

ACTON COMMUNITY HOUSING CORPORATION
Minutes Tuesday, May 14, 2024 – online via Zoom

Pursuant to notice given, a Regular Meeting of the Acton Community Housing Corporation (ACHC) was held on Tuesday, May 14, 2024 at 7PM via zoom. Present and constituting a Quorum for the purpose of conducting business were regular members Janet Adachi, Bob Van Meter and Bernice Baran and associate member Dan Buckley. Janet authorized Dan to be a voting member for this meeting.

In the absence of Lara Plaskon, ACHC's off-board Clerk, Janet took minutes of the meeting.

Janet Adachi, Chair, called the meeting to order at 7:03 pm. Janet read the updated meeting notice, including guidelines for public participation in the meeting.

I. Regular Business

- **Minutes** – Approval of minutes from 4/9/2024 postponed.
- **Financial Report**
Dan reported the following as of 4/30/2024:
 - Expenditure of 1,900 for approved capital assistance grant; bank account interest of \$217.
 - Total bank assets as of 4/30/2024 at Cambridge Savings (including three 9-month CDs maturing in 12/2024) and Middlesex Savings (consisting of one 5-year CD maturing in 9/2025): \$59,641.50 (\$6,088.93 committed and \$53,552.57 available for expenditures).
 - Total ACHC Funds (Bank accounts + Gift Funds + CPA Funds) – \$626,267.72 (\$213,588.93 committed and \$412,678.79 available for expenditures)
 - Dan and Janet both affirmed that they reviewed the bank statements/financial report.
 - Bernice moved to approve the financial report and Bob seconded – roll call vote, motion passed unanimously.
- **Regional Housing Services Offices Update**
 - None.
- **Chair Update**
 - Janet reported that the current 2020 Housing Production Plan will expire in 2025. Planning Department is pursuing a grant to cover the cost of the updated plan, but ACHC also could provide some funding to cover the cost as it did for the current HPP.
- **Member Reports**
 - Bernice: The Acton Housing Authority has hired a new Assistant Executive Director, Janet Mora; Ms. Mora also speaks Spanish and together with AHA's

bookkeeper, who speaks Chinese, will enhance the services to the AHA's non-English-speaking residents. Bids for the McManus Manor project all are higher than the original budget done four years ago, and AHA still is waiting to hear about financing for the proposed sewer extension; sewerage would cost \$400K less than an on-site septic system. AHA will approach Steve Steinberg and Select Board about possible funding to fill in the budget gap; ACHC is generally willing to assist but cannot make a specific commitment at this early stage. Bob suggested that ACHC schedule an update with Executive Director Kelley Cronin and project manager Maura Tsongas about the current status and issues, including cost increases.

II. New Business

- **Capital Assistance Request:** Dan moved and Bob seconded to approve a capital assistance grant of \$2,500. Roll-call vote, motion passed unanimously.
- **2024 Special Town Meeting, 4/17 & Annual Town Meeting, May 5-6:** Committee discussion of the unsuccessful effort at Special Town Meeting to derail the MBTA Communities zoning proposal on the Annual Town Meeting warrant; the unsuccessful Finance Committee request to Select Board to pull the MBTA zoning proposal from the Annual Town Meeting warrant, and the Finance Committee's eventual vote, 5-4, to recommend the zoning proposal.

III. Old Business

- None

IV. Future Agenda Items

- None

Bob moved to adjourn the meeting at 8:02 pm and Dan seconded. Roll call vote, motion passed unanimously.

The next ACHC meeting will be on June 11, 2024 at 7pm via Zoom.

STATEMENT OF DOCUMENTS PRESENTED AT THIS MEETING:

Agenda 5/14/24

Bank & Housing Funds report through 4/30/24

Capital Assistance Request, Applicant 043024 (redacted)