

ACTON HOUSING AUTHORITY  
BOARD OF COMMISSIONERS MEETING  
MINUTES  
March 26, 2024, at 3:00p.m.  
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 3:00 p.m. 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. Minutes

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

***Approve the minutes of the March 26, 2024, meeting.***

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. Board and Executive Director Updates

Ms. Arsenault gave a Select Board update and mentioned the special Town meeting and Zoning amendments. Ms. Cronin gave an update on the Mass NAHRO Conference.

IV. New Business

Ms. Kolb let the Board know that after advertising the position and interviewing she hired Ms. Cronin for the part-time development position. Mr. Berry said it would be helpful to have Ms. Cronin come to board meetings to give updates on McManus Manor once the new Director is hired.

Ms. Kolb updated the Board on the Executive Director hiring process. Ms. Kolb checked the references for the finalists. Ms. Kolb let the Board know that the screening committee was recommending Ms. Bible as the finalist for the Executive Director. Ms. Baran made a motion, which was seconded by Ms. Wingfield to;

***Adopt the recommendations of the screening committee and invite Melissa Bible to an interview with the Board on Tuesday, April 2<sup>nd</sup> at 1pm.***

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 reviewed the quote for the GASB audit. Ms. Baran made a motion, which was seconded by Ms. Wingfield to;

***Approve the service agreement for \$3,500 with Odyssey Advisors for the GASB Post Employment Benefits Report.***

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 updated the Board on McManus Manor and let them know that bids for the project will be received at the end of April. Ms. Cronin explained that due to the sewer project funding issues, the housing project will have an alternate for septic included in the bid.

Ms. Cronin presented the certificate of final completion for the roof and window replacement project at Jennifer Path. Mr. Berry made a motion, which was seconded by Ms. Wingfield to;

***Approve the certificate of final completion for the Jennifer Path project with a final contract price of \$49,475.28.***

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 presented the change order to relocate the alarm annunciator so that it is away from vehicles in the driveway for the fire alarm replacement project #002097 at Windsor Green. Ms. Wingfield made a motion, which was seconded by Mr. Berry to;

***Adopt the change order for project #002097 in the amount of \$7,056.80 to relocate the exterior annunciator for the Fire Alarm replacement project.***

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 reviewed the memo from EOHLC to LHA's regarding administrative fees for capital projects. EOHLC wants Boards to vote on administrative fee requests. Ms. Cronin presented the allowable amount of administrative fees that can be requested for the Fire Panel replacement project #002097 and the Creative Placemaking project #002082 project. Ms. Purohit made a motion, which was seconded by Ms. Wingfield to;

***Approve the administrative fee requests in the amount of \$14,270 for project #002082 and for \$30,780 for project #002097.***

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 reviewed the Fair Housing data. Over 40% of occupants in both family and elderly AHA housing units are minorities which is higher than the census data for Acton which has a minority population of 31% minority and the Metro Area which has a minority population of 28.8%. The Board discussed having a placement rate goal equal to the highest percentage of minorities in Acton or the MSA. Mr. Berry made a motion, which was seconded by Ms. Baran to;

***Approve the Affirmative Action Placement Rate goal of 31% minority households in elderly and family units.***

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 recommended having a new Resident Advisory Committee (RAC) appointed when the new Executive Director starts. Ms. Kolb let the Board know that the Executive Director finalists were invited to attend the RAC meeting and Ms. Bible received favorable feedback from the members.

Ms. Cronin discussed smoking issues and complaints from residents about smokers at outside tables. Ms. Cronin discussed having a grill at the new patio. The Board decided, due to liability issues not to provide an AHA owned grill but to allow residents to use their own grills at the new patio which is far from the building. The Board also voted to designate the new patio non smoking. The Board also stated that the no smoking rules in the buildings apply to vaping. Ms. Kolb made a motion, which was seconded by Ms. Wingfield to;

***Include vaping in the no smoking policy and not allow vaping in the buildings.***

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. Purohit made a motion, which was seconded by Ms. Wingfield to;

***Exclude smoking from the new patio at Windsor Green..***

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. Old Business

Mr. Berry gave an update on Community Preservation Committee (CPC) funding decisions and let the Board know that the Sachem Way window replacement project was approved. Ms. Baran gave an Acton Community Housing Corporation meeting update and funds received from CPC. Ms. Cronin gave an update on the visit from Secretary Augustus.

Ms. Kolb reminded the Board the interview would be held on April 2<sup>nd</sup> and the questions were in the packet.

VI. The Board reviewed the February voucher. Ms. Baran made a motion, which was seconded by Ms. Purohit and unanimously voted in the affirmative to:

***Approve the February voucher with a total expenditure of \$771,195.93 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.

VII. Ms. Kolb asked if there was any public comment. Ms. Arsenault told the Board that committees could not meet on Town election days. The Board agreed to move the next meeting from April 30<sup>th</sup> to April 23<sup>rd</sup> and thanked Ms. Arsenault for the information. Hearing no other comments, Ms. Kolb asked for a motion to adjourn. Ms. Wingfield made a motion which was seconded by Ms. Purohit and unanimously voted in the affirmative to:

***Adjourn the meeting at 4:55 p.m.***

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 **March 26th** meeting:

Minutes of the February 20, 2024, meeting, Legal documents for McManus Manor creating LLC's, E-mail quote from Odyssey Advisors for GASB/OPEB report, E-mail from EOHLC regarding admin fees for capital projects, LHA admin cost guidance memo from EOHLC, Admin fee invoices for projects #002082 and copy of project budge from cap hub, Admin fee invoice for project #002097 and project budget from cap hub, PHN 2021-14 CHAMP Fair Housing PMR Criteria, PHN 2023-09 PMR Updates, Executive Director Finalists resumes, Executive Director (ED) interview questions, Board Vote regarding ED screening committee recommendation, Change order for Fire Alarm project #002097, certificate of final completion and final payment for Jennifer Path roof and window project, February 2024 voucher