice regarding wage match. It is a Department of Revenue information system that provides housing authorities with information on residents earned income as reported by employers for tax purposes. Only Ms. Cronin and Ms. Bible review the wage match information for rent determination purposes. Ms. Wingfield made a motion, which was seconded by Ms. Baran to;

***Approve the Wage Match Acknowledgement Form and authorize the Chair and Director to sign the form.***

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

Bernice Baran: Aye

Peter Berry: Aye

Nancy Kolb: Aye

Melissa Wingfield: Aye

The motion was approved.

Ms. Cronin reviewed the contract for the Alternate Housing Voucher Program from DHCD. Mr. Berry made a motion, which was seconded by Ms. Wingfield to;

***Approve the contract for the Alternate Housing Voucher Program and authorize Ms. Kolb and Ms. Cronin to be signatories for the contract.***

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

Bernice Baran: Aye

Peter Berry: Aye

Nancy Kolb: Aye

Melissa Wingfield: Aye

The motion was approved.

Ms. Cronin discussed the Notice of Funding Availability (NOFA) for family units and discussed selling condominium units in disrepair and purchasing replacement units that have been modernized with the funds. Ms. Cronin will get comparisons for the next meeting.

Ms. Cronin reviewed the Internal Control Policy draft. The Board discussed edits and clarifications. Mr. Berry made a motion, which was seconded by Ms. Wingfield to;

***Approve the Internal Control Policy as amended.***

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

Bernice Baran: Aye

Peter Berry: Aye

Nancy Kolb: Aye

Melissa Wingfield: Aye

The motion was approved.

Ms. Cronin reviewed the Capitalization Policy. Ms. Wingfield made a motion, which was seconded by Mr. Berry to;

***Approve the Capitalization Policy.***

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

Bernice Baran: Aye

Peter Berry: Aye  
Nancy Kolb: Aye  
Melissa Wingfield: Aye  
The motion was approved.

Ms. Cronin reviewed the DHCD Notice 2023-05 IG Guidance Regarding Board Member Fiscal Responsibilities and the training being offered.

#### IV. Old Business

Ms. Kolb reminded the Board that the AHA solar panel application would be voted on at Town Meeting. Ms. Baran discussed the ACHC proposals. The Board discussed Town Meeting warrant articles. Ms. Cronin discussed the hiring of an Owner Project Manager for the McManus Manor project. Mr. Berry volunteered to be on the selection committee. Ms. Cronin let the Board know about a Tenants Rights Workshop being held in Acton.

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

***Approve the March voucher with a total expenditure of \$455,710.56 as presented.***

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

Bernice Baran: Aye  
Peter Berry: Aye  
Nancy Kolb: Aye  
Melissa Wingfield: Aye  
The motion was approved.

- VI. Ms. Kolb asked if there were any community members who wanted to comment and hearing none asked for a motion to adjourn. Ms. Baran made a motion which was seconded by Ms. Kolb and unanimously voted in the affirmative to:

***Adjourn the meeting at 4:33 pm.***

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

Bernice Baran: Aye  
Peter Berry: Aye  
Nancy Kolb: Aye  
Melissa Wingfield: Aye  
The motion was approved.

Respectfully submitted,

*Kelley A. Cronin*

Kelley A. Cronin  
Executive Director

Documents and Exhibits Used During the **April 25th** meeting:

Minutes of the March 28, 2023, and Executive Session January 19, 2023 meetings, DHCD Public Housing Notice 2023-03 Wage Match Program, DHCD Public Housing Notice 2023-05 IG Guidance regarding Fiscal Responsibilities of LHA Board Members, Wage Match Program State Contract for AHVP, Contractor Authorized Signature Form, Internal Control Policy, Capitalization Policy, Applicant Screening Policy, Acton Housing Authority presentation to the Lions Club, March Voucher