

ACTON HOUSING AUTHORITY
BOARD OF COMMISSIONERS MEETING
MINUTES

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

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

Ms. Kolb called the meeting to order at 3:03 PM via a virtual meeting platform with no Board members in physical attendance and broadcast via Zoom virtual meeting platform.

I. Ms. Kolb read the rules of the remote meeting and conducted a roll call for attendance with all Board members being present.

II. New Business

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

Approve the minutes of the June 27, 2023, meeting as amended.

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

Bernice Baran: Aye
Nancy Kolb: Aye
Sahana Purohit: Aye
Melissa Wingfield: Aye

The motion was approved.

The Board discussed visiting Tavernier Place with Nancy Tavernier. and provided updates and discussed the South Acton Vision and Action Plan Meeting.

The Board reviewed and answered the Auditor Questionnaire.

Ms. Cronin updated the Board on the State budget process and bond bill regarding public housing funding.

The Board discussed the Board positions. Mr. Berry made a motion, which was seconded by Ms. Purohit to;

Approve members for the following board positions; Nancy Kolb, Chair, Peter Berry, Vice-Chair, Melissa Wingfield, Secretary, Bernice Baran, Treasurer and Sahana Purohit, Assistant Treasurer.

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

Bernice Baran: Aye
Peter Berry: Aye
Nancy Kolb: Aye
Sahana Purohit: Aye
Melissa Wingfield: Aye

The motion was approved.

The Board approved Committee assignments. Peter Berry will be on the Community Preservation Committee, Bernice Baran will continue on the Acton Community Housing Corporation, Melissa Wingfield will continue on the Commission on Disabilities and Sahana Purohit will be the liaison to the Select Board and Nancy Kolb will continue on the Main Street Campus Committee. Ms. Baran thanked Ms. Kolb for her work on the CPC and the amount of support the AHA received during her tenure.

Mr. Berry left the meeting at 3:44.

Ms. Cronin reviewed the Capital Fund Amendment #13 to the Contract for Financial Assistance (CFA) 5001 in the amount of \$152,725.00. Ms. Purohit made a motion, which was seconded by Ms. Baran to;

Approve the Capital Fund Amendment #13 in the amount of \$152,725.

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

Bernice Baran: Aye

Nancy Kolb: Aye

Sahana Purohit: Aye

Melissa Wingfield: Aye

The motion was approved.

Ms. Cronin updated the Board on the Eversource transformers.

Ms. Cronin reviewed the low bid for the Creative Placemaking project. Ms. Wingfield made a motion, which was seconded by Ms. Purohit to;

Approve the low-bid and authorize Ms. Cronin to enter a contract with Site Improvement for project #002082 in the amount of \$142,706.00.

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

Bernice Baran: Aye

Nancy Kolb: Aye

Sahana Purohit: Aye

Melissa Wingfield: Aye

The motion was approved.

IV. Old Business

Ms. Cronin updated the Board on the Main Street campus and sewer planning.

Ms. Kolb discussed the Community Preservation Committee process. Ms. Arsenault let the Board know that the Select Board is hoping to be able to prioritize CPC applications early this year.

Ms. Baran updated the Board on the Acton Community Housing Corporation and a housing project being proposed by Common Ground.

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

Approve the June voucher with a total expenditure of \$676,025.16 as presented.

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

Bernice Baran: Aye

Nancy Kolb: Aye

Sahana Purohit: Aye

Melissa Wingfield: Aye

The motion was approved.

VI. Ms. Kolb asked if there were any community members who wanted to comment. Ms. Purohit let the Board know about the India Independence Day Flag Raising Event at Town Hall. Ms. Wingfield made a motion which was seconded by Ms. Purohit and unanimously voted in the affirmative to:

Adjourn the meeting at 4:15 pm.

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

Bernice Baran: Aye

Nancy Kolb: Aye

Sahana Purohit: Aye

Melissa Wingfield: Aye

The motion was approved.

Respectfully submitted,
Kelley A. Cronin
Executive Director

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

Minutes of the June 27, 2023, meeting, Contract for Financial Assistance Amendment #13, Low Bid Tally and Designer Contractor Recommendation for Creative Placemaking Project #002082, Draft Annual and Capital Plans, June Voucher