

ACTON HOUSING AUTHORITY
BOARD OF COMMISSIONERS MEETING
MINUTES

November 28, 2023, at 3:00 pm
VIRTUAL MEETING

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

Ms. Kolb called the meeting to order at 3:04 PM via a virtual meeting platform with no Board members in physical attendance and broadcast via Zoom.

I. Ms. Kolb read the rules of the remote meeting and conducted a roll call for attendance with Bernice Baran, Peter Berry, and Nancy Kolb being present.

II. New Business

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

Approve the minutes of the October 31, 2023, meeting.

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

Bernice Baran: Aye

Peter Berry: Aye

Nancy Kolb: Aye

The motion was approved.

Ms. Wingfield joined the meeting.

The Board gave updates. Ms. Cronin let the Board know the new mobile food pantry at Windsor Green was going well.

The Board reviewed the bid tally and low-bid reference checks for the Fire Panel replacement project at Windsor Green. Ms. Cronin reminded the Board that the State prioritized fire panel replacement projects for State ARPA funds. Mr. Berry made a motion, which was seconded by Ms. Wingfield to;

Approve the contract with Megco Electric for project #002097 in an amount not to exceed \$339,000.

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 explained the update to the Limited English Proficiency Plan. The Board discussed the plan and Mr. Berry pointed out the need to refer to EOHLCD throughout and not DHCD. Ms. Baran made a motion, which was seconded by Mr. Berry to;

Approve the updated Language Access Plan.

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. Purohit joined the meeting.

Ms. Cronin updated the board on the Resident Advisory Committee (RAC) meeting. The RAC discussed the resident services grant and ways it could be used to help families. Residents said it is hard for low-income children to compete when applying for colleges because low-income parents can't pay for academic tutoring or testing preparation classes. The Board discussed talking to the schools and the United Way about this issue. The Board discussed the Resident Services Grant and applying for a renewal. Ms. Baran made a motion, which was seconded by Mr. Berry to;

Approve the application for an increase in funding for the Resident Services Grant, for a total of \$70,000.

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.

Ms. Cronin discussed the EOHLC process for hiring an auditor to do the Agreed Upon Procedures (AUP) review. Ms. Wingfield made a motion, which was seconded by Ms. Purohit to;

Approve the hiring of Fenton, Ewald, and Associates for \$4,500 to perform the AUP review.

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.

- III. Mr. Berry gave an update on the Mass Works project and sewer permit delay. Ms. Cronin let the Board know that she had let EOHLC know that the sewer project delay had put McManus Manor behind schedule.

Mr. Berry gave an update on applications to the Community Preservation Committee. Ms. Baran gave an update on the Acton Community Housing Corporation. Ms. Purohit gave an update on the most recent Select Board meeting.

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

Approve the October voucher with a total expenditure of \$658,030.27 as presented.

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.

- V. Ms. Kolb asked if there were any community members who wanted to comment and, hearing, none asked for a motion to adjourn and move into Executive Session. Ms. Purohit made a motion, which was seconded by Ms. Wingfield to;

Adjourn the meeting and enter Executive Session .

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.

Respectfully submitted,

Kelley A. Cronin

Kelley A. Cronin
Executive Director

Documents and Exhibits Used During the **November 28th** meeting:

Minutes of the October 31, 2023, meeting, Bid Tally for Fire Panel Replacement Project 002097 and low bid recommendation for Megco Electric, AUP Engagement Proposal from Fenton, Ewald, & Assoc., ED Contract Template, ED Salary Schedule, Language Access Plan, Resident Services Grant, October Voucher