

ACTON COMMUNITY HOUSING CORPORATION
Minutes Tuesday, July 9, 2024 – online via Zoom

Pursuant to notice given, a Regular Meeting of the Acton Community Housing Corporation (ACHC) was held on Tuesday, July 9, 2024 at 7:00 pm via Zoom. Present and constituting a Quorum for the purpose of conducting business were regular members Janet Adachi, off-Board Clerk Lara Plaskon, Bernice Baran and Judy Hodge, and Treasurer/associate member Dan Buckley. Janet authorized Dan to be a voting member for this meeting.

Janet took minutes of the meeting.

Janet Adachi, Chair, called the meeting to order around 7:00 pm. Janet read the updated meeting notice, including guidelines for public participation in the meeting.

I. Regular Business

- **Minutes** – Janet postponed discussion/approval of the draft minutes for April 9 and June 11.
- **Financial Report** - Dan summarized the financial report as of 6/30/2024. Dan and Janet confirmed that they had reviewed the final financial report. Motion to accept financial report as of 6/30/2024; seconded and approved via unanimous roll-call vote.
- **Regional Housing Services Offices Update** - Janet reported that the RHSO lacks sufficient staff to provide ACHC with Clerk-support.
- **Chair Update** – Janet would like to recruit more ACHC members and has emailed the Volunteer Coordinating Committee. ACHC has openings for one voting member and one associate and Janet regularly has been authorizing Dan as a voting member to be assured of a quorum for the entire meeting. ACHC also could use more members to potentially share clerking responsibilities with Lara, as well as serve as ACHC's representatives on any new advisory committees, work on special projects such as the upcoming HPP, identify potential funding sources other than Community Preservation Act funds, organize meetings with affordable housing groups in neighboring communities, and undertake other activities related to affordable housing.

II. New Business

- **7:00 pm Appointment: Update about McManus Manor project & funding status; discussion about additional ACHC funding** – Kelley Cronin, retiring Executive Director, Acton Housing Authority, and development consultant Maura Camosse-Tsongas provided an update about the project and need for additional

funding. Five of the 41 units will have live-in support via Minuteman ARC or a similar service.

The delay in the sewer extension has meant a delay in and increased cost of the McManus Manor project. After the Town received the award for the sewer extension in 8/2022, the project required a re-design to provide for 2 lines rather than 1 line passing under Route 2; approval of the re-design wasn't until 1/2024. Costs have increased in the 2 years since AHA's original application, so bids for the redesigned project were very high, whether the wastewater treatment was sewer or on-site septic. The result was a 3+ million gap in the budget, with 2.9 million due to increased construction costs, and 600K due to construction loan interest; AHA has reduced the budget gap by 2M+ to 754K.

The construction period, from groundbreaking to opening, should be 18 months; the opening/move-in should be in early 2025.

Dan noted ACHC's reduced available funds and pending commitments: currently under 600K in unearmarked funds, 200K previously committed to and earmarked for McManus Manor and a potential additional financial commitment of 40K toward the cost of the 2025 Housing Production Plan update. He would like the committee to take more time to consider the issue of how much additional funding, if any, ACHC could commit.

Janet asked if 100K would be reasonable. Ms. Camosse-Tsongas said 100K was very low, essentially nothing for an affluent community like Acton. Lara was prepared to commit up to 200K. Dan suggested 150K as a compromise. Judy moved and Dan seconded to approve 150K in additional funding for the McManus Manor project. Roll-call vote: 3-0-1, approved with Bernice abstaining.

- **ACHC request to Select Board to approve proposed use of gift-funds to replenish ACHC bank account used for capital-assistance & closing-cost grants –**
Janet reported that the Select Board at its meeting last night approved ACHC's request; a date-stamped copy of the approval is in the meeting packet. Dan has asked how ACHC can assure that the use of any CPA funds in ACHC's bank account is consistent with CPA limitations on fund-use, such as, not for maintenance. Janet suggests creating a separate bank account for any CPA fund deposits, noting that it has been some time since ACHC transferred CPA funds to

the bank account, so it's unclear how if at all the committee previously tracked such fund-use.

- **ACHC large project grants** – Janet postponed discussion of the proposed guidelines

III. Old Business

- **Housing Production Plan update** – Discussion of 6/11/2024 decision to potentially cover cost of 2025 HPP update. Dan requested last month that the committee revisit this topic. Discussion clarified that ACHC's financial obligation is contingent and might not come to pass if the Town's anticipated application for state funding is successful.

IV. Future Agenda Items

- ACHC capital grant program: Continued discussion & possible vote on modifying homeowner-contribution and other requirements.

Motion to adjourn at 8:46 pm. Seconded and approved unanimously by roll-call vote.

The next ACHC meeting will be on September 9, 2024 at 7:00 pm via Zoom.

STATEMENT OF DOCUMENTS PRESENTED AT THIS MEETING:

Agenda 7/9/2024

Bank & Housing Funds report through 6/30/2024

Draft minutes of 4/9/2024, 6/11/2024

McManus Manor Update, Financing Status: local funding sources as of 7/8/2024; letter dated 7/3/2024 to Acton Select Board from Kelley Cronin, AHA Executive Director, requesting waiver of building permit fees; and memo of 7/8/2024 to Acton Select Board from Peter Berry requesting waiver of building permit fees

ACHC memo of 7/2/2024 to Acton Select Board requesting approval of proposed transfer of CPA funds to ACHC bank account to cover cost of homeowner requests for capital assistance and first-time homebuyer requests for down-payment assistance; 7/9/2024 date-stamped copy of memo, confirming SB approval.

ACHC draft Guidelines, 7/9/2024, for Project Grants