

ACTON HOUSING AUTHORITY
BOARD OF COMMISSIONERS MEETING
MINUTES
April 2, 2024, at 1:00p.m.
68 WINDSOR AVENUE

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

Ms. Kolb called the meeting to order at 1:00 p.m. with all Board members in physical attendance.

- I. Ms. Kolb explained the rules of the meeting and schedule.
- II. Ms. Cronin gave an update on the sewer project and let them know that the Town plans to try and seek additional funding for the sewer project. Ms. Cronin let the Board know that McManus Manor was being bid on and bidders would provide two quotes, one for the project connected to sewer and one for the project with a septic system included.

The Board interviewed Melissa Bible for the Executive Director position. After the interview Ms. Kolb reviewed the references for Ms. Bible and let the Board know they were all similar and glowing. Ms. Kolb also reviewed the positive sentiments of the Resident Advisory Committee after they met with and spoke to Ms. Bible. The Board discussed Ms. Bible's candidacy for the position. Mr. Berry made a motion, which was seconded by Ms. Wingfield and unanimously voted in the affirmative to;

Offer the position of Executive Director to Ms. Bible and authorize Ms. Kolb to negotiate the salary.

- III. The Board discussed moving into Executive Session to discuss contract negotiations. Mr. Berry made a motion, which was seconded by Ms. Wingfield and unanimously voted in the affirmative to;

Close the public session of the meeting and enter into Executive Session under open meeting law 2, to conduct strategy sessions in preparation for the Executive Director contract negotiations.

The meeting was adjourned and entered Executive Session.

Respectfully submitted,

Kelley A. Cronin

Kelley A. Cronin
Executive Director

Documents and Exhibits Used During the **April 2nd** meeting:

Resume of Melissa Bible and experience description, Interview Questions, Finalist EOHLC Executive Director salary schedule, contract for employment, and contract cover sheet, PHN 2021-03 DHCD Guidelines for Hiring Executive Director, PHN 2022-02LHA Executive Director Salary and Qualifications Schedule, Memo from Matt Pike regarding Board Vote for hiring